

## Training & Meeting Prep

### ◆ **Log in to your gsLearn account via MYGS.**

- » If you are new - you will receive a Welcome Email with instructions to get you started.
- » If you are returning - log in to gsLearn and see what is new!

### ◆ **Check out the Volunteer Toolkit (VTK).**

- » Whether you are a brand new troop co-leader or if you have been around for a while - the VTK is the best resource to plan your troop meetings and communicate with families. Head over to gsLearn to view the GSUSA Volunteer Toolkit Tutorials!

### ◆ **Add/Review/Update Troop Meeting Logistics.**

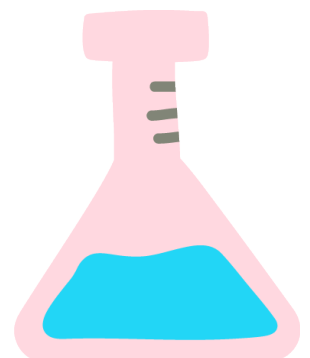
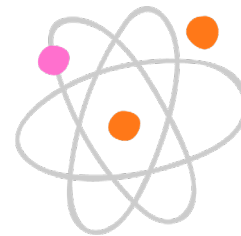
- » Once you log in to MYGS, click on 'My Troop(s)' and select your troop. Then click on "Edit Meeting Details" and you can update all meeting info there!
- » How often will you meet? Virtually, in person, or hybrid? Reach out to [customercare@gsofct.org](mailto:customercare@gsofct.org) for any assistance you may need!

### ◆ **Don't forget- keep Girl Scouts girl led!**

- » If you have young girls give them a few options to choose from to make a group decision!
- » If you have older girls- guide them in a discussion to see what they want to accomplish this year!

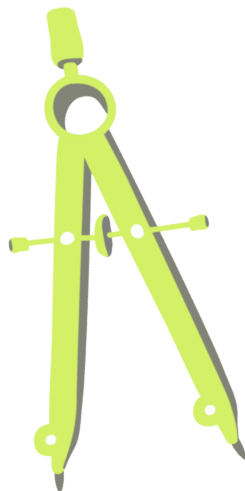
**We are so excited to help get your new troop year started!**

*Whether you are starting a new troop or continuing with an existing troop, use this checklist to make sure your troop is ready to be the best it can be!*



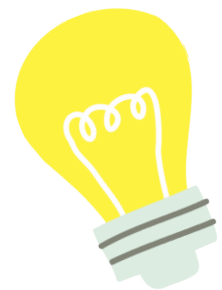
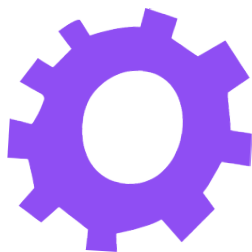
## Connecting with your GS Community

- ◆ **Host a Parent Meeting.** Whether you are new or returning, hosting a parent meeting is essential to starting off your Girl Scout year in the best way. Parental involvement is a fundamental component of your troop success. There are resources in the VTK and in gsLearn to help guide you in planning and executing the parent meeting!
  - » If you're new you will want to have parents sign up as troop treasurer, chaperones, drivers, product sales helpers, and more! It isn't too important to have the roles settled just yet. At the moment the most important thing is getting their commitment to help.
  - » If you're a returning troop you should still have a meeting to make sure parent helpers are still committed and ready to start the New Year!
  - » There are forms that caregivers must complete each year. The Annual Consent and Health History Form as well as the Annual Pick-Up Authorization Form must be collected and kept with the Troop at all times. These forms and more can be found in the forms library at [gsofct.org](http://gsofct.org). Please note that a COVID 19 Informed Consent form is no longer required.
- ◆ **Add girl and adult members to your troop!** Reach out to us at [customercare@gsofct.org](mailto:customercare@gsofct.org) and we can assist you in growing your troop family!
- ◆ **Connect with your Service Unit.** If you haven't heard from Service Unit yet about when the next leader meeting is, reach out to us and we can help. Remember, this is the best way to connect your troop to the local community. Plus you get to meet other co-leaders and share ideas! A sisterhood for you!
- ◆ **Set up or review your troop bank account.**
  - » For new co-leaders, this means working with your Service Unit Treasurer or Member Experience Specialist to help you set up a proper Girl Scout Troop Bank Account.
  - » For returning co-leaders, check in with your troop treasurer and make sure all your finances are in order to start the year off right!



## The Fun Part - Troop Meetings!

- ◆ **Log in to MYGS/VTK often** to check your troop roster, tweak plans in the VTK, and welcome new or returning families in to your troop!
- ◆ **Plan & hold your first troop meeting** for the new year!
  - » Focus on the future and what the girls want to accomplish this year. Set troop goals for number of badges, activities, etc.
  - » Create/review and adopt a troop agreement with input from each girl. Ask girls to share their thoughts about how meetings (virtual or in person) will run, etiquette during meetings, and guidelines to follow. We encourage all troops to include a diversity and inclusion statement about welcoming and celebrating all girls equally.
  - » Make sure troop goals, plans, and the troop agreement are displayed at meetings and shared with your troop families.
  - » Don't worry if the meeting doesn't go as planned. A lot of times the girls are so excited to get started and to see each other outside of school! If anything, try to get a general sense of their ideas and expectations as well as starting some troop traditions!
- ◆ **Keep using the VTK!** After you have talked to the girls about their interests and excitement for Girl Scouts, you can begin to plan your year in the VTK! You are free to customize your year plan. Doing so now will save you tons of time later!
  - » Remember that there are tutorials in gsLearn or you can reach out to Customer Care for help with using the VTK.



## Did you know?

- **You can print Troop Membership cards** for each of your girls? Scroll to the bottom of your troop page in MYGS!
- **You can now update your communication preferences!** Log in to MYGS then Click on “My Household” and next to your name click on “Edit Profile”. Scroll to the bottom of the page and select “Marketing Preferences”.
- **You have access to Cheddar Up-** a digital payment and tracking tool that will help your troop easily collect money online for Girl Scout activities! Email [friendlysupport@cheddarup.com](mailto:friendlysupport@cheddarup.com) with your name, troop number, and that you are from GSOFCT to get started!
- **Girl Scouts offers religious awards to members** who explore the Girl Scout Law and teachings from their faith. Visit [praypub.org/gsusa](http://praypub.org/gsusa) to learn more about how to strengthen the connection between Girl Scouts and Faith! Purchase the My Promise, My Faith pin in any of our shops!



Thank you so much for volunteering for  
**Girl Scouts of Connecticut!**

*For more information, please visit us at [gssoft.org](http://gssoft.org)*

\*We are all here to support your Girl Scout experience. If you have any questions or concerns please contact Customer Care at [customer care@gssoft.org](mailto:customer care@gssoft.org) or by calling (800) 922-2770.