



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!