

ANNUAL TROOP CHECKLIST

This is a quick checklist to help you as a Girl Scout troop leader with some annual tasks to successfully wrap up and begin each troop year.

Wrap Up

Complete these steps by June 30 each troop year.

- Renew yourself and your girls during GSEMA's Early Bird Renewal season to earn extra thank you incentives! www.gsema.org/renew
- Submit your [Annual Troop Financial Report](#)
- Celebrate your girls and all that you have accomplished together as a troop this year with an end-of-year party or court of awards [ceremony](#). Check with your local service unit to see if there's a town-wide celebration.
- If your troop is bridging to the next level – check out the [Girl Scout Bridging Guide](#) for ideas and awards to earn as you look ahead.

Back to Troop Checklist

Use this when your troop is getting ready for the next troop year in September and October each troop year.

- Renew yourself and your girls, if you haven't already. www.gsema.org/renew
- Read the Back to Troop email from your Volunteer Support Specialist (sent in early September), which includes updates and announcements from GSEMA
- Complete your annual [online volunteer agreement](#)
- Review [Volunteer Essentials](#) and [Volunteer Policies and Procedures](#)
- Update your troop information in the [Troop Opportunity Catalog](#)
- Update your meeting information and, if meeting in a private home, complete the annual [Meeting in Homes Application](#)