

Get Ready!

Follow this checklist to kick off a great Girl Scout year.

To get started...

- ☐ Register as a volunteer with Girl Scouts Heart of New Jersey.
- ☐ Complete a background check through our online vendor, Asurint.
- ☐ If you haven't already, reach out to your network to find a potential co-leader for your new troop.
- ☐ Complete self-paced, online training.
- ☐ Meet with your co-leader(s) to plan an initial family/caregiver meeting.
- ☐ Invite potential members to join the troop. (Talk to a council representative for recruitment support, if needed.)
- ☐ Visit MyGS to understand where badges and other program resources are hosted in the Volunteer Toolkit and available training courses in gsLearn (girlscouts.org/gsllearn).

In your first month...

- ☐ Hold your family/caregiver meeting.
- ☐ Check out [GSUSA's Troop Year Plans](#) as you start planning for your first troop meeting.
- ☐ Confirm your troop roster by logging into myGS (girlscouts.org/forvolunteers).
- ☐ Connect with your service unit for peer-to-peer advice, local event info and coordination, and general support.
- ☐ Determine where you'll hold your meetings and host your first troop meeting. (If you're having trouble finding a location, reach out to a council representative for help.)
- ☐ Request a [Bank Authorization Letter](#) and open your troop bank account.
- ☐ Access gsLearn (girlscouts.org/gsllearn) and make sure you take the following courses:
 - ☐ GSHNJ New Leader Fundamentals (135)
 - ☐ GSHNJ Child Abuse and Neglect Prevention Course (135)
 - ☐ Level-Specific Training
 - ☐ Review optional training courses at any time.

Family/Caregiver Meeting: Holding a family/caregiver meeting is a key part of starting your troop year. It helps set expectations for families and shows them how they can support the troop. You can use the Family/Caregiver Meeting Checklist on page 7 to plan your troop's meeting.

Multi-level tip: Troop Year Plans are available for both single-level and multi-level troops. The multi-level Troop Year Plans are designed with badges that are easy to facilitate simultaneously across levels.

Service Units: Your service unit is an organized network of Girl Scout youth, family members, and volunteers (including all current troop leaders) in your area. It is a source of peer-to-peer advice and support. Service units typically hold regular troop leader meetings to share details on upcoming events, product programs, and other timely topics.

In your first three months...

- ☐ Host your first one or two troop meetings.
- ☐ Follow up with the council if you have any additional questions at info@gshnj.org or 908-518-4400.

In your first year...

- ☐ Complete First Aid/CPR training if you plan to take your troop on outings away from your usual meeting space.
- ☐ Complete Outdoors and Overnights Training six months prior to any overnight trips you plan for your troop.