



New Leader First Steps

Your Girl Scout adventure awaits!



1

Complete the Part 1 training. [Click here](#) for access instructions to Troop Volunteers, part 1: the Adventure Begins!

2

Connect with your new co-leader(s)!



Don't have a co-leader yet? While you continue to look for a co-leader, complete the Part 1 training and explore [New Leader Resources!](#)

3

As a team, start planning with your co-leader(s). Work on answering the Co-Leader Discussion Questions (page 2) and review the New Leader FAQ (page 3).

4

Schedule your Welcome Zoom. Once you and your co-leader(s) have completed Troop Volunteers, part 1, email customercare@gsmaine.org to schedule your Welcome Zoom.

5

Get your next steps! In the Welcome Zoom we'll discuss where you're at in the planning process and help you prepare for next steps.



Co-Leader Discussion Questions

Time for your troop leadership team to meet and start planning.

New troops: enjoy a coffee, tea, or other treat on us! Check your email for details.

Meeting Logistics:

☐ **Where will our troop meet?** _____



Troops often meet at school, library, church, community center, etc.

☐ **What day/time? How long and how often?** _____



Troops generally meet weekly or biweekly for 1 or 1.5 hr.

☐ **When will we hold our first meeting?** _____



Parent Meeting/first troop meeting: The first meeting is usually also the parent meeting. Refer to the Volunteer Toolkit for an agenda and activities. The parent meeting is usually listed as the first meeting of your chosen Year Plan, or you can search for "Intro Meeting" using the "Add Badge/Journey" function.

Dividing Responsibilities:

Communication:

☐ **Our troop leadership team will stay in touch by:** _____



Troop leaders meet with each other at least monthly to plan, review finances, troubleshoot, etc.

☐ **We will stay in touch with troop families by:** _____



Troops may create a [private Facebook group](#), a troop Gmail account, a [monthly newsletter](#), etc.

☐ **Who will be responsible for each part:** _____



While the details may vary, the most important thing is that you stay in regular communication and have a clear, effective system in place.

Administrative:

☐ **Who and how to manage [troop paperwork](#)?** _____

☐ **Track attendance and badges earned, etc.?** _____

☐ **The two signers on the troop bank account will be:** _____
and _____.

☐ **We choose** _____ **bank from the [list of preferred banks](#).**

☐ _____ **will hold the checkbook and** _____ **will receive the bank statements in the mail.**



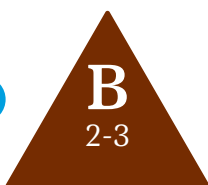
After your Welcome Zoom you will receive your bank letter to open your troop bank account.

New Leader FAQ



How do the Girl Scout levels work?

Girl Scouts earn badges for their level. Troops generally “level up” with the girls and can stay together all the way from Daisy through Ambassador. Leveling up in Girl Scouts is called [bridging](#).



Where do we find meeting plans and activities for badges and journeys?

Find national programming badge and journey requirements in the [Volunteer Toolkit](#).



What are the uniform requirements?

The Girl Scout membership pin is the minimum requirement to be “in uniform”. See official [uniform chart](#) for details. Families are generally responsible for purchasing uniforms when troops are first getting started.



How do we get badges?

Troop leaders purchase badges after girls earn them, using troop funds. Badges can be purchased at the [GSME shop or online](#). Many troops choose to hold [badge ceremonies](#) periodically throughout the year. This is a great opportunity for girl-led planning, to invite families to share in the recognition, and for brand new troops this allows time for the troop to earn funds to pay for the badges.

How do we pay for things when we're just getting started?

New troops primarily earn funds through the Fall Product and Cookie Programs. Troops may also decide to collect dues to help pay for troop activities and supplies. These could range from one to two dollars per meeting. Be sensitive to family limitations and be sure everyone is aware that dues are optional and not mandatory for girls to participate in the troop. Also check out “Who pays for what?” in the [Volunteer Handbook](#) (p. VE 44)

