

# New Leader Checklist

## STEP 1

- Register your Girl Scout and register yourself as a volunteer.
- Complete a criminal Background Check. Check your email from [theadvocates@sterlingvolunteers.org](mailto:theadvocates@sterlingvolunteers.org).
- Check out the New Leader's Guide to Success!

## STEP 2

- Start your New Leader Training! Invite is sent directly to your email after your registration is fully processed.
- Invite co-leader and girls to join using social media and flyers found on the Volunteer Resources page of our website. <https://www.girlscoutshs.org/en/members/for-volunteers/volunteer-resources.html>
- Open a Bank Account. Contact your Membership Manager for required EIN letter.

## STEP 3

- Check out the Volunteer Toolkit (VTK) by clicking on the MyGS tab on our website.
- Find your troop roster on the VTK and introduce yourself to families.
- Host a Family Meeting and start to get families involved.

## STEP 4

- Finish your New Leader Training! Reminder: Invite details are in your email inbox!
- Prepare for your first meeting by checking out the Troop Year Planner page on our website. <https://www.girlscoutshs.org/en/members/for-volunteers/troop-year-planner.html>
- Attend a Leader Meeting with your Service Unit.

## STEP 5

- Explore events your troop can attend by visiting the Events Calendar on our website. <https://www.girlscoutshs.org/en/activities/event-calendar.html>
- Learn about the Fall Product Program.
- Learn about the Girl Scout Cookie Program.

