

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).

FIRST 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.”

FIRST MONTH

- Get to know your resources:
 - Read the rest of this *Co-Leader Handbook*.
 - 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 *Bank Account Information Form*, and watch the *Troop Finance Webinar*.
- 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.

FIRST 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 *MY GS*) and watch any relevant trainings, or trainings which interest you.

FIRST 6 MONTHS

- My troop participated in the Girl Scout Cookie Program and/or Fall Product Program, including:
 - Submitted the *Product Program Intent Form*.
 - 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.

