



New Co-Leader Checklist



We are so excited to have you onboard! Our checklist will keep you on track and put you on the path to success! Remember, your support team is there to support you every step of the way so feel free to reach out to your membership director or service unit manager whenever you need help or have a question. Not sure who they are? Email: volunteerservices@nccoastalpines.org and we'll get you connected!

First things first...

-  Who doesn't like checking things off their to-do list? If you're here, you've completed your Girl Scout member registration and background screening. Awesome. Check one!
-  Did you complete the **Successful Leader Learning Series, 367 Volunteer 360, GSUSA Volunteer Toolkit– Troop Leader View, 367 Troop Banking: Getting Started and Making Changes, NEW Diversity, Equity, Inclusion and Belonging Training for Volunteers and New Co-Leader Live**? Fantastic. Check two! Oops – you haven't completed the above trainings? That's ok. Log Into your MyGS account and connect to gsLearn to complete the above trainings! Once you complete the above trainings, we strongly recommend that if you are a co-leader of a Daisy, Brownie or Junior troop, you complete program level training also available on gsLearn.

Get on the path to success...

- ☐ Take time to check out all the resources available for you like the Volunteers page on the council website, the *Volunteer Toolkit (VTK)*, your virtual planner for all things Girl Scouts, and MyGS - your connection to your troop roster and where you'll go to register for activities, events, and, more! **Speaking of your Troop Roster. Be sure to check your roster regularly for new girls who have joined your troop; if you see a new name, be sure to reach out to welcome them.** *LeadOn!, p. 37*
- ☐ Connect with your co-leader and get to know each other; discuss how you'll share the responsibilities of leading your troop. *LeadOn!, p. 15*

When you begin to meet with your girls and their families:

- ☐ Have a brainstorming session with the girls to talk about the year - what activities would they like to do, what petals and/or badges would they like to earn, are there any community service projects they'd like to organize?, etc. *Prep for this by checking out the badges and Journeys for your grade-level in the VTK or browse the Girls Guide to Girl Scouting.* *LeadOn!, p. 20*
- ☐ Ask parents to complete and return the **Parent Interest and Meet My Girl** form. *You'll want to have this to prep for the upcoming Parent Meeting.* *LeadOn!, p. 47*

At your 2nd or 3rd meeting, begin to engage your parents and caregivers:

- ☐ Connect with the girls' families by holding a parent/guardian meeting so you can involve their time and talents early and where they fit best. Be sure to share the **4-Hour Pledge** concept and specific roles where parents can help. Remember, people respond better to a direct request like, "Monica, I noticed you are a veterinarian. Can I count on your help when the girls begin to work on the Pets badge?" *Prep for this by checking out the Parent Interest forms to find where their talents lie - you might find more helpers than you thought!* *LeadOn!, pp. 19*
- ☐ Did your girls come up with a long list of things to do at the brainstorming session? Share information on the Fall Product Program and the Girl Scout Cookie Program with your parents and girls. Both are great ways to fund the activities the girls have chosen! Now is also a good time to discuss troop dues with your families. *LeadOn!, p. 16*

Continue on the path to success...

- ☐ Set up your troop bank account. We recommend troop accounts are set up within the first 30 days. It's easy, start by completing the Troop Banking Application; you'll find a link to the application on the Troop Banking page of the website.
- ☐ Plan to attend the Co-Leader Conference (typically held in October and late Jan./early Feb.) to learn more about the Girl Scout program for your grade level and gain confidence in delivering badge work, Journeys, and more! Visit Activities to register.
- ☐ Meet the members of your Girl Scout support team - if you haven't already, be sure to touch base with your membership director and your service unit manager as soon as possible! *LeadOn!, p. 6*
- ☐ Attend your area meeting! The area meeting is where you'll meet other troop leaders and gain important information on Girl Scout activities and events that you, the troop, and/or the girls might like to participate in! We encourage at least one adult member of the troop regularly attend the area meeting – yep, that's right, if you can't make it, it's ok to send a parent in your place! *LeadOn!, p. 6*

Give yourself a hug - you're doing great! Check three!

Girl Scouts-North Carolina Coastal Pines ♦ Contact: learning@nccoastalpines.org

