

## **Leader Pre-Summer Checklist!**



With the start of summer coming on quickly...we encourage you to get a jump on your preparations for the upcoming school & Girl Scout year by taking action as needed upon reviewing the below.

- You've returned your Troop Status Report to let us know if you have openings for new girl scouts to join your troop next fall - TSRs are online at: <http://www.tfaforms.com/375676> and are due June 30<sup>th</sup>.
- A troop meeting place has been secured for the upcoming year; see Procedures for Room Usage within the SU72 website ([www.borogirlscouts.org](http://www.borogirlscouts.org)) 'Tools for Leaders' page.
- All troop members (girls + adults) have registered online by September 30<sup>th</sup>. Anyone who interacts with the girls and/or handles money on behalf of the troop other than Leader 01 & Co-Leader 02 should be registered as code 03 (e.g. treasurer, cookie & nut parents, First Aid/CPR certified adult, chaperones/drivers) must be registered and background checked. See the GSHNJ.org website for a current background check application (Forms&Documents). Questions? Contact our SU72 Registrar: Michele Farrell – [gs.su72registrar@gmail.com](mailto:gs.su72registrar@gmail.com). Registration will again be online at: <https://gsusa.ebiz.uapps.net/vp/default.aspx?pid=68>
- All Leaders & Co-Leaders have completed required training for current level. At least one, registered adult volunteer in your troop has current First Aid/CPR certification. Training – the calendar is available at: [www.gshnj.org/?p=training](http://www.gshnj.org/?p=training)
- 2013-14 Troop Financial Statement has been submitted to SU Treasurer-Mindy Sheldon – at 18 Wesley Court. TFR is due June 30<sup>th</sup> and current form is available at the council website under Forms&Documents. [http://www.gshnj.org/ media/troopgroupfinancereport052015.pdf](http://www.gshnj.org/media/troopgroupfinancereport052015.pdf)
- Troop bank account references GSHNJ & has 2 current authorized signatures. SU72. Contact SU Treasurer: Mindy Sheldon – [gs.su72.treasurer@gmail.com](mailto:gs.su72.treasurer@gmail.com) if you have any questions.
- Recruit Troop Nut Manager for upcoming fall product sale; this person must attend training in order to receive troop nut sale materials. Watch for nut sale training information in late summer. SU72 Nut Manager: Stacey Skala at [gs.su72nuts@gmail.com](mailto:gs.su72nuts@gmail.com)
- Mark your calendar: Leader/Parent Meetings are held on the THIRD WEDNESDAY of every month in the Municipal Building. Watch for room confirmation in late summer or bookmark our SU Calendar at: <http://www.borogirlscouts.org/mod/schedule/view.php>
- Visit [www.borogirlscouts.org](http://www.borogirlscouts.org) to stay informed regarding SU72 Team contacts & news, Calendar of Events, service opportunities, procedures/forms, troop finances.

**Act as if what you do makes a difference. It does! – William James**