



Steps for Troop Organizers

For new girls

Registrations may be received:

- online (notification provided by.....)
- US mail
- drop off
- GS Office (notification provided by

When a completed registration form and fee are received for a girl, the TO will then:

1. Place date of receipt and priority on application
2. If possible, match the girl to a troop immediately
 - a. Notify leader via email of new girl with relevant information; leader should then contact girl
 - b. Send registration form and fee to GS office; notify Registrar and SUM with girl information and troop assignment
 - c. Troop profile sheet is updated and copy emailed to Registrar and SUM
3. If there is not an available troop, place the girl on waiting list in order of receipt.

For new leaders

Registrations may be received:

- online (notification provided by
- US mail
- drop off
- GS Office (notification provided by

When a completed adult registration and fee are received for a new leader, the TO will then:

1. **Contact the leader to confirm if application is for a new troop or to join an existing troop, provide a Welcome Packet and letter with training details and explain reference letter requirements**
 - a. **If new troop, leader will provide time/date/location of meetings, contact details, number of girls and if there is an interest in a co-leader.**
 - i. **TO will request a troop number from Registrar.**
 - ii. **TO will create a troop profile sheet and share with Registrar and SUM. Profile sheet will be used to add girls to troop.**
 - b. **If existing troop, leader will be added to troop profile sheet.**
 - i. **TO will share updated profile sheet with Registrar and SUM.**