

# 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 in Safety Wise.
  - Troop leaders are responsible for organizing the monthly meetings and trips, making sure appropriate forms are completed, and attending the monthly Service Unit Volunteer meeting of troop leaders and volunteers.
- Volunteer positions within 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, Fall Sale and/or 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.
- 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. Volunteer Orientation can be accessed through [www.girlscoutsdiamonds.org](http://www.girlscoutsdiamonds.org) (password is "discover").
  - Leadership Essential (registration through [www.girlscoutsdiamonds.org](http://www.girlscoutsdiamonds.org)).
  - CPR/First Aid is required for going on simple outings.
  - Camp Training (Venture Out) is required to camp.

## Step Five

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