



# New Troop Leaders

## Training Guide

The following training paths will prepare you for working with your troop and organizing troop meetings and troop volunteers. Continue to refer to your specific volunteer onboarding checklist to ensure you are completing all training and onboarding steps in order.

### Training Guide

#### 415 Learn the Basics *(Total: 3 hours)*

GSUSA New Leader Onboarding: The Girl Scout Leadership Experience *(30 minutes)*

GSUSA New Leader Onboarding: Troop Safety *(20 minutes)*

GSUSA Girl Scouts Child Abuse and Neglect Prevention *(50 minutes)*

GSUSA New Leader Onboarding: Family Engagement - The Key to Success *(30 minutes)*

GSUSA New Leader Onboarding: First Meeting *(20 minutes)*

GSUSA Volunteer Toolkit: Troop Leader View *(10 minutes)*

GSUSA New leader Onboarding: Funding the Fun - Managing Girl Scout Troop Finances *(20 minutes)*

415 Troop Financial Training *(20 minutes)*

#### 415 Expand Your Knowledge Certified Leader Paths\* *(Total: 2 hours)*

GSUSA New Leader Onboarding: What Girl Scouts Do (10 minutes)

GSUSA Grade Level Essentials (Daisy, Brownie, Junior) (25 minutes)

GSUSA Delivering Inclusive Program (20 minutes)

GSUSA New Leader Onboarding: The Girl Scout Cookie Program (20 minutes)

GSUSA Level Badge Specific course (5 minute)

415 Certified Leader (1 minute)

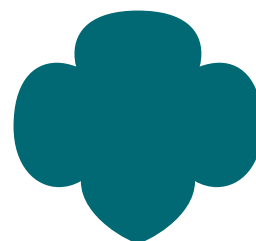
415 Beyond the Troop Meeting (optional) (15 minutes)

GSUSA Girl Scouts in the Outdoors (optional) (30 minutes)

415 Volunteer Toolkit Webinars for First Year Troop Leadership (optional) (1 hour)

*\*Expand Your Knowledge training paths for Cadettes, Senior and Ambassador volunteers may contain different courses that are level specific.*

*Due to the interactive nature of the trainings, all times mentioned above are estimates.*





# New Troop Leaders

## Training Checklist

The following is a checklist for New Troop Leader training. Continue to refer to your specific volunteer onboarding checklist to ensure you are completing all training and onboarding steps in order.

### Training Checklist

#### Week 1:

**Register as a Troop Leader for your Troop**  
Visit the Homepage ([mygs.girlscouts.org](http://mygs.girlscouts.org)). Click Login. If you already have an account, please login with your username and password. If you don't have an account, press "Don't have an account" in the login window to begin the registration process. Once you're logged in, choose the troop leader role and proceed to checkout.

**Complete Criminal Background Check**  
You will receive an email link from Asurint to complete an online criminal background check. The link is good for 10 days. You have the option to pay the fee yourself or to have the council pay using the code: "councilpay" when the pop-up screen asks. This is best done on a computer.

**Welcome Email**  
You will receive a welcome email from Girl Scouts of Northern Illinois welcoming you as a volunteer.

**Training assignment Email**  
Within 24 business hours of registering as a Troop Leader, you will receive your required training assignment email from our Program Department with specific deadlines for completion.

#### Week 2:

**Troop Formation and Check-In with Membership Engagement Specialist**  
Learn about GSNI, our learning platform and more as you discuss the next steps to starting your troop.

**Complete the 415 Learn the Basics Training Path (approx. 3 hours)**  
Complete this training path by the deadline in your training assignment email. (Yay! Watch for your Trained to Lead patch in the mail!)

**Troop Formation Recruitment (if needed)**  
With the help of your Membership Engagement Specialist, host a Troop formation Recruitment to recruit more volunteers and families to your new troop!

**Open a Troop Bank Account**  
Once you and your co-leader complete the 415 Learn the Basics, you can request a Bank Letter from your Membership Engagement Specialist by filling out the Girl Scout Bank Documents Request form.

#### Week 3:

**Training check-in with Membership Engagement Specialist**  
Once you complete the 415 Learn the Basics training path, you'll check in with your Membership Engagement Specialist with any questions you may have from your basic training.

**Plan a Parent Meeting and Schedule Your First Meeting**  
Host a parent meeting with your Troop Leadership Team to kick off your troop meetings. During this meeting you'll introduce yourself and share the upcoming year's activities with families.

#### Month 2 and 3:

**Complete the 415 Expand Your Knowledge Level training path: (approx. 2 hours)**  
Complete the 415 Expand Your Knowledge level training path for your Girl Scout level by the deadline in your training assignment email. (Yay! Watch for your Trained to Lead charm in the mail!)

*Watch GSNI's Activities calendar for enrichment trainings you may be interested in taking.*

*Check out the Content Library in gsLearn for more enrichment and Girl Scout Program trainings on demand.*

[www.girlscoutsni.org](http://www.girlscoutsni.org)

girlscouts  
of northern illinois

**Questions? Contact Customer Care at 844-476-4463 or [customercare@girlscoutsni.org](mailto:customercare@girlscoutsni.org).**