

Program for New Leaders and Sister Troop Leaders

CHECKLIST - MONTH 1

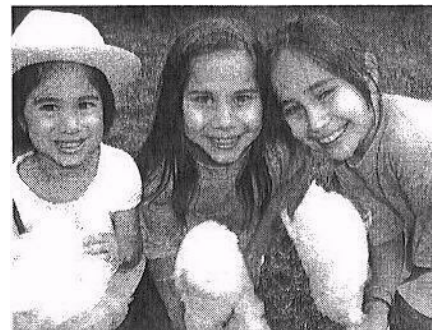
(To be shared at the end of the 1st month)

Have you -

- had your Orientation training?
- had your Getting Started Training?
- received a new troop material packet?
- found an appropriate meeting place and sponsor?
- held a parent/guardian meeting?
- created an adult troop committee using the Girl Scouting is a Family Affair form?
- had every parent/guardian fill out a Girl Registration Form
- received an updated health form for each child as needed?
- completed an adult registration form for yourself?
- had your assistant/co-leader fill out a registration form?
- encouraged parents/guardians to register themselves as Girl Scouts?
- filled out a Dues Summary Form and turned it and all of your registration forms and appropriate payments into the District Registrar?
- held a troop meeting?
- met any members of the District Team and been made aware of their responsibilities?
- attended a District meeting with your Mentor?
- registered for or taken Orientation and Age Level Training?

LOOKING TOWARD NEXT MONTH...

Order certificates and/or pins for Investiture.
Purchase appropriate Leader Guides.
Take Orientation and Age Level Training.
Review *Safety Wise*, *FYI* and *Leaders Resource Book*



CHECKLIST - MONTH 2

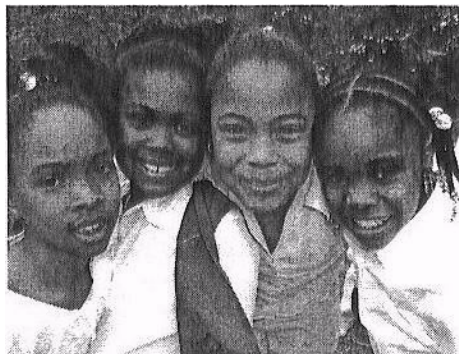
(To be shared at the end of the 2nd month)

Have you -

- accomplished most check points from last month?
- not accomplished any check points from last month?
- taken your Age Level Training?
- discussed dues with your girls and parents/guardian to set up their weekly contribution to the troop treasury?
- explained Investiture and Rededication to your girls and helped them schedule and plan it?
- purchased appropriate pins for Investiture Ceremony?
- helped your girls make and begin to use the Kaper Chart?
- helped your girls learn "about being a Girl Scout"?
 - ❖ Girl Scout Promise
 - ❖ Girl Scout Sign
 - ❖ Girl Scout Handshake
 - ❖ Girl Scout Quiet Sign
 - ❖ Friendship Circle
- learned a Girl Scout Song?
- met more members of the District?
- met your Membership Specialist?
- called your Mentor for moral support?
- begun to understand what your girls would like to accomplish this year and
- started to develop a yearly plan?
- held your Investiture Ceremony?
- finalized your Troop Committee and registered them as Girl Scouts?

LOOKING TOWARD NEXT MONTH ...

Begin to make provisions for a Red Cross First Aid trained adult for the troop. Research the appropriate form of troop government for your troop's age level,



CHECKLIST - MONTH 3

(To be shared at the end of the 3rd month)

Have you -

- accomplished most check points from the past two months?
- not accomplished any check points from the past two months?
- put a name to every face in your troop?
- recruited a Red Cross First Aid trained adult for the troop or scheduled that training for yourself or another adult new leader?
- been assigned a sister troop?
- begun to use the appropriate form of troop government for your troop?
- helped the girls learn a Girl Scout song?
- opened a bank account for the troop? (optional for Daisy troops)
- made parents aware of the resources available to girls and where they can be purchased?
- begun to feel more comfortable in your role as a Girl Scout Leader?
- shared the FYI booklet with your girls to make some long-range plans?
- begun to discuss budgeting with your girls, fall sales, cookie sales and goals?
- begun to keep Individual Girl Record sheets on each girl?
- begun to wear your Girl Scout pins?



LOOKING AHEAD TO THE REST OF THE YEAR

Periodically order needed patches, badges and pins.
Attend or have a representative at all District Meetings.