



Back to Troop Checklist

Aloha Troop Leaders! We're so glad you're here to lead your Girl Scouts on another year of adventure filled with fun and friendship! This guide is designed to help your troop start your year prepared and ready for all the fun ahead. Online resources are available by scanning the QR code.

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 a volunteer so that you and your Girl Scout have the best experience possible. Please contact us if you need any assistance or even if you have a story to share about your Girl Scouts... We look forward to working together with you as we build girls of courage, confidence and character who make the world a better place. ***Mahalo!***



*Scan Here to Access
Our Web Resources*

808.595.8400 | customercare@gshawaii.org | gshawaii.org

Complete the Troop Information Form

Submit the [Troop Information Form](#) by September 1. Ensure your troop information is displayed accurately for new Girl Scouts to join this membership year.

Review your Troop Roster

Make sure ALL troop members, both girls and adult volunteers, have a renewed membership and roles for the upcoming 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.

Girl Scouts

Troop Co-Leaders or a Girl Scout's Caregiver can renew membership. Troop Co-Leaders should connect with Caregivers when renewing for the troop to ensure all Girl Scout's information is correct.

Troop Volunteers & Roles

Each volunteer in the troop needs to renew both their membership and roles. Background checks are required every 5 years.

Lifetime Members

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

Welcome New Girl Scout Families

Co-Leaders are notified via email when new members are added to the troop. Troop Co-Leaders should introduce themselves and welcome new members via email or phone call within a week 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 child.
- 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, troops earn proceeds to pay for badges, supplies, outings, uniforms, and even memberships for future years. Girl Scouts can also use cookie proceeds for their Higher Awards, too— keep it a girl-led decision.
- Family and other supportive adults can fill key troop positions. You never know who might make an excellent Co-Leader or Troop Camp Specialist.
- Families establish troop communications for upcoming events or schedule changes.
- Families learn about uniforms, resources, and Girl Scout basics to get the troop's year off to a great start.

Annual Forms & Documents

There is only 1 annual [Health Form](#) (for both Girl Scouts and adult volunteers that is used for all Troop level, SU level, and Council events). This form includes annual permission and should be updated at the start of each new membership year. Troop leaders will keep this form with them at all troop functions.

Health & Well-Being

There is nothing we take more seriously than the safety and wellbeing of our Girl Scouts, volunteers, and council staff. Please download our [Emergency and Virus Contact Card](#) and **Change over your First Aid Kit**. Medications expire, so be sure to buy new products or an entirely new kit.

Get to Know Your Resources

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

[Girl Scouts of Hawai'i Resources Webpage](#)
[Volunteer Essentials](#)
[Safety Activity Checkpoints](#)
[VTK User Guide for Volunteers](#)

Planning the year with the Girl Scouts

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

- Visit the [Troop Year Planner](#) to guide you through sample meeting plans.
- Login to the Volunteer Toolkit (VTK) through your MyGS Member Account. VTK lets Troop Leaders customize year plans with the badges that your Troop wants, track badges, communicate with families, and explore everything Girl Scouts 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 Fun*

Your Girl Scouts probably have some big ideas about what they want to accomplish this year in Girl Scouts—and that’s awesome! With your guidance, they 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.

Each year, Troop Bank Signatories should:

- **Review** the [Troop Treasurer Role](#) for requirements and responsibilities as an authorized signer for your Troop Account. If changes are needed to your listed signers, please submit an updated [GSH Troop Bylaws](#) form to Council Staff via customercare@gshawaii.org
- **Confirm** account signers are members for the current year with a current background check on file. Account signers should hold either the Troop Treasurer or Bank Signatory Role.
- **Review** the [Troop Finance](#) page on our website, as well as, [Troop Finance Guide](#).
- **Submit** a [Troop Finance Report](#) to Council by June 30th each year.

Event List

Browse gsEvents for upcoming opportunities for your Girl Scouts! Share upcoming Council events with your troop and help them decide which ones to attend as a troop. Remind families about the event opportunities too. Girl Scouts 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 Girl Scouts!
- 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!

Shop Girl Scouts

Girl Scouts of Hawai‘i [Aloha Shop](#) 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. Basic uniforms, starter kits and special council items are also available at our Oahu Council Headquarters.

Stay in Touch! @girlscoutshi

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](#) so we can assist in completing our records.

We want to be sure you are receiving all of our communications on the great things happening at Girl Scouts! [Opt in](#) to text and email here to be on our distribution list and be sure to add us to your safelist within your email contacts.

You’ll receive information about important information from Council, trainings, resources, 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. We want to hear from you: share your Troop Stories, Service Projects, Plans, photos and more! We want to spotlight the amazing experiences Girl Scouts are having. Share your stories with us [here](#).

We can’t wait to show everyone how wonderful you are!