

## Girl Scout Troop Start-Up Check-list

*Co-leading a Girl Scout troop is a terrific way to help build girls of courage, confidence, and character, who make the world a better place. THANK YOU for considering leading a troop - the girls can't do it without you!*

### **Adult Volunteers**

- To lead your troop, you'll need 2 unrelated adults (at least 1 must be female)
  - Register as adult volunteers at [gsema.org/join](https://gsema.org/join)
  - Adult membership is \$25/annually, financial assistance is available. (The \$25 provides Girl Scout liability insurance coverage for the entire scouting year to adults who are chaperoning, carpooling, or otherwise supervising girls in scouting activities.)
  - Complete a CORI check with Girl Scouts - print a form from <https://www.gsema.org/en/for-volunteers/forms-and-documents.html>
  - You can have your CORI signature witnessed by any notary, or an authorized CORI signer for Sudbury Girl Scouts - email [sudburygs@gmail.com](mailto:sudburygs@gmail.com) to arrange.

### **Girl Members**

- Girl membership is \$40/annually; financial assistance is available (no documentation needed). (\$25 of this goes to Girl Scouts USA, and \$15 to Girl Scouts of Eastern MA; Sudbury Girl Scouts does not get a cut!)
  - Register girls at [gsema.org/join](https://gsema.org/join)
  - Your information will be shared with Sudbury Girl Scouts, who will get in touch with you about troop formation, if one has not been established already

### **Parent Meeting**

When your troop is formed one of the first things to do is to schedule a parent meeting, where you can discuss how you'd like to manage your troop. When and where to meet, how often, what volunteer roles the other adults can fill, how to choose badges and

activities, whether to collect dues, what uniforms you'll require...every troop is a reflection of its leaders, so design the troop that works for you.

## **Troop Meetings**

Girl Scout troops generally meet once a week to once a month, depending upon availability of adult volunteers and age/activities of girls. Try to set a regular meeting day/time - for example, the first Wednesday evening of every month or every Saturday afternoon. Troops can meet at schools, churches, community centers, libraries etc.

## **What Do Troops Do??**

- **Visit [gsema.org/programs.html](http://gsema.org/programs.html)** to see the huge variety of activities girls can participate in.
- **Purchase the Girl's Guide to Girl Scouting** for your troop's level - Daisies, Brownies, Juniors etc. You can also generally find these at the library. Here you'll find step-by-step plans for earning petals and badges.
- **Volunteer Toolkit (online)** also has complete meeting plans broken down in great detail, to walk you through an entire year's worth of meetings - this is available in the [gsema.org](http://gsema.org) Volunteers area, once you are registered/CORId as a leader.

## **Training & Support**

- **Troop Pathways Orientation (online)** - walks you through, step-by-step, how to be a Girl Scout troop leader at each level. Separate trainings for Daisies, Brownies, Juniors etc. Once your registration and CORI are approved, you will be able to access this training.
- **Volunteer Essentials (online)** - ongoing volunteer resource for all things relating to Girl Scouts - <https://www.gsema.org/en/for-volunteers/VolunteerEssentials.html>
- **Monthly Roundtable (in-person meeting)** - Sudbury Girl Scouts holds an in-person roundtable meeting the first Tuesday of each month, 7pm at the Presbyterian Church in Sudbury Town center. This is the best way to learn from experienced leaders!
- **Sudbury Girl Scout Troops Facebook group (online)**: request membership in this private group to get information about town events, roundtable meeting minutes, and to ask any questions you have on any scouting topics. Search for it on Facebook and answer the two questions to gain access.
- **sudburygirlscouts.org (online)** - website with a private members area with an event calendar, important forms, etc. Contact [sudburygs@gmail.com](mailto:sudburygs@gmail.com) for the login info.

*Additional training may be required to participate in certain activities - e.g. overnight tent camping. These trainings may have an additional cost and/or be held in person.*

## **Uniforms**

- Many options are available, cost varies. However, a uniform is not required.
- If your troop decides to get uniforms, typically it is a tunic/vest/sash; badges: American Flag, Council ID, Troop Number; tab; membership pin; World Trefoil pin
- See here for details: <https://www.girlscoutshop.com/GIRLS/UNIFORMS>

## **Troop Funds/Bank Account**

Request Troop Bank Account Letter from GSEMA, need 2 unrelated, registered adults to serve as co-signers - typically a leader and a co-leader or treasurer. Visit [gsema.org/forms](http://gsema.org/forms) to request the letter.

- **Dues:** many troops charge dues for start-up funds (between \$10-\$30/girl). Volunteer Support Services has limited start-up funds available for troops (can only be granted once).
- **Council-sponsored sales:** Fall Product (September: chocolates, nuts, magazines, organic vegetables, tumblers) and GS Cookies (December-March)...must have troop bank account. Troops earn about 17% of monies collected for Fall Product Sales and \$0.10 from each box of cookies.

*Troops are not required to participate in either sale. However, troops cannot do additional fundraising unless they have participated in BOTH Council-sponsored sales.*

**Questions? Email [sudburygs@gmail.com](mailto:sudburygs@gmail.com) or visit us on Facebook! (SudburyGST)**