

STEPS TO SUCCESSFULLY STARTING A GIRL SCOUT TROOP

Step One

- **Decide how troop leadership will look**
 - Troops can be led by one or two troop leaders or by co-op. If there is one leader, another volunteer must be present to meet the ratio standard
 - Troop leaders are responsible for organizing the monthly meetings and trips, making sure appropriate forms are completed, and attending the monthly Service Unit meeting of troop leaders
- **Volunteer positions in your troop**
 - There are several positions to be fulfilled within each troop – individuals can take on one or more of these positions
 - Leader, Co-Leader, Treasurer, First Aid/CPR Person, Attend SU Meetings, Cookie Mom/Dad

Step Two

- **When, where, and how often to have troop meetings**
 - Meetings are typically held monthly or twice monthly for 60-90 minutes
 - Determine the best time and day for your troop
 - Find a convenient location

Step Three

- **Operating Budget (Troop Dues)**
 - Decide how much to charge each girl for the yearly troop fees – this will likely vary year to year
 - Dues can include the registration fee or those can be written separately
 - You need to set up a bank account for the troop following the Girl Scout Banking Guidelines
 - Troop fees often include the cost of badges, uniforms, activity fees, etc.
- **Uniforms**
 - Decide on what uniform you will require of your troop – vest or sash only, etc.
- **Programs/Activities**
 - Decide how often you will want to do field trip activities
 - You need to be trained in Leadership Essentials before going on field trips
 - All drivers need to be registered with Girl Scouts

Step Four

Training

- It is important that your troop leaders get the appropriate training from Girl Scouts as soon as possible GSUSA Orientation (an introduction to Girl Scouting) can be accessed via the Internet. A sheet is enclosed with those directions.
- Leadership Essential (registration through www.gsneo.org)
- CPR/First Aid is required for going on simple outings
- Camp Training is required to camp

Mentorship

- If you are not matched up with a Troop Leader from an existing troop, we highly recommend you ask us to assign one to your troop
- The Troop Leader can answer questions you have throughout the year and be a tremendous resource

Step Five

- **Registration**
 - The Registrar will talk to you about registration and the forms you need to complete to get your troop registered and to receive a troop number