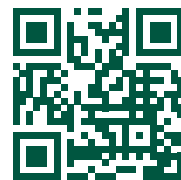




girl scouts
of hawai`i



Back to Troop Checklist

gshawaii.org
808 595 8400
customercare@gshawaii.org

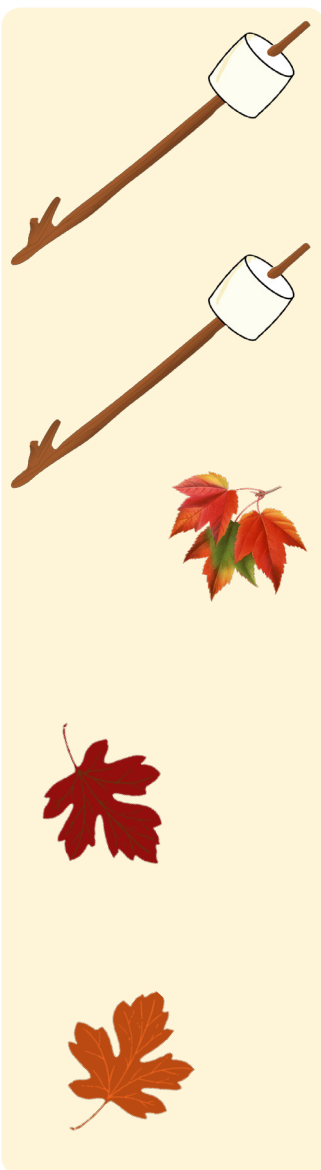
Welcome.

We're so glad you're here to lead your girls on another adventure filled year of fun and friendship! Thank you!

As you prepare for the journey, look over this guide to get your troop off to a great start. Use the QR Code at the top of this page to visit our website and access all of the resources listed in this guide.

We are here to help you and your girls have the best Girl Scout experience possible. Please contact us if you need any assistance or just have a story to share about your girls...

We look forward to working together with you as we build girls of courage, confidence and character who make the world a better place.



Complete the Troop Intent Form

Submit the [Troop Information](#) web form by September 1st to ensure that your troop information is displayed accurately for new girls who want to join the fun for the 2021-22 year. You can contact Council Staff or use this form anytime you need to make updates

Review your Troop Roster

Make sure ALL troop members, both girls and adult volunteers, have a renewed membership for the coming membership year by September 30. To view your troop members' registration status, login to your [MyGS](#) Account at www.gshawaii.org and choose My Troop.

Girls

Troop Co-Leaders or parents can renew membership. When a girl's membership is renewed by the Co-Leader, an email should be sent prior to the parent to confirm the girl's information is correct.

Troop Volunteers

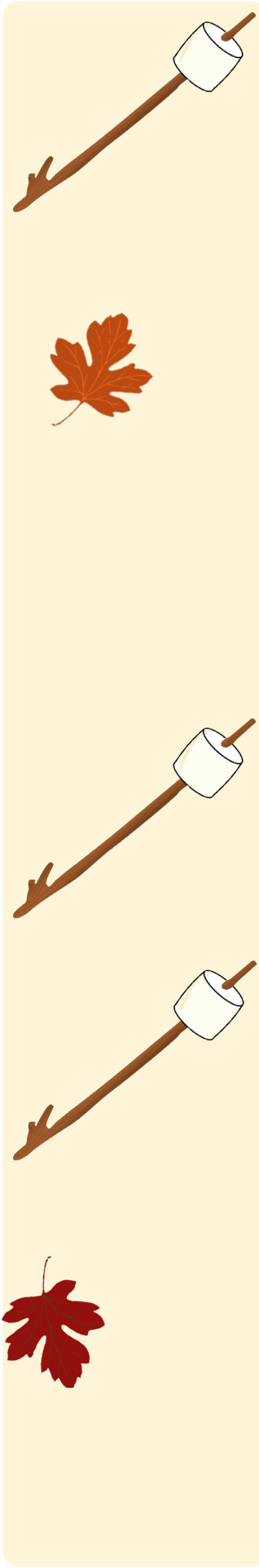
Each volunteer in the troop committee needs to have a renewed membership and volunteer roles. Background checks are required every 5 years; volunteers will be notified via email if they need to submit a background check.

Lifetime Members

Those who hold a troop role need to login and simply **renew volunteer roles** each year.

Welcome New Girls & Families.

Co-Leaders are notified via email immediately when girls are added to the troop. Please contact new families with a phone call and email within 7 days to introduce yourself and welcome the girl and her family to the troop. Be sure to invite them to the next troop meeting!



Host a Back to Troop Family Meeting

A parent-family meeting should be the first meeting you hold to start each troop year—it sets up troops for success!

Why? Because it helps:

- Families understand what Girl Scouting can do for their girl.
- Families and leaders identify ways they will work as a team to support the troop.
- Families and leaders agree on how they will fund their troops supplies, activities, uniforms and memberships. What will the troop pay for and what will families contribute?
- The Girl Scout Cookie Program is the primary way Troops power fun and enriching experiences for Girl Scouts. Through the cookie program, the Troop earns troop proceeds to pay for badges, supplies, outings, uniforms, and even membership for future years. Girl Scouts can also use cookie proceeds for their Higher Awards too – keep it a girl decision and girl-led.
- Family and other supportive adults fill key troop positions—you never know until you ask who will make an awesome assistant Co-Leader or Troop Fall Product Coordinator.
- Families know how the troop will communicate things like upcoming events or schedule changes.
- Families learn about uniforms, books, and other important Girl Scout basics. Use the Parent-Family Meeting Guide to host a fun and informative family meeting and get your troop's year off to a great start!

Annual Forms & Documents

[Covid19 Waivers](#) (all participants)

[Girl Health History Record](#)

[Girl Scout Annual Permission Form](#)

[Adult Health History Record](#) *All adults participating in Extended Overnight Trips of four (4) nights or more (on-island or off-island)

Planning the Year with the Girls

No matter where your girls live, a universal Girl Scout experience connects them to their Girl Scout sisters around the country. And there are so many ways to make sure your girls get the full Girl Scout experience in a way that excites and inspires them!

Check out these resources to guide your planning:

- Visit the [Troop Leader Blueprint](#).
- Login to the Volunteer Toolkit (VTK) and get to know your digital assistant! The Volunteer Toolkit is accessed through your [MyGS](#) Member Account. Login and then choose Volunteer Toolkit from the menu!
- Use the Explore tab to view the year plans available for your girls or choose the create your own custom year with the badges and awards your girls want to earn!
- Each meeting plan has detailed instructions, templates, and helpful tips for volunteers! Whether you have been leading your troop for one year or ten there is something helpful for every volunteer!



Prepare Troop Finances - funding the fund

Your girls probably have some big ideas about what they want to accomplish this year in Girl Scouts—and that's awesome! With your guidance, girls will learn key money skills that will serve them throughout their lives. Troop activities are powered by proceeds earned through the Cookie Programs, group money-earning activities (council approved, of course!), and any dues your troop may charge. Remember that all funds collected, raised, earned, or otherwise received in the name of and for the benefit of Girl Scouting must be used for the purposes of Girl Scouting. Funds are administered by the troop and do not belong to individuals.

The authorized troop account signers should complete the following to ensure troop finances are ready to go for the year:

- **Review** the [GSH Troop Bank Signatory Role](#) responsibilities to make sure you are aware of your responsibilities as troop account signer. If you need to make any changes to your account or signers, please submit [GSH Troop Bylaws](#) to Council Staff.
- **Confirm** account signers have a 2022 membership and a current background check on file. Account signers should also hold the Troop Treasurer Role.
- **Review** the [Troop Finance](#) page on our website, as well as, [Troop Finance Tips and Finance F&Q](#).
- Submit a [Troop Finance Report](#) annually due, June 15th.

Get to know your resources.

[Girls Scouts of Hawai'i](#) website

[Volunteer Essentials](#)

[Safety Activity Checkpoints](#)

Expand your Knowledge with gsLearn. Our new gsLearn online learning site simplifies volunteer training so you can focus on adventures with your girls! All volunteers can access these trainings in gsLearn by logging into MYGS from our website homepage.

Trainings currently available:

New Troop Volunteer Orientation

Girl Scouts in the Outdoors

Facilitating Virtual Troop Meetings

Zoom for Girl Scouts

Volunteer Toolkit

Brand Ambassador 101 for Volunteers

GSUSA Program Update and Toolkit

Grade Level Essentials (Daisy/Brownie/Junior)

Cookies 101

Health and well-being

There is nothing we take more seriously than the safety and wellbeing of our girls, volunteers, and council staff. As Girl Scouts, we have an obligation to our community to do all that we can to limit the spread of COVID-19, even if we as individuals are not at risk of serious illness. Girl Scouts Dakota Hawai'i will continue to monitor and adapt to the Centers for Disease Control (CDC) recommendations regarding the COVID-19 situations. Visit the GSH COVID-19 Response page for safety and health for more information.



[Emergency and Virus Contact Card](#)

[COVID-19 Screening Guide](#)

Change over your First Aid Kit. Medications expire, so be sure to buy new products or an entirely new kit.

Event List

Take advantage of program opportunities for your girls! Share upcoming events and help them decide which ones they want to attend as a troop. Remind families about the event opportunities too - girls can attend events that they are interested in even if the troop isn't going!

- Visit the [Event List](#) on our website for a variety of program opportunities for girls! Bonus - sneak peek of [upcoming programs](#)!
- Visit the Event FAQ page to learn more about events along with how to register.
- Engage with your Service Unit. Attend your local service unit meetings and events to meet your fellow volunteers and stay connected with the Girl Scouts in your area! Not sure what service unit your troop is a part of? Contact us and we will get you connected!

Stay in touch

We want to ensure that we can provide you the best support possible throughout your Girl Scout experience. Please take a moment to visit your Member Profile in your [MyGS](#) account to update your communication preferences or contact [Customer Care](#) at 808.595.8400, so we can assist in completing our records.

We want to be sure you are receiving all of our communications and ask you consider updating your file to “opt in” to text and email so we can keep you in the loop on all of the great things happening at Girl Scouts! Please be sure that our email address is on your email safelist. [Opt in](#) here to be on our distribution and be sure to add us to your safelist in your email contacts.

You'll receive information about important information from Council, meeting invitations for our monthly virtual camp fire, special event information, everything cookies and more!

Follow us on social media    @GirlScoutsHI to share in the fun and see what all of the adventures and fun through out the year. If you want to share images of your Girl Scouts, opt in for media on your profile and share details with us [here](#). We can't wait to show everyone how wonderful you are!

Shop Girl Scouts

Girl Scouts of Hawai'i on-line retail services offers badges, uniforms, awards, gifts, specialty items, and more. We have everything you need to help you and your Girl Scout prepare for the exciting adventures ahead.

Find everything you need at: <https://www.girlscoutshop.com/HAWAII-COUNCIL>

Basic uniforms, starter kits and special council items are also available at our Oahu Council Headquarters.

We're here for you!

Volunteer help and support is always a phone call or email away. Our customer care team is happy to answer your questions and assist you as you volunteer. Just call 808.595.8400 or email customercare@gshawaii.org.

