



NEW CO-LEADER MEETING KIT

Leadership is more than “being in charge” or having a title; it’s recognizing that you are part of a team and understanding that team’s needs and interests.

Leadership is teaching your Girl Scouts:

- That they can do and be anything!
- That they are decision makers and should own their decisions.
- How to live the Girl Scout Law by modeling it for them.

As a leader, see yourself as a coach who:

- Advises, discusses, and cheers on your troop, not as a teacher with a planned lesson or activity but as a mentor and coach.
- Ensures each member understands and can carry out their responsibilities within the troop.
- Encourages Girl Scouts to build their skills and their ethics.
- Gives more responsibilities to the girls as they grow and develop.

It is important to remember that:

- You cannot know everything that your Girl Scouts might ever want to learn.
- You will explore and learn alongside your girls and grow your confidence in the process.
- You are not expected to know everything about Girl Scouting, but you should know where to go for information—and to ask for help when you need it.

Now it’s time to plan for your troop for the coming program year! Set up a meeting with your co-leader(s) to discuss what this will look like for your girls and what duties each of you will perform. We’ve included a checklist in this packet to help get you started. Sample year plans can be found in the Volunteer Toolkit on MYGS.

Thank you for being a Girl Scout Volunteer!

The GSEOK Volunteer Support Team

This guide is intended as a resource to help guide you through your first co-leader meeting. You can use it digitally for reference, or you can choose to print the pages that are most useful to you.



Co-Leader Meeting Checklist

- ☐ Decide on the best time/place for both of you to have your troop meetings.
- ☐ Discuss what roles each of you play.
- ☐ Who does the planning? (Do you alternate, choose according to specific skills...)
 - ☐ Who leads the meeting? (Do one of you want to take this on? Or do you want to share the responsibility, or take turns?)
 - ☐ Who is your certified First Aider?
 - ☐ Who is going to be camping certified? (Only one is necessary.)
 - ☐ Who attends Service Unit meetings? (One, alternate, or both?)
 - ☐ Who does the shopping?
 - ☐ Who orders badges/goes to the Council Shop?
 - ☐ Who plans the field trips?
 - ☐ Who plans the community service projects?
 - ☐ Who waits for late pickups from meetings?
 - ☐ Who starts the phone tree? Or contacts parents/volunteers?
- ☐ Will you collect dues?
- ☐ Are you participating in the Fall Product Program?
- ☐ Who will attend the training?
- ☐ Are you participating in the Cookie Program?
- ☐ Who will attend the training?
- ☐ What are the behavior expectations for the girls? Will you require a family agreement/girl agreement to be signed?

___ Will you pass out badges/patches when earned? Or have a badge ceremony?

___ Have fun!



Useful Tips for Co-Leading

Get to know your co-leader(s)

You may have known each other for years, or you may have just met. Either way, becoming better acquainted is a good idea before jumping into your Girl Scout experience. Learning about your different strengths and areas of expertise is a terrific way to help decide who should hold which duties within the troop and set your girl up for success.

Meeting locale

Make sure when you have your co-leader meeting that you choose a location that will allow you to talk with minimal interruptions and background noise. Some good meeting places are coffee shops, libraries, community center meeting spaces, via Zoom/Google Meet, or reserving a space at one of our Girl Scout offices/centers.

Schedule Check-Ins

Your first meeting is important to set expectations for your roles within your troop. However, having periodic check-ins with your co-leader(s) is just as important. This is a time for you to discuss things away from the girls and to support one another's troop leader journey. Sharing challenges, offering support, and listening to each other will help strengthen your team and allow everyone to enjoy Girl Scouts.

Budget Meetings

Having a troop treasurer means that all account information funnels through one individual, ensuring that all deposits and withdrawals are accounted for and not entered multiple times. However, having occasional budget meetings can help keep your troop on track to meet their goals. Knowing how much money the troop currently has and what is needed for future adventures can help drive money-making decisions. When your Girl Scouts are older and more involved with troop finances, this meeting will involve, or be led by, the girls and overseen by the treasurer.



Getting Organized for Girl Scouts!

Need help getting organized? Here's a list of useful tips and forms to help get you started. You can print this sheet and keep it with your Girl Scout paperwork or save it for later!

(Forms can be found in the "Forms" Section at www.gseok.org).

Section 1: Troop Information

Calendar

Keeping a calendar can help you plan troop meetings and field trips. You can also keep track of volunteer availability and important Girl Scout dates and events. You can find great leader planners online!

Attendance Sheet (Form #251)

An attendance sheet can help you document which girls were present for activities and accurately track completed badge work.

Troop Dues Record (Form #252)

This is a great tool for tracking your troop income and to help with budgeting.

Earned Recognition Sheets (Form #254)

This form is used to log badges, patches, and awards the troop has earned. You can keep a sheet for the whole troop or for each girl.

Building/Facility Usage Information

Many places require you to complete a building/facility usage form. If you have one for your troop meeting place, keep a copy in your troop records. You may also want to keep a copy of the insurance for the site.

Section 2: Girl Information

Phone tree or email distribution list

Make a phone tree for your troop so parents/guardians can be contacted quickly if there is an emergency or a sudden change of plans. [Girl Member Information Sheet](#) or [Girl Membership Information Sheet Spanish](#) (Form #260). It's important to always have this form on hand! You'll know who has allergies, asthma, or other medical conditions. This sheet also specifies photo releases. **A new form must be completed each year or as medical information changes.**

Section 3: Trips and Events

Request for Approval of Activity (Form #585)

Keep a copy of all your troop trip forms in your information.

Permission Forms (Form #208)

When you're going on a field trip, make sure you have a permission form for every girl.

Additional Insurance

If you need to purchase additional insurance for your event or trip, keep a copy of the information in this section.

Emergency Procedures (Form #579)

You can never be too careful! Keep several blank copies of the Incident/Accident report form so you can make sure to document any accidents or injuries.

Mutual of Omaha Girl Scout Insurance Claim Form, Spanish/Claim form

Keep a copy of this form to complete after documenting accidents and injuries that may require it.

Section 4: Adult Information

Adult Registration

Adults who participate in troop activities must be registered and have an eligible background check on file. This is required for you to be covered by Girl Scout insurance. Make sure to review your MYGS troop roster regularly to verify each volunteer's eligibility.

Ways Adults Can Help (Form #250)

Have parents/guardians complete this form at your parent/guardian meeting when you start each year. Let them share their talents! All adults having direct contact with girls must be registered members with a current eligible background check.

Driver's License and Insurance Card

Going on a trip? If other adults are driving, they must be a Girl Scout member and have an eligible background check. Make a copy of their driver's license and insurance card for your records. If you

completed the [Request for Approval of Day or Overnight Activity form](#) (#585), you can keep these documents with it.

Certifications

Parents/guardians in your troop may possess certifications that may be helpful throughout the program year. You may have adults certified in First Aid and CPR, Archery, Canoeing, Troop Camping, and more. Keep copies of their certifications on file in your troop information section.

Section 5: Finances

Troop Financial Report (Form #300)

Your Troop Financial Report is due December and May to your service unit manager. Save your receipts, but do not submit them (you can make photocopies of receipts that will fade). You will be asked for them in the event of an audit. Submit a copy of all bank statements with your completed form.

Troop Account Packet (Form #304)

This contains all the forms you will need to start, and maintain, your troop bank account.