

GETTING YOUR TROOP ORGANIZED CHECK-LIST

Following is a list of things you will need to do in the beginning to get your troop started.

- Meet with your co-leader/assistant leader or other adults involved with your troop leadership.
 - Choose a site, day and time for troop meetings. (Guidelines for this are in your Safety-Wise book.
 - Decide who will do paperwork and record keeping such as troop attendance, troop newsletter or web site (if you choose to have one), permission slips, troop financial records and banking; and who will facilitate different parts of the meeting.
 - Decide how you will communicate on-going troop activities and other necessary information to parents/guardians (i.e. Newsletter, phone tree, e-mails, meetings, web page, etc.)
 - Review the sample troop meeting plans and the appropriate Leader's Guide for your age level girls. Plan your first meeting.
 - Decide when your first parent meeting will be. (With or separate from your first troop meeting?) If the parent/guardian meeting will be part of your first troop meeting, decide which leader will conduct this portion while the other leader meets with the girls.
 - Review Safety-Wise guidelines for your meeting.
- Contact your Neighborhood Service Unit for your list of girls, membership registration forms for both the girls and their parents, and health forms.
- Contact the girls and all their parents/guardians.
 - Let the family know the dates, times and location of the first girl meeting and their frequency.
 - Let the parents/guardians know the date, time and location of the parent meeting.

- Give the parents/guardians the leaders' names and phone numbers in case they have questions.
- Share that they will need to complete a registration form and pay a \$10 annual membership fee (Financial assistance available), and complete health form with appropriate emergency information. Let them know they can handle all this at the parent/guardian meeting. Indicate if you will be collecting dues and if so, how much.
- Hold your parent/guardian meeting. *
- Hold your first meeting with the girls. *
 - Use your troop meeting plans that were shared earlier.
 - Take attendance. Attendance should be taken at all meetings.
 - Money collected must be tracked and troop financial records must be available for parents/guardians to see.
 - Share the responsibilities and tasks.
 - Register girls and adults as Girl Scout members.**
- Open a troop checking account.
- Turn in your membership registrations to your Neighborhood Service Unit Registrar.
- RELAX. You can do it!

** These could be held at the same time. Membership forms can be obtained from your local Regional Office or from your Service Unit Registrar.