



Girl Scouts of Central & Southern NJ, Inc.

Girl Scouts.

TROOP START-UP CHECK LIST

1. Completed Orientation and New Leader Training, and also received information on registering for an Overnight Training and First Aid Course.
2. Received list of girls, addresses, telephone numbers. (Obtain names of new girls from the Troop Organizer/Troop Consultant or Service Unit Manager.) **Volunteer Application must be completed and references returned before list of girls is given.**
3. Individual Girl Record Forms obtained for girls that have bridged into troop (get from their former leader) Not applicable for new troops.
4. Troop records and properties received from former leader, if applicable.
5. Copy of previous year's "Troop Financial Summary" if applicable.
6. 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 #:
7. Permission obtained for use of meeting place.
8. Key received or arrangements made to get into building.
9. Troop/American flag obtained and cleaned, if necessary. (New troops may contact American Legion or VFW for American Flag.)
10. Obtained level handbooks. (Available for purchase at Juliette's Closet, online or one of our MRCs.)
11. If taking over an existing troop: Received troop Registration Packet and list of members registered in the spring. Complete registration forms for new members. Attach troop check to registrations and Due's Summary. (Service Unit Registrar will collect and review and forward to their Membership Specialist).
12. Received necessary new troop packet with forms.

<input type="checkbox"/> Troop Dues	<input type="checkbox"/> Troop Financial Summary
<input type="checkbox"/> Attendance Sheets	<input type="checkbox"/> Activity Work Sheets
<input type="checkbox"/> Girl Record	<input type="checkbox"/> Girl Health Record
13. Arranged for parent meeting.
14. Notified girls of first meeting, time and place.
15. Received date and location of the next Service Unit Meeting. (Troop Leaders Meeting)

ALL TROOP RECORDS AND TROOP PROPERTIES MUST BE RETURNED TO SERVICE UNIT MANAGER WHEN A TROOP DISBANDS.