

# Volunteer Foundations: Year Planning

1



## Calendar & Schedule

Check in with the other volunteers in the troop to pick meeting dates. Check local school calendars and consider a plan for school closures & holidays.

2



## Brainstorming & Research

Girls work together to set goals for the troop. Check in with troop caregivers for knowledge, skills, and resources available within your troop.

3



## Meeting Plans & Detailed Event Planning

Use tools like the VTK, Badge Explorer, and level books to create a list of topics or goals to cover at each meeting. This is a living document and should change throughout the year.

4



## Developing a Budget

Get girls involved as appropriate based on their age. Plan for meeting expenses, such as craft supplies and badges, as well as costs for extra trips.

5



## Troop Communications

What do YOU like to use for communications? Pick one consistent method for communicating with families. Make this choice clear to all involved caregivers.