

Girl Scouts
Heart of Central California

STARTING A TROOP — SUGGESTED STEPS

After Orientation training:

- Register and attend **Troop Leader Basics** and **Grade Level** training within six months of orientation.
- Get a **list of interested girls** from your Service Unit Organizer (or from another assigned Service Team Member or Membership Director).
- Get **registration packet** and troop number from your Service Unit Registrar (or assigned Service Team Member).
- Get your troop leadership team together to **decide troop meeting details**: day of week, how often, length of meetings, and place. (Troops can meet in schools, offices, churches, homes or community rooms). Contact the facility for permission if necessary.
- Plan a **parent meeting**. (See [A Successful Parent/Guardian Meeting](#) and [Adult Talent Bank](#) in this packet or “Getting Started” in the [Leader’s Resource Book](#))

Select a meeting time and place for a parent meeting. Invite parents/guardians with a personal phone call or written invitation. Ask them to bring their family calendars and registration money. Let parents know how you want them to help.
- Plan the first troop meeting**. (See [Planning Information](#) in the grade level leader's guide.) Contact troop mentor for guidance.
- Remind** girls and parents of troop meeting schedule by phone, email or in a troop newsletter. Include what girls should bring to the meetings.
- Determine what four people will be signers and then open a troop **bank account**. (See the [Leader’s Resource Book](#) and your Service Unit Treasurer for more information.) At least two signers must be designated Service Team Members.
- Turn in completed **registration** forms to your Service Unit Registrar.
- Attend monthly **Leader Meetings**. If you cannot attend, send an adult representative from your troop.