**✅ Checklist #3: Finalize Your Troop Setup**

* Remind **families** that **all girls and adults must complete their membership registration** before attending the first troop meeting.
* Verify that **all registered volunteers** have a **current, approved background check on file.**
* Collect the **following required forms** from families before or during your family interest meeting:
	+ Annual Permission Form
	+ Annual Adult Participation Agreement
	+ Annual Troop Health Form
* **Review key policies and procedures** in *Volunteer Essentials.*
* Follow the detailed guidelines on the **GSSI Co-Leader Onboarding** page for required reading under each section:
	+ Troop Management – *required sections*
	+ Troop Engagement - *optional*
	+ Creating a Safe Space – *optional*
	+ Troop Finances – *required sections*
* **Set up or update your troop bank account:**
	+ New Troops: Submit the **New Bank Account Request**
	+ Existing Troops: Submit the **Change Account Signers Request**
	+ Review and submit **GSSI’s Financial Expectations for Account Signers**
	+ *Note: GSSI staff will send you the necessary paperwork to set up/update your troop bank account once all account signers have submitted their financial expectations*
* **Sign GSSI’s Expectations of a Troop Co-Leader**

Congratulations—your onboarding is complete!

**You’re ready to host your family interest meeting and your first troop meeting!**