New Co-Leader Checklist

Using the suggested timeline below, complete this checklist within your first year of volunteering as a Troop Co-Leader to earn an incentive after confirming you'll return for another year as a co-leader (see next page for all details).

FI	RST 2 WEEKS		
	Complete your membership registration and background screen.		
	Connect with your fellow Troop Co-Leader(s), who are also registered and background screened, and make key decisions—decide when, where, and how often your troop will meet, and how you will communicate with parents/caregivers of girls in your troop.		
	Attend a New Co-Leader Orientation with your area Troop Support Specialist.		
	Complete your online co-leader training, found on our website under "Volunteer Resources."		
FI	RST MONTH		
	Get to know your resources:		
	• Read the rest of this <i>Co-Leader Handbook</i> .		
	• Log into the Volunteer Toolkit (or VTK) and plan your first meeting.		
	• Join your area GSSN Facebook group to network with fellow volunteers and council staff.		
	Open your troop bank account with enough signers, submit a <i>Bank Account Information Form</i> , and watch the <i>Troop Finance Webinar</i> .		
	Hold a Parent Meeting (details found on page 12).		
	• Recruit parents/caregivers to hold volunteer roles within the troop.		
	• Confirm who your First Aid/CPR trained adult will be.		
	• Ensure parents/caregivers complete all relevant paperwork.		
FI	RST 3 MONTHS		
	Log into your MY GS account, confirm your troop roster, and update meeting details of your troop.		
	My troop kept parents/caregivers informed during the year about meetings and activities.		
	My troop has planned the majority of the Girl Scout year in the VTK, incorporating girl ideas.		
	Get to know your resources:		
	• Review the Spirit of Nebraska website for all publications, program calendar, forms, resources, etc.		
	• Access gsLearn (via MYGS) and watch any relevant trainings, or trainings which interest you.		
FI	RST 6 MONTHS		
	My troop participated in the Girl Scout Cookie Program and/or Fall Product Program, including:		
	• Submitted the <i>Product Program Intent Form</i> .		
	 All Troop Cookie/Fall Product Managers were registered and background screened. 		
	• All Troop Cookie/Fall Product Managers completed product program training (in person or online).		
	Stay in contact with your area Troop Support Specialist.		
	A representative from my troop attended at least one area Volunteer/Service Unit meeting.		

Tŀ	IROUGHOUT THE YEAR		
	0 1	ne Girl Scout holiday/tradition—Juliette Low Birthday (10/31), World Thinkingday (3/12), National Girl Scout Week (Week of March 12), Leader Appreciation	
	My troop completed a community service or Take Action project.		
	My troop participated in at least one Council-sponsored program or event.		
	My troop has taken at least one field trip away from our regular meeting place for Journey or badge work.		
	My troop completed a Journey or 4 badges.		
	My troop has done an activity outdoors.		
	My troop renewed girl and volunteer memberships during Early Bird.		
	My troop has held one additional Parent Meeting.		
Tr	oop Support Specialist, who ur next Girl Scout membersl	ist within your first year of serving as a Troop Co-Leader to your area will verify completion. Once verified, Spirit of Nebraska will pay for nip year or our official adult uniform vest if you stay in your co-leader	
Fu	ll Name:	5-Digit Troop #:	
Re	ward Choice (choose one):	□ Girl Scout Membership	
		☐ Girl Scout Official Adult Vest Size (XS-5X available):	

PLEASE NOTE: Once these items have been completed, you are more than 75% of the way to earning your Honor Troop status. Review the remaining requirements on our website (search "Honor Troop"), and have your troop earn this prestigious award.

Date:

Area Troop Support Specialist: