**✅ 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!**