

Girl Scouts of Central & Southern NJ, Inc.

**TROOP START-UP CHECK LIST**

1. \_\_\_ Completed Orientation, New Leader and/or Leadership Essential and received information on registering for Overnight Adventures and CPR/First Aid course.
2. \_\_\_ Contact Service Unit Manager. Received date and location of the next Service Unit meeting. (Troop Leaders meeting)
3. \_\_\_ Received list of girls, addresses, telephone numbers. (Obtain names of new girls from the troop registrar or Service Unit Manager.) **Volunteer Application must be completed and references returned before list of girls is given.**
4. \_\_\_ Individual Girl Record Forms obtained for girls that have bridged into troop (get from their former leader).
5. \_\_\_ Troop records and properties received from former leader including Leader Notebook. Leader Notebook received from troop organizer only if troop is NEW.
6. \_\_\_ Copy of previous year's "Troop Financial Summary" if taking over existing troop.
7. \_\_\_ Bank Resolution Form received from Service Unit Treasurer to change names on bank account, or to open a new account. Checks should read: GSCSNJ, Troop #: \_\_\_ \_\_\_ \_\_\_ \_\_\_
8. \_\_\_ Permission obtained for use of meeting place. (Use Sponsorship Agreement.)
9. \_\_\_ Key received or arrangements made to get into building.
10. \_\_\_ Troop/American flag obtained and cleaned, if necessary. (New troop may contact American Legion or VFW for American Flag.)
11. \_\_\_ Obtained grade level resources e.g. handbooks, Journey books, How to Guide.
12. \_\_\_ Received troop Registration Packet and list of members registered in the Spring. Complete registration forms for new members. Attach troop check to registrations and Dues Summary. (Service Unit Registrar or Membership Specialist will collect and review and forward to the appropriate council office.)
13. \_\_\_ Received necessary new troop packet with forms.  
    \_\_\_ Troop Dues                      \_\_\_ Troop Financial Summary  
    \_\_\_ Attendance Sheets          \_\_\_ Activity Work Sheets  
    \_\_\_ Individual Girl Records
14. \_\_\_ Arranged for parent meeting.
15. \_\_\_ Notified girls of first meeting, time and place.

**ALL TROOP RECORDS AND TROOP PROPERTIES MUST BE RETURNED TO  
GSCSNJ WHEN A TROOP DISBANDS.**