

Service Team Meeting Guidelines

2011-2012

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These guidelines have been developed to assist Service Team members in planning monthly meetings. Included in this resource are checklists for specific positions and suggested agendas for Service Team and Service Unit Volunteer meetings. Special attention should be given to items in bold print.

Utilizing these resources in partnership with your GSCB Membership, Volunteerism and Program Department will ensure a consistent level of service to girls and adults throughout GSCB. Your feedback is encouraged.

Your GSCB staff extends best wishes to all Service Units for a successful year in Girl Scouting.

All Service Team forms mentioned in these guidelines are available on flash drive, in paper form and can be downloaded from our website at www.GSCB.org. Service Team forms can be ordered by filling out the order form in the back of this packet (600-MM).

Service Team Meeting Guidelines 2011-2012

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Section I: Services Girls and Adults Are Entitled to Receive

Mission Statement:

Girl Scouting builds girls of courage, confidence and character, who make the world a better place.

As a member of the Service Team, it is important to make everyone feel welcome in the Girl Scout Family. You have a responsibility to provide a primary service in your community by carrying out the mission statement. The basic services are described below:

Organizing Groups of Girls

Every volunteer can expect:

- Help in recruitment and placement of all girls and adult volunteers.
- Help with membership registration.
- Help in finding suitable meeting places.
- Help in securing and orienting committee members and other volunteers.
- Help in obtaining parental support.
- Help in identifying under-represented populations or communities.

Program Opportunities

Every volunteer can expect:

- Help in structuring progressive learning experiences for all girls.
- Opportunities for girls to grow in their understanding of the Promise and Law.
- Ideas for community service projects.
- Ideas for outdoor activities and for places that Troops can visit.
- Ideas for money-earning projects, including guidelines and restrictions.
- Ideas for large Troop or inter-Troop activities.
- GSCB activities and projects.
- Education and support for Fall Product Sales and Cookie Programs.
- Guidelines and procedures for sound management of funds.
- Camping opportunities – Troop, Day and Resident.
- Information on national and international opportunities.
- Help in delivering culturally sensitive programs.

Adult Support

Every volunteer can expect:

- Person-to-person help from the day she/he is appointed (mentor system).
- Opportunities to learn in many ways from many sources (facilitate and encourage education for position.)
- Access to books, films, camping equipment and additional resources.
- Opportunities to express needs and make suggestions (feedback).
- Interpretation and clarification of GSUSA and GSCB policies, standards and procedures.

Section II: Checklists

Service Unit Manager

June/July

- Appoint and re-appoint volunteers and Service Team members (001VM, 006VM, 007VM).
- Ensure there is documentation supporting Service Team evaluation. This is a sensitive issue that must be handled with discretion and confidentiality.
- Submit to GSCB Membership, Volunteerism and Program Department the number of flyers your Service Unit needs to promote fall recruitments.
- Revise Service Team Roster and send to the GSCB Membership, Volunteerism and Program Department.
- Plan for recruitment nights and flyer distribution with organizers.
- Order Service Team forms from GSCB Membership, Volunteerism and Program Department.
- Make plans for coming program year with GSCB Membership, Volunteerism and Program Department (set unit goals).
- Send a list of Fall Product Sale and Cookie Program Team Members to the GSCB Product Sales Department.
- Go through files. Discard outdated information.
- Recruit for unfilled Service Unit Service Team positions.
- Plan with your Service Team to attend the GSCB Service Team Kick-Off and register by deadline.
- Redeem and unused Cookie Share money.
- Promote GSCB and SU Centennial events.

August

- Identify someone to create a monthly newsletter.
- Revise Service Team Roster and send to GSCB Membership, Volunteerism and Program Department.
- Set Service Unit goals for next program year (discuss having a day, holiday or twilight camp).
- Service Team Members receive position descriptions.
- Service Team Members receive orientation.
- Plan with organizers for recruitment night and flyer distribution.
- Assess Service Team with GSCB Membership, Volunteerism and Program Department.
 - Are all positions filled?
 - Is assistance needed for any task?
 - Are they scheduled to be educated?
- Attend Fall Product Sales Program educational sessions.
- Request from GSCB Membership, Volunteerism and Program Department the number of *Welcome to Girl Scouting* packet (001-VM Volunteer Application and Renewal).
- Promote GSCB and SU Centennial events.

September

- Ensure all volunteers receive and complete the *Welcome to Scouting* packet (001-VM Volunteer Application and Renewal).
- Send volunteer appointment letters.
- Plan Service Unit meeting.
- Plan with organizers for recruitment night and flyer distribution.
- Assess Service Team with GSCB Membership, Volunteerism and Program Department.
 - Are all positions filled?
 - Is assistance needed for any task?
 - Are they scheduled to be educated?
- Promote Board approved awards. Ask for nominations.
- Distribute new girl/adult referrals to appropriate Organizers, as received each month.
- Follow up with girl/adult referrals.
- Promote GSCB Service Team education to newly recruited team members.
- Promote and register for Fall School.
- Help facilitate and/or attend Service Unit Fall Product Sales Program educational sessions.
- Distribute information given at the GSCB Service Team Kick-Off to volunteers.
- Promote GSCB and SU Centennial events.

October

- Thank Service Team members and other volunteers who helped in August and September. Mention their role at October's meeting.
- Plan Service Unit meeting.
- Follow up with volunteers who agreed to help at the September meeting.
- Check with Organizer to determine the status of the recruitment efforts.
- Provide volunteer Orientation to new volunteers.
- Encourage Service Unit volunteers to attend fall Association Meetings.
- Promote Fall Product Sales Program to members and encourage newly registered members in all pathways to participate.
- Work closely with Recognition Chair on the recognition process for Board-approved awards to be submitted by deadline.
- Attend Fall School.
- Attend GSCB Cookie Program Conference with Service Unit.
- Promote GSCB and SU Centennial events.

November

- Plan Service Unit meeting.
- Recognize people who have been helpful.
- Plan with Organizers and GSCB Membership, Volunteerism and Program Department to identify communities that are under represented for recruitment.

November, Cont...

- Review Service Unit goals. Make any adjustments.
- Contact PR Representative about highlighting member activities (in local media, GSCB website, etc.).
- Ask volunteers which talents they have and would like to share with the Service Unit.
- Promote Family Partnership.
- Begin Planning Thinking Day Event.
- Promote GSCB and SU Centennial events.

December

- Help facilitate and/or attend Service Unit Cookie Program educational sessions.
- Plan winter celebration for volunteers.
- Plan Service Unit meeting.
- Check with Recognition Chair regarding plans for end of year recognition event.
 - Do they need help, suggestions, interpretations?
- Check with Teen Program Consultant regarding plans for Girl Scout Bronze, Silver and Gold Award Recognitions Ceremony and Bridging Ceremony to Adults.
- Promote Volunteer Conference.
- Promote Thinking Day.
- Promote GSCB and SU Centennial events.

January

- Call the Consultants to see how volunteers are progressing.
- Are Service Team members functioning effectively in their positions?
 - Does someone need assistance, redirection or replacement?
- Plan Service Unit meeting.
- Distribute a special thank you to Service Team members.
- Promote GSCB Cookie Program to members and ensure access of program materials to newly registered members in all pathways.
- Plan Girl Scout Birthday Event.
- Check with Outdoor Program Consultant about promotion of Day and Resident Camp.
- Promote Thinking Day.
- Promote GSCB and SU Centennial events.

February

- Phone Service Team members who have not attended Service Team meetings to tell them they are missed and offer assistance in getting to meetings.
- Make or buy silly Valentines for Service Team and volunteers (thanks and recognition).
- Plan Service Unit meeting.
- Hold a Thinking Day event.
- Plan a volunteer appreciation event.
- Determine which Service Team positions will need to be filled for next year.

February, Cont...

- Begin to consider what talents Service Unit volunteers may want to share with the Service Unit next year.
- Encourage Service Unit volunteers to attend spring Association meetings (if necessary).
- Promote Girl Scout Birthday.
- Promote GSCB and SU Centennial events.

March

- Celebrate Girl Scout Birthday at your meetings.
- Ask Troops to set up a display at local schools or libraries.
- Order Troop Projection Sheet (409-AM) from GSCB, for volunteers to complete at next meeting.
- Replenish the Service Team forms - *Are there other forms that need to be ordered for the Service Unit?*
- Register for GSCB Annual Meeting and encourage Service Team attendance.
- Hold Family Partnership event.
- Make your annual gift. Encourage support of volunteers.
- Promote GSCB and SU Centennial events.

April

- Remind Service Team about the GSCB Annual Meeting.
- Order supplies from Service Team forms packet (600-MM).
- Plan Service Unit meeting.
- Hold volunteer appreciation event/day.
- Evaluate Service Team.
 - Who will return?
 - Who needs a different challenge?
 - Who should be recruited?
 - Who has too many duties or is ineffective in their position?
- If a new Service Unit Manager has been identified, begin to work with that person (mentor).
- Assist Recognition Committee by inviting community members who have been very helpful - school secretaries, custodians, principals, religious leaders to a recognition event/dinner.
- Promote GSCB and SU Centennial events.

May

- Thank and recognize your Service Team members.
- Plan Service Unit meeting.
 - Are there volunteers who will not be reappointed?
 - How will this be handled?
- Work with GSCB Membership, Volunteerism and Program Department on any problems or replacements.
- Attend bridging ceremonies and other end of the year festivities. Use these to recruit new people for Service Team and short-term jobs.
- Confer with an Organizer on Leader and girl placement. Review Troop/Group Projection Summary Sheet (410-AM).
 - Where are Leaders needed?

May, Cont...

- How and when will recruitment take place - could a retiring Leader find a replacement?
- Encourage summer education attendance.
- Plan for transition of personnel changes in Service Team positions.
- Meet with GSCB Membership, Volunteerism and Program Department to evaluate Service Unit goals.
- Reminder that all remaining Cookie Share money must be redeemed by July 31, 2012.
- Promote GSCB and SU Centennial events.

Organizer

August

- Plan for fall recruitments and meeting places.
- Identify new volunteers.
- Discuss with Service Unit Manager the status of volunteer appointments.
- Identify how many new volunteers are needed for existing Troops.
- Review Service Unit bridging plans with the Service Unit Manager and GSCB Membership, Volunteerism and Program Department.
- Plan with GSCB Membership, Volunteerism and Program Department and Service Unit Manager the best type of recruitment activities for your Service Unit.
- Identify which populations of girls are not being served.
- Go through the girl referral listing. Have these girls been placed?
- Identify potential sources of adult recruitment.
- Place adult recruitment information in the community.
- Procedures for girl placement - Girls are to be placed in Troops in the following order:
 1. Returning volunteers/girls.
 2. Girls flying up are placed in openings in existing or new Troop or alternative Pathway(s).
 3. Girls transferring from another council.
 4. Girls on the referral list and girls registered during summer program activities.
 5. New girls.

September

- Place recruitment flyers in schools. Make arrangements to pick up flyers returned to school.
- Assist Leaders as needed with meeting places, sponsors and Pathway committees.
- Place adult recruitment information in strategic places.
- Assist new Leaders in securing information from former volunteers.
- Obtain volunteer applications and agreements from all volunteers.
- Place girls/adults from referrals and place newly recruited girls and adults.
- Give new volunteers the names of the Program Consultants.
- Invite new volunteers to go with you to their first Service Unit meeting.
- Check on fly-ups.
 - Have all volunteers called their Fly-Ups?
 - Do any girls need to be placed? Follow-up.
- Update Organizer Worksheet (408-AM) and submit a copy to GSCB Membership, Volunteerism and Program Department and Service Unit Manager.
- Promote Leadership Essentials to new volunteers. Encourage new volunteers to register for educational sessions.

October

- Confer with Registrar to see that all members are registered.
- Provide Registrar with names and phone numbers of new volunteers.
- Obtain preprinted registration forms for girls who have not re-registered. Determine follow up and execute.
- Contact lapsed girls and place.
- Follow up on girl referrals from GSCB office - place them in a Troop or alternative Pathway, notify volunteer, notify girl and GSCB Membership, Volunteerism and Program Department.
- Follow up on adult referrals. If you cannot place them, tell the GSCB Membership, Volunteerism and Program Department so another Service Unit can place that volunteer.
- Contact adults who helped previous year but are not currently active. Would they help on a short-term project?
- Organize events for members.
- Promote Fall Product Sales Program to Troops and ensure access of Fall Product Sale Program materials for newly registered Troops.
- Are Daisy Troops organized? Hold targeted recruitment where necessary.

November

- Develop sister Troop chart for use in planning inter-Troop activities.
- Ensure that there are Girl Scout Daisy Troops in each school/community in the Service Unit.
- Analyze girl membership by grade/school/community with GSCB Membership, Volunteerism and Program Department.
- Plan with the GSCB Membership, Volunteerism and Program Department, ways in which to extend membership in grades/schools/communities with low market share.
- Are there girls who could not be placed in a Troop or alternate Pathways? Hold a parent meeting.
- Analyze girl/adult membership by race/ethnicity (GSCB Membership, Volunteerism and Program Department can provide reports).

December

- Submit Troop Projection Summary Sheet (410-AM) for September-December.

January

- Check with Registrar to see which girl referrals have been registered.
- Follow up on girls that have not registered.
- Check girls on the waiting list. Is there room in any Troops?
- Discuss with the GSCB Membership, Volunteerism and Program Department ways in which girls on the waiting list may be served.
 - – Could a *Sampler Group* be coordinated that may also involve parents?
 - – What about a Teen Girl Scout Troop running a *Sampler Group*?
 - – Invite girls on waiting list to Service Unit events.
- Promote Cookie Program to members and ensure access of program materials for newly registered Troops.
- Optional: Coordinate *Daisy Blitz*. Place flyers in kindergarten and day care centers with kindergarten for additional Daisy recruitment.

February

- Review size of Troops with the Registrar.
- Implement or assist in the implementation of activities for referral list girls.
- Review referral list with GSCB Membership, Volunteerism and Program Department. Plans need to be developed to include these girls in Girl Scout activities.
- Follow up on placement of spring flyers.
- Place Girl Scout Daisy recruitment materials in schools for kindergarten registrations.
- Ensure access of Cookie Program materials to newly registered Troops.

March

- Celebrate the Girl Scout Birthday.
- Attend a Service Unit activity to celebrate the birthday.
- Promote Clean-Up Cookie Sales to Troops.
- Ask Service Unit Manager to order Projection Sheets (409-AM and 410-AM).
- Follow up on placement of spring flyers and girl referrals.

April

- Put numbers on Projection Sheets (409-AM and 410-AM) and place in their folders.
- Attend school fairs, community events and programs to recruit adults.
- Follow up on placement of girl referrals and spring flyers.
- Organize Troops for the fall from spring flyers. Encourage new volunteers to attend Leadership Essentials educational sessions in August.

May

- Place fly-up and bridging girls for following year.
- Notify girls of their placement for fall - give them information about new placement.
- Place girls from spring recruitment flyers.
- If new Troops need to be started, hold parent/family meeting.
- Attend school fairs or programs to recruit adults.
- Place girls from referral list for September.

Recognition Chair

September

- Become familiar with recognitions awarded during the previous Girl Scout year. Recruit a task group to identify people who might receive recognition.
- Review *Adult Recognitions in Girl Scouting* booklet (054-VM).
- Begin applications for Board-approved recognitions to be awarded at the GSCB Annual Meeting. Deadline is December 1. Compile list of nominees from Service Team member suggestions.

October

- Recruit a committee for planning recognitions.
- Introduce volunteer recognitions that can be earned (GSCB, educational patches, GSUSA Leadership Development pin, and leaves, etc.) at Service Unit monthly meetings.
- Solicit nominations for awards requiring Board of Director's approval. Deadline is December 1.
- Complete applications and acquire necessary letters of endorsement for recognitions to be awarded at the GSCB Annual Meeting. Deadline is December 1.

November

- Request forms on stock order form (600-MM).
- Gather all awards requiring Board approval.
- Verify that all letters of endorsement have been received.
- Submit awards requiring Board approval. Deadline is December 1.

January

- Collect names for Years of Service pins for the GSCB Annual Meeting. People will be recognized even if they cannot attend the meeting. Solicit nominations for awards to be awarded at year end recognition event.
- Begin planning the spring recognitions event/ceremony.

February

- Continue planning the spring Recognitions Event/Ceremony and to solicit awards for Recognitions Event.

March

- Contact committee members and suggest they thank their volunteers on Leader's Day, April 22.
- Work with PR Representative to get publicity about Leader's Day.
- Submit applications for end of the year recognitions to the GSCB Membership, Volunteerism and Program Department. Please note position education is a requirement for all appointed positions. Please allow at least ten working days to process.

April/May

- Continue making plans for spring recognitions.
- Encourage volunteers who are receiving awards to attend the GSCB Annual Meeting.
- Attend the GSCB Annual Meeting with volunteers from your Service Unit receiving recognitions and Service Unit delegates.
- Thank all your Leaders on April 22.
- Submit applications for recognitions to the GSCB Membership, Volunteerism and Program Department. Please note position education is a requirement for all appointed positions. Please allow at least ten working days to process.

April/May cont...

- Order recognition items from the GSCB Membership, Volunteerism and Program Department.
- Hold Recognition Event.
- Keep records of all recognitions.
- Invite families and community leaders to Recognition Event.

Troop Registrar

Over the summer

- Plan registration for fall.
- Check *Early Bird* registrations and send to Registrar. Registrations must be in the NRC by July 1.

June

- Encourage Leaders to turn in *Early Bird* registrations packets to you by the Service Unit deadline.

July

- Follow-up on *Early Bird* with late registering Leaders to encourage on-time registrations by early fall.

September

- Receive registration packets for all Troops.
- Make up registration packets for Troops that do not have them.
- Place registration forms of girls who have changed Troops into their new Troops.
- Plan registration time for volunteers.
- Notify volunteers of registration time.
- Provide the Fall Product Sales Service Unit Manager a list of Troops and girls who are eligible to participate in the Fall Product Sales Program.

October

- Check all registrations for accuracy. Make corrections as needed. Initial registrations after checking.
- Compile list of all Troops registered, number of girls, grade level and adults registered.
- Send all registrations to NRC or PRC office by October 15 (on-time).
- Set up filing system to file Service Team copy of Membership Dues Summary forms.
- Develop a volunteer roster and send to the GSCB Membership Services Assistant at the NRC.
- Ensure access of Fall Product Sales Program materials for newly registered Troops.

November

- Follow up on Troops that are meeting but not registered - call volunteers - go to meeting to collect registrations.
- Turn registrations into GSCB Registrar and file Service Team copy of registration.
- Update list of Troops and number registered.

December

- File Service Team copy of registration form.
- Provide the Service Unit Cookie Manager a list of the Troops and girls who are eligible to participate in the Cookie Program.

January

- Are there any Troops meeting and not registered? Confer with GSCB Membership, Volunteerism and Program Department to determine appropriate action.
- Ensure access of Cookie Program materials for newly registered Troops.

February

- Update list of Troops registered and number of girls and adults.
- Ensure access of Cookie Program materials for newly registered Troops.

March

- Update list of Troops registered, number of girls and adults. Provide updated list to GSCB Membership, Volunteerism and Program Department for update.
- Compare number of girls participating in Cookie Program with number of girls registered.

April

- Update list of Troops registered and number of girls and adults.
- Receive materials for *Early Bird* registrations.
- Promote *Early Bird* and distribute to Troop volunteers.

May

- Update list of Troops registered and number of girls and adults.
- Distribute *Early Bird* packets to interested volunteers.

Program Consultant

September

- Contact volunteers of Troops to see if they need any help in getting started.
- Assist volunteers in planning initial meetings if needed.
- Remind volunteers to conduct parent meetings and assist where necessary.
- Promote Teen Leadership weekend to Teens and Teen volunteers.
- Promote Teen Leadership educational sessions.
- Help volunteers recruit committee members and sponsors.
- Promote *destinations* to Teens and Teen volunteers.
- Promote Patch Programs.
- Remind volunteers to carefully read and follow registration guidelines.
- Distribute GSCB program handouts.
- Encourage Troops to practice girl planning and goal setting as they begin the new program year.
- Remind Troops of upcoming GSCB events listed in *GSCB Resource Guide*.
- Begin recruiting a committee to plan Girl Scout Bronze, Silver and Gold Award Ceremony.
- Have Teen Program Consultant to remind Troop volunteers to have Girl Scout Gold Award application candidates schedule an appointment with the Girl Scout Gold Award Review Committee.

October

- Visit or telephone volunteers to check on their progress and offer any other assistance.
- Encourage volunteers, especially new volunteers, to obtain education for their position.
- Encourage volunteers to plan an investiture or rededication ceremony and invite parents.
- Promote GSCB Service Project.
- Remind Teens and volunteers about November deadline for *destinations* applications.
- Promote GSCB events to all members.
- Introduce resources within the *GSCB Resource Guide*.
- Remind members of upcoming GSCB events listed in the *GSCB Resource Guide*.
- Promote Fall Product Sales Program to members and ensure access to Fall Product Sales Program materials for newly registered Troops.
- Encourage Girl Scout Cadette, Senior and Ambassador members to sign up for Teen Leadership Weekend.
- Evaluate if your unit needs specific Teen educational sessions. Contact GSCB Membership, Volunteerism and Program Department to schedule for groups of six or larger.
- Have Teen Program Consultant to remind volunteers working with Teens to have Girl Scout Gold Award application candidates schedule an appointment with the Girl Scout Gold Award Review Committee.

November

- Visit or telephone volunteers to check on their Troops progress.
- Assist volunteers in problem solving.
- Encourage volunteers to work with their Troop to carry out a community service project.
- Help volunteers to plan a well-balanced program (use Program Consultant Checklist).

November cont...

- Distribute GSCB Program handouts.
- Help to create programs that include families.
- Start promoting bridging. Do not forget to invite graduating Ambassadors to Adult Bridging Ceremony. Assign sister Troops.
- Stress importance of girl/adult planning for quality programming.
- Are volunteers attending Service Unit meetings? Why not? Evaluate.
- Promote the History Discovery Room.
- Remind Troops of upcoming GSCB events listed in the *GSCB Resource Guide*.
- Have Teen Program Consultant remind volunteers working with Teens to have Girl Scout Gold Award application candidates schedule an appointment with the Girl Scout Gold Award Review Committee.
- Begin meeting with Girl Scout Bronze, Silver and Gold Award Ceremony Committee.

December

- Prepare a sampling of diverse December holiday program ideas.
- Remind Troop of upcoming GSCB events listed in the *GSCB Resource Guide*.
- Encourage participation in the upcoming Cookie Program (remember, girls and Troop must be registered to participate).
- Have Teen Program Consultant remind volunteers working with Teens to have Girl Scout Gold Award application candidates schedule an appointment with the Girl Scout Gold Award Review Committee.

January

- Provide winter program tips to volunteers. Assist volunteers in evaluating progress.
- Remind volunteers to begin planning a Thinking Day program.
- Remind volunteers to help girls plan bridging activities (see Facilitator's Guides).
- Encourage volunteers to plan a Court of Awards.
- Encourage Teens to return Women of Distinction applications.
- Distribute GSCB Program handouts.
- Remind volunteers to turn in Individual Record Sheets (062-VM) for award ceremony.
- Ask an experienced volunteer to plan a Thinking Day Ceremony to be held at the February Service Unit meeting.
- Discuss Juliette Low World Friendship Fund.
- Promote current GSCB events.
- Remind Troops of upcoming GSCB events listed in the *GSCB Resource Guide*.
- Promote Cookie Program to all members and ensure access of program materials to newly registered Troops.
- Have Teen Program Consultant remind volunteers working with Teens to have Girl Scout Gold Award application candidates schedule an appointment with the Girl Scout Gold Award Review Committee.
- Remind Teen Advisors about the March 1 deadline for Girl Scout Gold Award paperwork to be received at the NRC in order for award presentation in April.

February

- Encourage volunteers to carry out a Thinking Day program and/or ceremony.

February cont...

- Encourage donations to the Juliette Low World Friendship Fund and provide guidance if necessary.
- Remind volunteers about Girl Scout Week in March.
- Initiate conversations with your Troop volunteer. Assist as needed.
- Encourage volunteers to include families in activities.
- Encourage volunteers to visit the History Discovery Room.
- Remind Troops of upcoming GSCB events listed in the *GSCB Resource Guide*.
- Ensure access to Cookie Program materials for newly registered Troops.
- Have Teen Program Consultant remind Troop Volunteers to have Girl Scout Gold Award application candidates schedule an appointment with the Girl Scout Gold Award Review Committee.

March

- Telephone volunteers to check on progress with Bridging activities, provide assistance as necessary.
- Encourage volunteers to participate in highly visible activities during Girl Scout Week, such as participation in religious services or Girl Scout Sunday or Sabbath in uniform.
- Encourage volunteers to start thinking about places to go or things to do as an end-of-the-year activity. Provide volunteers with suggested activities such as trips, family picnic, banquet, service project or special celebration.
- Remind volunteers to encourage family participation in programs.
- Distribute GSCB Program handouts.
- Remind Troops of upcoming GSCB events listed in the *GSCB Resource Guide*.
- Have Teen Program Consultant remind volunteers working with teens to have Girl Scout Gold Award application candidates schedule an appointment with the Gold Award Review Committee.
- Begin promoting Girl Scout Bronze, Silver and Gold Award Ceremony.

April

- Visit meetings to present a small token to volunteers for Leader Recognition Day. It may be a "keep up the good work" pat on the back.
- Encourage volunteers to begin planning Bridging Ceremony with girls. Remind them to bridge graduating Ambassadors to adults.
- Encourage Troops to plan and carry out a community service project.
- Solicit Girl Scout stories to highlight at Service Unit recognition.
- Promote adult volunteer recruitment.
- Remind Troops of upcoming GSCB events listed in the *GSCB Resource Guide*.
- Hold Girl Scout Bronze, Silver and Gold Award Recognitions Ceremony.
- Have Teen Program Consultant remind Troop volunteers to have Girl Scout Gold Award application candidates schedule an appointment with the Gold Award Review Committee.

May

- Encourage Bridging activities and ceremonies.
- Check with volunteers to see that girls flying-up or Bridging have been notified of their placement for fall.
- Encourage Leaders to do a few activities during the summer to promote girl retention.
- Encourage Troops to enjoy an end-of-the-year trip or event.

May cont...

- Promote summer activities and camps.
- Collect United Ways/Fund reports.
- Remind Troops of upcoming GSCB events listed in the *GSCB Resource Guide*.
- Have Teen Program Consultant remind volunteers working with Teens to have Girl Scout Gold Award application candidates schedule an appointment with the Girl Scout Gold Award Review Committee.

Outdoor Program Consultant

September

- Review and approve all field trip, Encampment and camping applications. Submit to the NRC in a timely manner those applications that require additional insurance or utilize GSCB property.
- Contact Troops camping in April to see if they need any assistance.
- Remind Troops, when a field trip or camping application form is required.
- Remind Troops of when additional insurance is needed.
- Have a member of the GSCB Membership, Volunteerism and Program Department attend a Service Unit Meeting to promote fall programs.
- Remind Troops of upcoming GSCB events listed in the *GSCB Resource Guide*.
- Thank Day Camp volunteers.
- Promote Fall School.
- Promote sponsoring a volunteer Day Camp.
- Remind volunteers to sign up for Outdoor educational sessions.

October

- Make plans for outdoor activities, fall Service Unit Encampments.
- Contact Troops camping in April to see if they need any assistance.
- Recruit a volunteer Camp Director and staff.
- Review and approve all field trip, Encampment and camping applications. Submit to the NRC in a timely manner those applications that require additional insurance or utilize GSCB property.
- Remind Troops of upcoming GSCB events listed in the *GSCB Resource Guide*.
- Remind volunteers to sign up for Outdoor educational sessions.

November

- Review and approve field trip and camping applications (if applicable).
- Contact Troops camping in April to see if they need any assistance.
- Recruit a Service Unit Encampment Director (if applicable).
- Remind Troops of upcoming GSCB events listed in the *GSCB Resource Guide*.
- Remind volunteers to sign up for Outdoor educational sessions.

December

- Review and approve field trip and camping applications.
- Contact Troops camping in April to see if they need any assistance.
- Recruit Service Unit Encampment and/or camp volunteers (if applicable).
- Remind Troops of upcoming GSCB events listed in the *GSCB Resource Guide*.
- Register volunteer Camp Director for Day Camp educational sessions.
- Remind volunteers to sign up for Outdoor educational sessions.

January

- Plan a demonstration for Service Unit meeting, i.e., propane stove, lanterns, making a bedroll, dressing for the weather, etc.
- Contact Troops camping in April to see if they need any assistance.
- Review and approve all field trip, Encampment and camping applications.
- Remind Troops of upcoming GSCB events listed in the *GSCB Resource Guide*.
- Remind volunteers to sign up for Outdoor educational sessions.
- Send copies of all news coverage to the GSCB Communications Department.

February

- Make reservation for Service Unit Encampment.
- Contact Troops camping in April to see if they need any assistance.
- Review and approve Field Trip and Camping applications.
- Service Unit Encampment and/or volunteer Camp planning (if applicable).
- Remind Troops of upcoming GSCB events listed in the *GSCB Resource Guide*.
- Remind volunteers to sign up for Outdoor educational sessions.

March

- Contact Troops camping in April to see if they need any assistance.
- Promote Service Unit Encampment and/or volunteer Camp (if applicable).
- Plan Resident Camp and summer Day Camp promotions for Service Unit meeting.
- Remind Troops of upcoming GSCB events listed in the *GSCB Resource Guide*.
- Promote Camp Open Houses.
- Remind Troops of Earth Day in April.
- Remind volunteers to sign up for Outdoor educational sessions.

April

- Review and approve field trip and camping applications.
- Contact Troops camping in May and offer any assistance.
- Service Unit Encampment and Day Camp plans (if applicable).
- Promote Resident Camp and Summer Day Camp within your Service Unit.
- Remind Troops of upcoming GSCB events listed in the *GSCB Resource Guide*.
- Remind volunteers to sign up for Outdoor educational sessions.

May

- Promote fall camping.
- Promote Resident Camp and summer volunteer Camp within your Service Unit.
- Promote individual, family and Resident Troop camping.
- Remind Troops of upcoming GSCB events listed in the *GSCB Resource Guide*.
- Remind volunteers to sign up for Outdoor educational sessions.
- Contact Troops camping in April to see if they need any assistance.

Public Relations Representative

August

- Promote recruitment event and fall recruitment activities to the local media.

September

- Promote recruitment event and fall recruitment activities to the local media.
- Touch base with the GSCB Communications Department.
- Send copies of all news coverage to the GSCB Communications Department.
- Send biographical information to local newspaper on Service Unit girls honored with Teen Awards.

October

- Collect information on your Service Unit fall activities. Send the information to your local media. Share with the GSCB Communications Department.
- Take pictures at Service Unit events.
- Send copies of all news coverage to the GSCB Communications Department.
- Send photos with captions to the GSCB Communications Department.
- Send biographical information to local newspaper on Service Unit girls honored with Teen Awards.
- Attend GSCB Cookie Conference with Service Unit and participate in the PR workshop.

November

- Send in pictures and information for GSCB promotional purposes to the GSCB Communications Department.
- Publicize local Girl Scout activities and upcoming events.
- Send copies of all news coverage to the GSCB Communications Department.
- Send biographical information to local newspaper on Service Unit girls honored with Teen Awards.

December

- Publicize local Girl Scout activities, upcoming events and service projects.
- Send copies of all news coverage to the GSCB Communications Department.
- Send biographical information to local newspaper on Service Unit girls honored with Teen Awards.

January

- Send Girl Scout success stories to local media.
- Send copies of all news coverage to the GSCB Communications Department.
- Coordinate local PR efforts to promote Cookie Program with the GSCB Communications Department.
- Send biographical information to local newspaper on Service Unit girls honored with Teen Awards.

February

- Promote Thinking Day.
- Take pictures at Thinking Day events.
- Send copies of all news coverage to the GSCB Communications Department.

February cont...

- Promote Girl Scout Week and Girl Scout Sabbath and Sunday (March).
- Send biographical information to local newspaper on Service Unit girls honored with Teen Awards.
- Coordinate local PR efforts to promote Cookie Program with the GSCB Communications Department.

March

- Promote 100th Anniversary
- Promote Leader's Day.
- Send copies of all news coverage to the GSCB Communications Department.
- Take pictures of Girl Scout Week activities.
- Promote the GSCB Annual Meeting.
- Send biographical information to local media on Service Unit girls honored with Teen Awards.

April

- Attend the GSCB Annual Meeting.
- Send copies of all news coverage to the GSCB Communications Department.
- Identify community events that promote visibility for Girl Scouts.
- Promote Resident, Day and Weekend Camp.
- Send biographical information to local media on Service Unit girls honored with Teen Awards.
- Send information to local media on Service Unit volunteers honored at the Annual GSCB Meeting.

May

- Send biographical information to local media on Service Unit girls honored with Teen Awards.
- Send copies of all news coverage to the GSCB Communications Department.
- Promote Resident, Day and Weekend Camp.
- Send information on any girls attending *destinations* or other Leadership opportunities.
- Send information to local media on Service Unit volunteers who received awards/recognitions at your Service Unit recognition event.

June-August

- Promote local Girl Scout activities to the media.
- Send copies of all news coverage to the GSCB Communications Department.
- Work with the Service Team to create a PR plan for the upcoming membership year.

Education Coordinator

September

- Promote GSCB Fall School of Girl Scouting, Adult Enrichment and Education Weekend at Camp Grove Point.
- Determine who may have taken Leadership Essentials and/or **Online Orientation** in August and recognize them.
- Find out which Leaders need to take Leadership Essentials. Help new volunteers register for appropriate educational sessions by becoming familiar with education information in the *GSCB Resource Guide*.
- Encourage new and experienced volunteers to attend Outdoor education based on the needs of the girls.
- Use an interest indicator to determine what kinds of education could be offered at Service Unit meetings during the coming year. Example: This could be in the form of a check list with general topics listed or by hanging a sheet of newsprint up and soliciting input by having a group “brainstorming” session.
- Request required number of copies of Service Team form, Individual Adult Record (062-VM). This form should be completed by all Service Unit adult volunteers and serve as a resource for the Education Coordinator and Recognition Chair.
- Contact the GSCB Membership, Volunteerism and Program Department in the NRC to discuss educational needs of the Service Unit.
- Encourage volunteers to check out the Web page, www.GSCB.org. Remind them to check the cancellation line before going to educational sessions. Please call 1-800-341-4007.

October

- Find out who completed education during the month of September and update form (062-VM).
- Compile a list of people who attended GSCB Fall School and what courses they attended. Example: These volunteers might be willing to share their new skills and knowledge by doing a “mini” learning opportunity for the Service Unit.
- Arrange a workshop for volunteers based on the needs assessment done during September.
- Determine and recognize who may have taken education during the month of September.

November

- Consult the *GSCB Resource Guide* for dates of future educational sessions and notify GSCB Membership, Volunteerism and Program Department of needs not addressed.
- Determine and recognize who may have taken education during the month of October.
- Recruit potential facilitators. Send suggestions to GSCB Membership, Volunteerism and Program Department.

December

- Identify possible candidates for position of GSCB Facilitator, Canoe, Kayaking, Orienteering and Archery Facilitators. Submit names to the GSCB Membership, Volunteerism and Program Department.
- Review educational records to determine who still needs to complete Leadership Essentials or other position specific educational sessions.
- Determine and recognize who may have taken education during the month of November.

January

- Review report of Service Unit volunteers who have taken education. Follow up with anyone who still must complete Leadership Essentials.

January cont...

- Submit names of possible candidates for GSCB Facilitator to the GSCB Membership, Program and Volunteer Services Department at the NRC.
- Plan Service Unit Workshops for the remainder of the year based on needs assessment. Contact the GSCB Membership, Program and Volunteer Services Department for suggestions.
- Determine and recognize who may have taken education during the month of December.

February

- Review records and update.
- Promote educational sessions.
- Determine and recognize who may have taken education during the month of January.

March

- Review Outdoor education needs of Service Unit volunteers.
- Remind volunteers of upcoming Outdoor educational sessions.
- Set up Outdoor Skills session for volunteers who may be attending Service Unit Encampment. (Example: This could be done as a “wide game” with different stations set up. Teen Girl Scouts are often willing to share their skills and knowledge with adults).
- Determine and recognize who may have taken education during the month of February.

April

- Review all educational records and update as needed. Share these with the Service Unit Recognition Chair for appropriate year end awards.
- Develop a needs assessment for planning Service Unit workshops in the future.
- Consult with Service Team members to determine if there are any newly recruited volunteers who need education and inform the GSCB Membership, Volunteerism and Program Department.
- Determine and recognize who may have taken education during the month of March.

May

- Collect and review all Individual Adult Record Forms (062-VM). Make sure that all education has been recorded.
- Make educational information available to Recognition Chair for recognition event.
- Review and analyze needs assessment results with the Service Unit Manager and GSCB Membership, Volunteerism and Program Department.
- Contact GSCB Membership, Volunteerism and Program Department if you have lifeguard educational needs. Candidates may be able to participate in Resident Camp staff educational sessions.
- Determine and recognize who may have taken education during the month of April.

Auditor

Over the summer

- Forward list of Troops who have not submitted a DCR (Detailed Cash Record) to the GSCB Chief Financial Officer by June 15.

August

- Forward final list of Troops who have not submitted a DCR to the GSCB Chief Financial Officer by August 15. Chief Financial Officer and GSCB Membership, Program and Volunteer Services Department will send a registered letter to Leaders requesting the *DCR*.

September

- Distribute *Financial Guidelines for Troop Volunteers and Detailed Cash Record*, (300-FM and 301-FM), to all Troops/Groups.
- Explain Service Unit and GSCB financial reporting procedures to all volunteers. Explain use of *Detailed Cash Record*.
- Provide assistance to any volunteer in setting up a checking account.

October/November

- Provide 20-minute educational session for volunteers on completion of DCR.
- Remind each volunteer where the educational session is and to bring their DCR to the volunteer meeting.

December

- Audit all Troops and Service Unit accounts

January

- Review DCR for each Troop checking account.
- Check with Cookie Program Manager and ensure all Troops who participate in the Cookie Program have a checking account.

February-March

- Stress at Service Unit meetings the importance of depositing Cookie monies on a regular basis.

May

- Audit all Troops and Service Unit accounts for end of year finance report to Service Unit Manager and GSCB.

Fall Product Sales Program Manager

August

- Attend Fall Product Sales Program educational dinner.
- Schedule educational sessions for Troop Fall Product Sales Program Managers and volunteers.
- Review 2011 Fall Product Sale Share.
- Plan the SU Fall Product Sales Rally

September

- Hold a Service Unit Fall Product Sale Program Rally.

October

- Ensure that all eligible Troops receive GSCB Fall Product Sales Program education and materials to participate in the GSCB Fall Product Sales Program.
- Assist late registering Troops in participating in the GSCB Fall Product Sales Program.

November

- Receive and reconcile Troop paperwork and submit all forms and appropriate reports to GSCB Product Sales Department.

December

- Complete Fall Product Sales Program evaluation.
- Distribute Fall Product Sales Program incentives.
- Coordinate nuts/candy delivery.
- Complete Fall Product Sales Share and Submit by Deadline

Service Unit Cookie Team

September/October/November

Service Unit Cookie Team

- Present Cookie Program activities and activity links to Troops at volunteer meeting.
- Set and promote Service Unit Cookie goals.
- Arrange for Service Unit Cookie Delivery Site.
- Review 2011-2012 Cookie Share.
- Attend *What Can a Cookie Do?* Cookie Conference, October 22, 2011.
- Plan the SU Cookie Kick-off

December

Service Unit Cookie Team

- Conduct a Service Unit Cookie Program educational session (Service Unit Cookie Manager takes the lead).
- Brainstorm on locations for Service Unit Booth Sales.

Service Unit Booth Sales Coordinator

- Contact merchants for Booth Sale approval.
- Contact adjacent Service Unit Booth Coordinators and introduce yourself if you have locations that can/should be shared.

January

Service Unit Cookie Team

- Respond to questions regarding Cookie Program.
- Promote sign-up procedures for Service Unit Booth Sales.
- Coordinate Cookie Delivery; solicit additional volunteers to help.
- Hold a Service Unit Cookie Kick-Off.

February

Service Unit Cookie Program Manager

- Coordinate Cookie Delivery; solicit additional volunteers to help.
- Promote Walkabout Neighborhood Tailgating and Booth Sales participation.
- Encourage late registering Troops to participate in Booth Sales.

Service Unit Cupboard Coordinator

- Report inventory status to GSCB Product Sales Department weekly, according to guidelines in Service Unit Cookie Coordinator Manual.

March

Service Unit Cookie Manger

- Encourage all Troop Cookie Managers to submit paperwork by deadline date.
- Follow-up with Troop Cookie Managers regarding uncollected cookie funds. Ensure that all procedures are followed and documentation submitted by deadline.

March, Cont...

- Receive and reconcile Troop paperwork, submit all forms and appropriate reports to Product Sales Department at the NRC.

Service Unit Booth Coordinator

- Send 'thank you' letters to merchants.

April

- Keep Service Unit Manager informed regarding collection problems in Service Unit.

May

Service Unit Cookie Program Manger

- Distribute Cookie Program incentives.
- Recognize top-selling girls in the Service Unit.

Service Unit Cookie Team

- Attend GSCB Cookie Evaluation meeting; encourage Troops to submit evaluation of Cookie Program.

June

- Complete Service Unit Cookie Share and submit by deadline.

Family Partnership Manager

August/September

- Become familiar with Family Partnership materials.
- Set a Service Unit Family Partnership event goal.
- Plan an event to benefit Family Partnership.
- Schedule time at every Service Unit meeting to discuss Family Partnership.
- Become comfortable talking about the importance of the Family Partnership Campaign and how it benefits every member of GSCB. Study the Family Partnership Fact Sheet and Q's & A's about Family Partnership.

September/October

- Obtain a list of Troops from Service Unit Registrar or Service Unit Manager in order to promote your event(s).

Ongoing

- Include Family Partnership information and reminders in Service Unit newsletters and meeting notices.
- Use Family Partnership monthly scripts to promote the campaign at every volunteer meeting.
- Report progress to the GSCB Fund Development Department and to GSCB Membership, Program and Volunteer Services Department including successes and concerns.
- Mail and/or deliver donation envelopes to GSCB within ten days following your event. Please do not hold envelopes. We want to ensure that checks, 'thank you' letters and incentives are processed in a timely manner.

May

- Complete Family Partnership Campaign Evaluation and return to the GSCB Fund Development Department.

Please Note: All Girl Scout families will receive a donation request to benefit the Family Partnership campaign in the mail. If materials are needed for an event, please contact the GSCB Fund Development Department. Service Unit requests will be considered.

Section III: Tips for Running Effective Meetings

Time — Start on time.

Value — Remember that each person attending the meeting should be able to get something of value from it.

Friend — Make everyone feel welcome, especially those who are new to Girl Scouting. You might want to consider asking an experienced volunteer to sit with each new volunteer to answer questions they might have.

Appreciate volunteers — Remember that an appreciated volunteer is more likely to return. Celebrate accomplishments, give people time to share and thank them for their contributions early and often.

Name Tags — People are more likely to return to a place where they feel like they belong. Include everyone in the meetings. Be sure to introduce everyone (you may want to use name tags).

Ice breakers — Are a great way to start a meeting and give people a chance to meet one another. Suggested ice breakers are included on the next few pages.

Chat — Try to limit the side conversations. Allow people time either before or after the meeting when they will be able to conduct whatever additional business is needed.

Time — Be respectful of everyone's time. End meetings in a timely manner.

Section IV: Meeting Agendas

August

Service Team Meeting

Date: _____ Place: _____

- Welcome - Express appreciation for all those who have agreed to work on the Service Team.
- Introduce Service Team members.
- Brief review of Service Team duties and expectations of volunteers.
 - Position Descriptions
 - Assignments
- Review Service Unit goal planning and revise if needed:
 - Membership Goals
 - Tentative Service Unit calendar (girl events and adult enrichment opportunities)
- Review 2011-2012 Cookie Share and Fall Product Sales Share.
- Finalize on paper Service Unit budget for 2011-2012 membership year.
- Service Team member reports, progress, needs, updates – see Checklists.

Organizers

- Recognize Troops that have been organized.
- Identify Troops needing leadership.
- Determine the number of recruitment flyers needed. Give this information to the GSCB Membership, Volunteerism and Program Department.
- Discuss recruitment plans and assistance needed for recruitment events.

Outdoor Program Consultant

- Review field trip and camping application forms with Service Team.
- Explain procedures.
- Encourage Troop participation in GSCB sponsored events.
- Promote Fall School.

Program Coaches

- Discuss possible program related workshops for all Service meetings. Consider asking GSCB Membership, Volunteerism and Program Department for assistance.

Registrar

- Plan for a Service Unit registration night.
- Set deadline for registrations to come to you from returning Troops.

Service Unit Manager

- Discuss Service Unit events. Plan to solicit ideas from volunteers. Identify Chairs for events (consider people from the community or former volunteers).
- Identify Girl Scout Cadette, Senior and Ambassador girls to serve on Service Unit event committees and/or Service Team.

August

Service Team Meeting (continued)

Education Coordinator

- Encourage Service Team members and volunteers to register for Leadership Essentials, Fall School, First Aid and CPR as needed. Please contact the GSCB Membership, Volunteerism and Program Department.
- Please see the *GSCB Resource Guide* or the GSCB website at: www.GSCB.org for additional information and educational session dates for the rest of the year.

Recognition Chair

- Compile list of candidates for Board approved awards; solicit input from Service Team members.

Service Unit Fall Product Sales Program Manager

- Discuss information relative to the Fall Product Sales Program. Make plans for Fall Product Sales Program promotion and education within the Service Unit (set educational session dates).
- Plan a Service Unit Fall Product Sale Program Rally.

Family Partnership Manager

- Promote the Family Partnership Campaign and/or event to benefit the Campaign and include information in Service Unit Newsletter.

September

Service Team Meeting

Date: _____ Place: _____

- Promote Service Team educational sessions. Check the *GSCB Resource Guide* for details.
- Announce dates and locations of fall Association Meetings.
- Invite all volunteers to attend a fall Association Meeting.
- Facilitate any discussions or concerns shared by Service Team members.
- Briefly review Service Team duties and expectations of volunteers:
- Discuss volunteer management system. All Service Team members, all volunteers listed as 01 and 02, Product Sales Program Managers and volunteers registered as 03 who work consistently with girls must successfully complete the Volunteer Application, Volunteer Agreement and background check. Refer to the *Welcome to Girl Scouting* packet (001-VM).
- Service Team Members report on the following:

Service Unit Cookie Team

- Discuss information relative to the Cookie Program. Make plans for Cookie Program promotions and educational sessions within the Service Unit (set training dates).
- Promote Cookie Conference – *What Can a Cookie Do?*. Cookie Team includes: Service Unit Cookie Manager, Booth Coordinator, Cookie Cupboard Coordinator, PR Representative and Service Unit Manager.

Organizer

- Recruitments: Schedule and plan recruitments for October/November.
- Distribution of recruitment flyers.
- Recruitment plans and assistance needed for Service Unit/community recruitment events.

Program Consultant

- Obtain names and phone numbers of Troops you have been assigned for the upcoming year.
- Seek volunteers to do Girl Scout Bronze, Silver and Gold Award recognitions.

Registrar

- Finalize a “registration night” or procedures for registration forms to be submitted.

Outdoor Program Consultant

- Discuss sponsoring a volunteer Day Camp.
- Promote Outdoor Program events (Service Unit, multi-Service Unit or GSCB sponsored).
- Promote Fall School.
- Seek volunteers to be Site Liaisons.

Family Partnership Manager

- Promote the Family Partnership Campaign and/or event to benefit the campaign and include information in Service Unit newsletter.

September

Volunteer Meeting

Date: _____ Place: _____

- Arrival – ‘Buddy-Up’ and station Service Team members near door to welcome everyone and introduce new volunteers to other people. Provide each person with a tent name card and/or name tag. Include any information that is beneficial to your Service Unit, school and town.
- Introduction - Introduce Service Team and briefly explain each person’s job. Have each Service Team member introduce several volunteers. Assignments for this could be decided beforehand. Make certain *everyone* is introduced, even latecomers.
- Overview of Service Unit - schools, churches, number of Troops at each program level.
- Service Unit plans and goals.
- Distribute *Welcome to Girl Scouting* packet to new volunteers.
- Collect Volunteer Application and Volunteer Agreement from volunteers.
- Reports:

Service Unit Recognition Chair

- Explain Board approved awards. Describe each one and what the requirements are.
- Discuss who should be nominated for Board approved recognitions for presentation at the GSCB Annual Meeting. Deadline for application is December 1.

Registrar

- Discuss registration process.
- Explain how registration will be done.
- Assist volunteers as needed with registration.
- Explain that all preprinted registration forms should be returned. Identify why girl is not re-registering on the form.
- Stress importance of ethnic/racial reporting. This information is required by United Way and other funders.

Organizer

- Greet newly recruited volunteers and introduce to experienced volunteers. Encourage experienced volunteers to ‘Buddy Up’ with a new volunteer.
- Report on: a) recruitment process and successes; b) leadership needs; c) assistance in identifying program support.

Outdoor Program Consultant

- Review procedures for reserving a GSCB owned camp site and completing the Field Trip and Camping application forms.
- Announce fall Outdoor educational sessions dates, times and locations.
- Promote Fall School.
- Promote GSCB sponsored outdoor events (See GSCB *Resource Guide*).

Family Partnership Manager

- Promote the Family Partnership Campaign and event to benefit the Campaign and include information in Service Unit newsletter.

September

Volunteer Meeting (continued)

Program Consultant

- Survey volunteers needs.
 - *GSCB Resource Guide*.
- Recruit help for presentation of sample investiture/rededication ceremony at October's Service Unit meeting. Remember to invest/rededicate the adults too. Especially invite those that Bridged to adults last spring.
- Update volunteers regarding:
 - Financial assistance procedures, including start-up funds.
 - Registration for GSCB sponsored events.
 - Planning parent meetings.
 - Planning of rededication or investiture ceremony.
 - Promote Teen Leadership Weekend.
 - Distribute GSCB Program handouts.

Service Unit Education Coordinator

- Recognize anyone who completed education during the summer (you could purchase the yellow volunteer bar for presentation, with a certificate or simply acknowledge the accomplishment).
- Find out who needs to take Leadership Essentials, Outdoor education or First Aid/CPR. Refer them to educational session dates in *GSCB Resource Guide*.
- Solicit input from the group concerning education needs which can be offered at Service Unit meetings (share info with GSCB Membership, Volunteerism and Program Department for coordination of services).
- Encourage volunteers to complete Individual Adult Record form (062-VM). This can serve as a record of education they may have taken. This information should also be shared with the Recognition Chair for future planning and updated as needed.

Fall Product Sales Program Service Unit Manager

- Announce Fall Product Sales Program dates.
- Promote the Fall Product Sales Program Rally.
- Deliver Fall Product Sales Program education for Fall Product Sales Program Troop Managers and volunteers.
- Family Partnership Manager
- Promote the Family Partnership Campaign and/or Event to benefit the Campaign.
- Service Unit Auditor
- Remind Troops to complete an information form which includes pertinent Troop information, name of bank and bank account number. Offer assistance to those who have not set up an account. GSCB recommends that a Service Team member, excluding the Auditor, should be a signer on a Troop/Group bank account.
- Follow-up on any delinquent Detailed Cash Reports (DCR) from the 2010-11 membership year. Seek assistance from GSCB Membership, Program and Volunteer Services Department in this process if required.
- Troops need to have bank account in their name and address, NOT GSCB.

Service Unit Treasurer

- Report on Service Unit Finances (verbal or written, check with Service Unit Manager).

September

Volunteer Meeting (continued)

Service Unit Cookie Manager

- Promote Cookie Program activity links.

October

Service Team Meeting

Date: _____ Place: _____

- Introductions
- Announce dates and locations of fall Association Meetings.
- Report of Service Team members:
 - Registrar
 - Troops that have registered on time.
 - Number of girls and adults registered in Service Unit.
 - Work with organizer to identify girls who have not reregistered and plan follow-up for placement.
 - Organizer
 - New Troops started or Troops reorganized.
 - Girl referrals (continue to place).
 - Review forms of girls not reregistered. Are there significant numbers of girls not reregistered from a particular group, grade level, school and town? Are any patterns visible? Develop and recruit help to implement plans to follow up on girls not reregistered (ask GSCB Membership, Volunteerism and Program Department for resources as needed).
 - Program Consultants
 - Report on Troop plans, needs, problems, etc.
 - Begin to develop a resource file of ideas, places to go, etc. Ask Service Team members for suggestions.
 - Outdoor Program Consultants
 - Discuss having a Service Unit Encampment and/or Day camp the following program year (if applicable).
 - Family Partnership Manager
 - Promote the Family Partnership Campaign and/or event to benefit the Campaign.
 - Service Unit Fall Product Sales Program Manager
 - Promote and encourage participation in Fall Product Sales Program. Offer late registering Troops the opportunity to participate in the magazine portion of the program.
 - Problems? Discuss with Service Team.
 - Service Unit Cookie Team
 - Discuss plans to attend *What Can a Cookie Do?* Cookie Conference.
 - Plan Service Unit Cookie Kick-Off.
 - Service Unit Recognitions Chair
 - Begin plans for adult recognitions.
 - Ask who could help with recognitions and form a committee.
 - Introduce Adult Recognitions in Girl Scouting (054-VM) booklet.
 - Solicit suggestions for all awards.
 - Explain earned recognitions such as GSCB education patches and Leadership Development Pin.

October

Volunteer Meeting

Date: _____ Place: _____

- Greeters - place Service Team or experienced volunteers at entry way. Have name tags ready.
- Introductions - have each person introduce the person sitting on his/her right (or left).
- Business from previous meeting.
- **Invite all volunteers to attend a fall Association Meeting.**
- Reports from Service Team and Committee Chairs:

Registrar

- Make plans with Troops not registered to complete their registrations.
- Thank volunteers who have registered on time.
- Thank volunteers for filling out registrations.
- Ask for the return of forms for girls not returning. Do they know why? (Turn into GSCB Membership, Volunteerism and Program Department for updates).

Program Consultant

- Introduce yourself to new volunteers.
- Promote GSCB Patch Programs and service project opportunities.
- Begin building positive relationships with volunteers.
- Promote GSCB sponsored and local events.
- Remind volunteers that financial assistance is available for GSCB sponsored events on a limited basis.
- Share a craft idea; explain event registration process and financial assistance.
- Promote Girl Scout Bronze, Silver and Gold application deadlines for teen girls.
- Promote importance of planning in girl/adult partnership for programming.
- Share sample of investiture/rededication ceremony.

Organizer

- Greet and introduce any new volunteers.
- Report on new Troops started.
- Find out from volunteers those Troops with room for more girls and continue to place girls from referral list.

Outdoor Program Consultant

- Promote outdoor events and registration dates.
- Explain the Outdoor Program Consultant position to the Service Unit.
- Announce that tents are down and water is off in all tent units November 1 thru April 1 at GSCB Camp properties.
- Promote Outdoor Program resources and equipment available for loan from GSCB offices or at camp.
- Promote facilities available at camps in fall/winter.

Family Partnership Manager

- Promote the Family Partnership Campaign and/or event to benefit the Campaign and include information in Service Unit newsletter.

October

Volunteer Meeting (continued)

Recognitions Chair

- Reminder about December 1 deadline for Board-approved awards.

Service Unit Education Coordinator

- Recognize the people who completed education during the month of September. Don't forget Service Team members who received job-specific education.
- Report on Fall School.
- Present a workshop based on identified needs (contact GSCB Membership, Volunteerism and Program Department for assistance).

Service Unit Cookie Program Manager

- Request names, addresses and telephone numbers of each Troop's Cookie Program Manager to be returned at the November meeting. Ensure that Troop Cookie Program Managers are registered members and complete a Volunteer Application.
- Promote Cookie Program activity links.

Service Unit Fall Product Sales Manager

- Promote and encourage participation in Fall Product Sales Program.
- Offer late registering Troops opportunity to participate in the magazine portion of the Program.
- Remind Troops of order submission deadline.

Service Unit Meeting Educational Session (suggestions)

- Issues for Girl Scouts.
- Community resources.
- Song and game workshop.
- How to manage Girl Scout flow of paper.
- Ceremonies (Consultant, experienced Leader).
- Promote enrichment workshops listed in the *GSCB Resource Guide*.
- Close with friendship circle, taps and squeeze.

November

Service Team Meeting

Date: _____ Place: _____

- Discuss plans for winter celebration.
- Review progress on Service Unit goals.
- Review Service Unit calendar - does it need additions or deletions?
- Distribute volunteer rosters.
- Review committees that have been formed:
- Are they functioning?
- Do any changes need to be made?
- Report from Service Team members:

Registrar

- Report on Troops registered and those still needing to register.
- Check with Organizer on new Troops needing to register.

Organizer

- Troops that have been started and reorganized.
- Report on results of analysis by grade, school, community and race/ethnicity.
- Report on findings concerning girls not reregistered.
- To sell Cookies what is being done for girls on referral lists.
- Facilitate activities until future placement and register girls who participate.

Program Consultants

- Report on Troop progress, plans, problems, etc.
- Assist in the planning of a Service Unit event.
- Discuss ideas about a workshop on a topic such as service projects, bridging, planning trips, badge work, etc., that you can conduct at the upcoming Service Unit meetings.
- Encourage small Troops to take some girls from referral list.

Outdoor Program Consultant

- Announce date for Service Unit Encampment and/or Day Camp (if applicable).

Family Partnership Manager

- Promote the Family Partnership Campaign and/or event to benefit the Campaign and include information in Service Unit newsletter.

Service Unit Cookie Manager

- Discuss with Service Unit Manager when to have Cookie Program educational sessions for Troop Cookie Program Managers and volunteers.
- Discuss Cookie Delivery.
- Discuss Service Unit Cookie Kick-Off.

November

Service Team Meeting (Continued)

Recognition Chair

- Continue and finalize Board-approved awards paperwork for timely submission (December 1).

November

Volunteer Meeting

Date: _____ Place: _____

- Have people make name tags from construction paper in shape of trefoil (pre-cut).
- Welcome any people who have never been to a meeting.
- Post a large “Brag Sheet.” as volunteers come in, each writes down what she has been doing.
- Distribute volunteer rosters to those that don’t have them yet.
- Inform Service Unit on progress of goals.
- Discuss the United Way Summary forms (402-AM) with all Troops. Collect in December and in the spring.
- Report of Service Team and committees.

Registrar

- Report on Troops registered and those needing to register.

Organizer

- Request information as to vacancy in Troops.
- Follow up on referrals.
- Continue to place girls.

Program Consultant

- Greet and introduce new volunteers.
- Promote the availability of financial assistance.
- Remind volunteers to register for spring events and to follow event registration guidelines.
- Share a program resource available from The Bay Shop, *GSCB Resource Guide*, community or at GSCB Resource Centers.
- Distribute GSCB Program handout.

Outdoor Program Consultant

- Encourage all girls to go camping. Highlight the readiness indicators found in the Troop Camp Manual (provide hand out).
- Promote Outdoor educational opportunities.
- Promote Outdoor Program events in the *GSCB Resource Guide*.
- Review resources at GSCB camps or at GSCB Resource Centers.

Family Partnership Manager

- Promote the Family Partnership Campaign and/or event to benefit the Campaign and include information in Service Unit newsletter.

Service Unit Education Coordinator

- Recognize anyone who completed education during the month of October.
- Ask who still needs to complete Leadership Essentials, Outdoor education or First Aid/CPR. Help volunteers to register if necessary.

November

Volunteer Meeting (continued)

Service Unit Auditor

- Explain the importance of Detailed Cash Record (DCR) form 301-FM.
- Instruct participants on completion of the DCR.
- Provide a completed sample form.
- Set deadline for collection of DCRs.
- Remind Troops to submit DCRs
- Service Unit Cookie Program Manager
- Announce educational session dates for Troop Cookie Managers and Troop volunteers.
- Ensure that Troop Cookie Program volunteers complete a Volunteer Application, have completed background check and are registered (located in "Welcome to Girl Scouting" packet).
- Remind volunteers that Troops must be registered to sell Cookies.

Recognitions Chair

- Last call for Board approved awards. Announce December 1 deadline for submission.

Fall Product Sales Program Manager

- Clarify delivery procedures and schedule.

Service Unit Treasurer

- Report on Service Unit finances (written or verbal, check with Service Unit Manager).
- Close with friendship circle, taps and squeeze.

December

Service Team Meeting

Date: _____ Place: _____

- Decide when/if the Service Unit will participate in the “Daisy Blitz.” Coordinate with GSCB Membership, Volunteerism and Program Department for flyers and events.

Report of Service Team members:

Registrar

- Report on number of Troops, girls and adults registered.
- Report on any Troops not registered and collect paperwork.

Organizer

- Report on Troops started and assistance needed.

Outdoor Program Consultant (if applicable)

- Report on recruitment efforts for Day Camp and/or Service Unit Encampment.
- Ask for input on Day Camp and/or Service Unit Encampment.
- Submit Volunteer Camp application.
- Plan to mention at the Service Unit meeting.

Family Partnership Manager

- Promote the Family Partnership Campaign and/or event to benefit the Campaign and include information in Service Unit newsletter.

SU Cookie Manager

- Plan the Cookie Delivery.

December

Volunteer Meeting

Date: _____ Place: _____

- Provide refreshments.
- Business meeting.
- Cookie Program education could take place at this meeting.

Report of Service Team members:

Organizer

- Reminder that all girls must be registered (Cookie Program is coming).

Outdoor Program Consultant

- Encourage indoor camping at a GSCB owned site. Describe the buildings you have visited.
- Remind Troops to look for Camp Brochure in their mail in the first quarter of the year.

Family Partnership Manager

- Promote the Family Partnership Campaign and/or event to benefit the Campaign and include information in Service Unit newsletter.

Service Unit Education Coordinator

- Recognize people who completed education during the month of November.
- Do an informal assessment of Outdoor education needs. The winter months are a good time to prepare volunteers and girls for spring outdoor experiences.

January

Service Team Meeting

Date: _____ Place: _____

- Promote Service Team education: See the *GSCB Resource Guide* for dates
- Review goals - what needs to happen in order to accomplish goals.
- Any girls on the waiting list? Provide activities or place them in existing Troops.
- Are there Daisy Troops to serve girls in kindergarten? If not, form new Troops.
- Discuss Girl Scout Sabbath/Sunday activities.
- Implement ways to be visible during March especially during Girl Scout Birthday.
- Plan 100th Anniversary Activity.

Report from Service Team members:

Organizer

- Review girls who are on referral list.
 - ❖ Is there a way to incorporate them into a Girl Scout Service Unit program?
 - ❖ Could someone run a short-term activity?
 - ❖ Discuss ways to serve them – “Sampler Group,” invite girls to Service Unit events.

Registrar

- Report on registration.
- Compare with organizer - are there any new Troops not registered?
- Collect paperwork.
- Discuss a way to include all girls in Service Unit events.
- Provide Cookie Program Managers with list of Troops and number of girls registered.

Program Consultant

- Report on Troops progress, plans and problems.
- Update file of ideas or places to go and things to do in the area (share with volunteers.)
- Plan a mini-workshop on Girl Scout holidays and how to celebrate.

Outdoor Program Consultant

- Report on Encampment and/or volunteer camp (if applicable).
- Promote Resident Camp opportunities.

Family Partnership Manager

- Promote the Family Partnership Campaign and/or event to benefit the Campaign and include information in Service Unit newsletter.

SU Cookie Manager

- Plan Cookie delivery

January

Volunteer Meeting

Date: _____ Place: _____

- Welcome activity.
- Reports from Service Team members:

Service Unit Cookie Program Manager

- Follow-up with newly registered Troops – provide information about participating in the Cookie Program.
- Conduct one-on-one education as needed.
- Remind Troops about initial order deadline and procedures for submitting order.

Cookie Program Team Members

- Clarify Cookie Delivery procedures and schedule.
- Promote Cupboard procedures.
- Have Troops sign-up for Booth Locations.
- Fill in vacancies for Booth Sales.

Service Unit Recognition Chair

- Set a date for end of year recognitions.
- Solicit suggestions for all awards.
- Show display of Service Unit Awards (can be borrowed from the GSCB Membership, Volunteerism and Program Department).

Registrar

- Provide volunteers with a list of girls registered in their Troop and remind volunteers that all girls selling Cookies must be registered.
- Encourage volunteers to identify those girls not yet registered and register them.
- Register Cookie Managers and any adult who assists on a regular basis.

Organizer

- Make volunteers feel welcome.
- Request information on Troops that are able to take girls.
- Recognize volunteers who have registered to serve on committees.

Program Consultant

- Share information with volunteers about community resources.
- Facilitate a roundtable with volunteers with whom you consult.
- Promote current GSCB events.
- Remind Teen Consultants about February deadline for Teen Award Ceremony inventories.
- Distribute GSCB Program handouts.
- Promote GSCB events.
- Promote Women of Distinction.

January

Volunteer Meeting (continued)

Service Unit Auditor

- Offer assistance to Troops who have not set up a bank account. Collect Information forms from new and delinquent Troops. Any Troop selling Cookies must have a bank account.

Outdoor Program Consultant

- Announce Outdoor educational session dates, times and locations.
- Demonstrate a winter Outdoor Program activity for use indoors to Troops.
- Make Service Unit Encampment/Volunteer Camp announcements (if applicable).
- Promote Camp Programs (kits, patch programs, etc).
- Promote Resident Troop camping.

Family Partnership Manager

- Promote the Family Partnership Campaign and/or event to benefit the Campaign and include information in Service Unit newsletter.

Service Unit Education Coordinator

- Recognize anyone who completed educational sessions in December.
- Arrange for presentation of Service Unit workshop to kick-off the second half of the Girl Scout year. Example: Thinking Day activities workshop, ceremonies, non-competitive indoor games, Bridging activities.
- Determine who still needs education.

Service Unit Treasurer

- Report on Service Unit finances (verbal or written, check with Service Unit Manager).
- Enrichment opportunities - Girl Scout holidays and how to celebrate Thinking Day, Girl Scout Birthday, Girl Scout Sunday and Sabbath.
- Close with friendship circle, taps and squeeze.

February

Service Team Meeting

Date: _____ Place: _____

- Plan a way to celebrate the Girl Scout 100th Birthday in March.
- Reports from Service Team members and committees.
- Review any personnel problems that may need to be handled. Remember that Leaders who receive support come back.
- Plan ways to thank Leaders on Leader's Day (April 22, see Adult Recognitions in Girl Scouting booklet for ideas).
- Plan Service Unit meeting.
- Thank the Service Team for their support by giving candy hearts.
- Reports from the Service Team:

Organizer

- Brainstorm and implement a plan to serve girls on the referral list (continue to place girls).
- Discuss Troops whose small size (Brownie/Junior 10 or less) limits program, girl interaction, leadership development.
 - ❖ What can be done in the future to help these Leaders realize that girls benefit from interaction with a large group of girls?
- Report on progress of spring recruitment for girls and adults.

Registrar

- Report on numbers of Troops, girls and adults registered in Service Unit.
- Report on Troops whose size produces good interaction.

Outdoor Program Consultant

- Report on monthly activities.

Family Partnership Manager

- Promote the Family Partnership Campaign and/or event to benefit the Campaign and include information in Service Unit newsletter.

February

Volunteer Meeting

Date: _____ Place: _____

- Greeters - Greet people at door. Have name tags available.
- Opening - Thinking Day Ceremony.
- Encourage volunteers to attend Spring Association Meetings.
- Reports from the Service Team:

Service Unit Recognition Chair

- Determine activities for Leader Recognition Day, April 22.
- Recruit help for recognition event.
- Remind people to submit recognitions for Service Unit awards.

Registrar

- Report on Troops with largest adult to girl registered ratio.
- Report on sizes of Troops (for possible placements of girls in referral list).

Organizer

- Give recognition to volunteers who have large Troops or who willingly take more girls.
- Introduce volunteers and give a small token, if possible – "Largest Heart Award" - a decorated paper heart.

Program Consultant

- Encourage donations to Juliette Low World Friendship Fund.
- Encourage visit to the History Discovery Room.
- Promote inter-Troop activities.
- Remind volunteers about Girl Scout Week and 100th Birthday in March.
- Remind volunteers of various Patch Programs available.

Outdoor Program Consultant

- Promote Resident Camp and Camp Open House day(s).
- Announce Outdoor education dates.
- Review "Six Meetings Prior to Camping".
- Make Service Unit Encampment/volunteer Camp announcements (if applicable).

Family Partnership Manager

- Promote the Family Partnership Campaign and/or event to benefit the Campaign and include information in Service Unit newsletter.

Service Unit Education Coordinator

- Service Unit workshops as needed.
- Recognize anyone who completed training in January.
- Remind everyone about Outdoor educational sessions in the spring.

February

Volunteer Meeting (continued)

Cookie Program Team members

- Promote Cookie Cupboard procedures.
- Fill in vacancies for Booth Sales.
- Remind Troops of deadlines for paperwork and deposits.

March

Service Team Meeting

Date: _____ Place: _____

- Encourage attendance at the Annual Meeting.
- Review goals.
- Reports: Service Team members and committee.
- Does anyone need help?
- Has recognition been planned for volunteers?
- Plan a 100th Anniversary Celebration for Service Unit

Program Consultant

- Report on Troop plans, progress, problems, etc.
- Recruit help for presentation of sample Fly-Up/Bridging ceremony at April Service Unit meeting.

Service Unit Recognition Chair

- Recruit help for recognition events.
- Is every volunteer being recognized?
- Encourage volunteers to recognize committee members/parents.
- Show display of recognitions (can be borrowed from GSCB Membership, Program and Volunteer Services Department).

Registrar

- Report on statistics for Service Unit.

Organizer

- Report on status of Troops.
- Report on placement of spring flyers.

Outdoor Program Coach

- Report on monthly activities.

Family Partnership Manager

- Promote the Family Partnership Campaign and/or event to benefit the Campaign and include information in Service Unit newsletter.
- Plan Service Unit Meeting.

March

Volunteer Meeting

Date: _____ Place: _____

- Introductions.
- Promote the GSCB Annual Meeting to Service Unit volunteers.
- Sponsor Card/Poster: Provide poster board, construction paper, markers, glue, ribbon, sequins and other scrap material. Have representatives make a card/poster thanking their sponsors. Those meeting in homes might display their card/poster at a library, post office or other community location.
- Celebrate 100th Anniversary

Committee and Service Team member reports:

Outdoor Program Consultant

- Promote Camp Open House.
- Check to make sure all girls and volunteers receive camp brochures. Get name and address of anyone who did not receive a Camp Brochure and forward to the Outdoor Program Manager.
- Promote Resident and Day Camps.

Family Partnership Manager

- Promote the Family Partnership Campaign and/or event to benefit the Campaign and include information in Service Unit newsletter.
- Prepare an interactive presentation to kick-off Family Partnership Campaign.

Service Unit Recognition Chair

- Update plans for Volunteer Recognition Day.

Service Unit Auditor

- Remind volunteers to maintain DCR forms. Offer assistance.

Program Consultant

- Share information on upcoming local events where Girl Scouts can participate.
- Promote the availability of financial assistance for the Girl Scout Program.
- Promote GSCB Patch Programs, distribute both Patch Programs and Program handouts.
- Remind volunteers to order patches, badges and pins early.

Service Unit Education Coordinator

- Recognize any volunteers who have completed education during the month of February.

Cookie Team Program members

- Remind late Troops about deadlines for paperwork and deposits.
- Assist Troops with collection problems.
- Promote opportunities for Cookie Clean-Up Booth Sales.

Service Unit Treasurer

- Report on Service Unit finances.

March

Volunteer Meeting (continued)

Recognitions Chair

- Promote Leader recognition event and solicit awards.
- Grade level meeting/round tables (time permitting).
- Announce Service Team positions available for next year.
- Close with circle, taps and squeeze.

April

Service Team Meeting

Date: _____ Place: _____

- Reports from Service Team members:

Registrar

- Report on statistics for Service Unit.
- Assist in planning the assignment of bridging and Fly-Up girls.

Organizer

- Report on status of Troops.
- Discuss and plan placement of Fly-Up and Bridging girls.
- Report on progress of spring recruitment.

Program Consultant

- Report on Troops progress, plans and problems, etc.
- Discuss where Fly-Ups and Bridging girls will be placed.

Outdoor Program Consultant

- Report on monthly activities.

Family Partnership Manager

- Promote the Family Partnership Campaign and/or event to benefit the Campaign and include information in Service Unit newsletter.

Recognitions Chair

- Update on recognition event.
- Design an evaluation tool to allow the volunteers to give you feedback on their year and services provided to them.
- Review and evaluate goals.
- Review and evaluate what has been done in the Service Unit and what will be done.
- Determine use of earned dollars.
- Promote attendance at Annual Meeting.

April

Volunteer Meeting

Date: _____ Place: _____

- Welcome activity.
- Service Unit Manager: Elect Delegates for following year.
- Reports from the Service Team members and committees.

Program Consultant

- Share sample ceremony for Fly-Up or bridging girls.

Registrar

- Explain procedure for “Early Bird” registration.

Organizer

- Explain Troop Projection Sheet (409-AM) - and the importance of planning now for fall.
- Explain that the Service Unit Manager makes the appointments for volunteers. With the help of the Service Team, the Service Unit Manager will make final decision as to the volunteer appointments.

Outdoor Program Consultant

- Make Service Unit Encampment/Volunteer Day Camp announcements (if applicable).
- Remind Leaders of Campership deadline.
- Promote Resident Camp and Day Camps.

Family Partnership Manager

- Promote the Family Partnership Campaign and/or event to benefit the Campaign and include information in Service Unit newsletter.

Service Unit Auditor

- Remind volunteers of date to turn in DCR

Service Unit Education Coordinator

- Remind Leaders they MUST take position education to be reappointed a Leader.
- Recognize anyone who has completed education during the month of March.
- Complete the needs assessment for future educational sessions. Submit results to GSCB Membership, Volunteerism and Program Department.
- Promote GSCB educational sessions, including Fall School.

Recognitions Chair

- Update on recognition event.

Service Unit Treasurer

- Report on Service Unit finances (verbal or written, check with Service Unit Manager).
- Educational enrichment opportunity - sample ceremony for Fly-Up/Bridging.
- Close with friendship circle, taps and squeeze.
- Promote attendance at Annual Meeting.

May

Service Team Meeting

Date: _____ Place: _____

- If there are new Service Team people coming onto the team, include them.
- Have everyone recap their year.
 - What was their best moment? What brought them the most pleasure?
 - What would they do differently as they look back?
- Do end of the year evaluation - check over Service Unit goals.
- What has been accomplished?
- Discuss with GSCB Membership, Program and Volunteer Services Department.
- Report of Service Team members and committees:

Registrar

- Report on the number of girls and adults registered.

Organizer

- End-of-year status of Troops.
- Assist with recognition of volunteers if necessary.
- Status of referral list girls.
- Spring recruitment update.

Program Consultant

- Report on Troops progress.
- Discuss bridging activities.
- Assist with preparation for Volunteer Recognition dinner/ceremony.

Outdoor Program Consultant

- Report on activities of the month.

Family Partnership Manager

- Promote the Family Partnership Campaign and/or event to benefit the Campaign and include information in Service Unit newsletter.
- Discuss election of delegates.
- Do final evaluation of goals.
- Set tentative goals for next year.
- Set tentative schedule.
- Reflections on the year.

SU Cookie Manager

- Finalize Cookie Share for submission in June.

May

Volunteer Meeting

Date: _____ Place: _____

- Have everyone recap their year.
- Reports from Service Team:

Service Unit Manager

- Express appreciation for everyone's assistance and celebrate successes.
- To the procrastinating or forgetful people, express that it is never too late to support Family Partnership.
- Ask non-returning Troop volunteers to consider Service Team positions.

Service Unit Recognition Chair

- May-June: Give PR Representative information on recognitions received for the Service Unit.

Registrar

- Assist volunteers with "Early Bird" registration.

Organizer

- Collect Fly-Up forms.
- Collect materials from volunteers not returning.

Program Consultant

- Share Girl Scout success stories with volunteers.
- Promote upcoming (fall) GSCB sponsored event(s) and educational sessions (if available).
- Remind about deadlines for Patch Programs.
- Encourage meeting during the summer.

Outdoor Program Consultant

- Help volunteers to evaluate Outdoor Program opportunities for the year.
- Solicit volunteer and girl input for Outdoor Program suggestions for the next year.

Family Partnership Manager

- Promote the Family Partnership Campaign and/or event to benefit the Campaign and include information in Service Unit newsletter.
- To the procrastinating or forgetful people, express that it is never too late to support Family Partnership.

Service Unit Education Coordinator

- Recognize anyone who completed training during the month of April.
- Develop a calendar of Service Unit workshop needs for the coming year with volunteers and Service Team members. (If you need assistance-please contact GSCB Membership, Volunteerism and Program Department).

Cookie Program Team

- Recognize top selling Troops and 500+ girls.
- Give out patches and incentives.

Service Unit Auditor

- Collect DCR's. Remind all of Service Unit deadline.

May

Volunteer Meeting (continued)

Service Unit Treasurer

- Report on Service Unit finances.
- Elect Delegates
- Distribute end-of-year evaluations.
- Remind volunteers about United Way Reports.
- *Early Bird* registration.
- Review goals and calendar for next year - get additional input.
- Announce summer educational sessions schedule.
- Close with friendship circle, taps squeeze

Summer

Service Team Meeting

Date: _____ Place: _____

- Introductions.
- Review of position descriptions and duties assumed by various members.
- Make plans for coming Girl Scout year:
- Recruitment plans and status of Troops.
- Discussion of possible events. Seek volunteer input.
- Budget for 2012-2013. Seek input from Service Team members.
- Use of Service Unit Cookie Share Bucks (must use by July 31st 2011).
- Service Teams reports.

Organizer

- Status of all Troops. Review Troop Projection Sheets (409-AM and 410-AM) with team.
- Where do new volunteers need to be recruited?
- When will fall recruitment happen?
- Develop fall recruitment plan. Seek assistance from other Service Team members.

Service Unit Auditor

- Report on status of percent of DCR returned to-date.
- Create list of delinquent Troops. With Service Team, discuss strategies to collect DCRs.

Recognitions Chair

- Solicit input for who should be nominated for Board approved awards.

Service Unit Education Chair

- Go over list of volunteers still in need of position education.
- Check which volunteers still need to attend educational sessions.

Family Partnership Manager

- Plan a Family Partnership event for next membership year.
- Plan Service Team summer gathering for Service Unit fall planning.

Volunteer Management

- _____ 001-VM Welcome to Girl Scouting New Volunteer
- _____ 003-VM Volunteer/Parental Counseling/Resolution and Communications Procedures
- _____ 004-VM SU Manager Position Description
- _____ 005-VM SU Manager Self-Assessment
- _____ 006-VM Welcome to Girl Scouts Letter
- _____ 007-VM Thanks for Volunteering Letter
- _____ 008-VM Volunteer Reference Request Letter
- _____ 009-VM Volunteer Reference Form
- _____ 010-VM Organizer Position Description
- _____ 011-VM Organizer Orientation
- _____ 012-VM Organizer Self-Assessment
- _____ 013-VM Program Coach Position Description
- _____ 014-VM Program Coach Orientation
- _____ 015-VM Program Coach Self-Assessment
- _____ 016-VM Outdoor Program Coach Position Description
- _____ 017-VM Outdoor Program Coach Self-Assessment
- _____ 018-VM Site Liaison Position Description
- _____ 019-VM Site Liaison Self-Assessment
- _____ 020-VM Troop Leader Position Description
- _____ 021-VM Troop Leader Self-Assessment
- _____ 022-VM Troop Committee Member Position Description
- _____ 023-VM Troop Committee Member Self-Assessment
- _____ 024-VM SU Registrar Position Description
- _____ 025-VM SU Registrar Self-Assessment
- _____ 026-VM SU Recognition Chair Position Description
- _____ 027-VM SU Recognition Chair Self-Assessment
- _____ 028-VM SU Auditor Position Description
- _____ 029-VM SU Auditor Self-Assessment
- _____ 030-VM SU Treasurer Position Description
- _____ 031-VM SU Treasurer Self-Assessment
- _____ 032-VM SU Public Relations Representative Position Description
- _____ 033-VM SU Public Relations Representative Self-Assessment
- _____ 034-VM SU Education Coordinator Position Description
- _____ 035-VM SU Education Coordinator Self-Assessment
- _____ 036-VM Family Partnership Manager Position Description
- _____ 037-VM Family Partnership Manager Self-Assessment
- _____ 038-VM Fall Product Sales Program SU Manager Position Description
- _____ 039-VM Fall Product Sales Program SU Manager Self-Assessment
- _____ 040-VM Fall Product Sales Program Troop Manager Position Description
- _____ 041-VM Fall Product Sales Program Troop Manager Self-Assessment
- _____ 042-VM SU Cookie Program Manager Position Description
- _____ 043-VM SU Cookie Program Manager Self-Assessment
- _____ 044-VM SU Cookie Cupboard Coordinator Position Description
- _____ 045-VM SU Cookie Cupboard Coordinator Self-Assessment
- _____ 046-VM SU Cookie Booth Coordinator Position Description
- _____ 047-VM SU Cookie Booth Coordinator Self-Assessment
- _____ 048-VM Troop Cookie Program Manager Position Description
- _____ 049-VM Troop Cookie Program Manager Self-Assessment
- _____ 050-VM Volunteer Facilitator Position Description
- _____ 051-VM Volunteer Facilitator Self-Assessment
- _____ 052-VM Teen Coach Position Description
- _____ 053-VM Teen Coach Self-Assessment
- _____ 054-VM Adult Recognitions in Girl Scouting Booklet
- _____ 055-VM Application for Outstanding Leader
- _____ 056-VM Application for Outstanding Volunteer
- _____ 057-VM Years of Service Pin
- _____ 058-VM Application for Green Angel Patch
- _____ 059-VM Leadership Development Pin
- _____ 060-VM Awards Requiring Board Approval

Items 055-VM – 062-VM are included in 054-VM, Adult Recognitions in Girl Scouting Booklet.

- _____ 061-VM Outline for Endorsement Letter
- _____ 062-VM Individual Adult Record
- _____ 063-VM Juliette Coordinator Position Description

Program Management

- _____ 201-PM Property Reservation Procedures
- _____ 202-PM Property Reservation/Troop Camping Application
- _____ 203-PM Field Trip Application
- _____ 204-PM Service Unit Encampment Application
- _____ 205-PM Equipment Rental Agreement
- _____ 206-PM Service Unit Event Guidelines
- _____ 207-PM Service Unit Event Report Form
- _____ 208-PM Juliette Low World Friendship Fund Contribution Report
- _____ 209-PM Super Troop Application
- _____ 212-PM Adult Education Registration
- _____ 213-PM Adult Education Sign-in Sheet
- _____ 214-PM Education Record Card
- _____ 215-PM Event Registration
- _____ 216-PM Outdoor Program Support and Program Equipment Rental Reservation
- _____ 217-PM Indemnity Contract
- _____ 218-PM Education Session Evaluation
- _____ 219-PM Service Team Training Evaluation
- _____ 220-PM Grade Level Essentials Evaluation
- _____ 221-PM Leadership Essentials Evaluation

* These pamphlets are prepared by Mutual of Omaha and provide detailed information about GSUSA activity insurance for members.

Financial Management

- _____ 300-FM Financial Guidelines for Troop Leaders
- _____ 301-FM Detailed Cash Record and Annual Report of the Troop
- _____ 302-FM Summary of Troop Detailed Cash Report
- _____ 303-FM Troop Money-Earning Activity Application Packet
- _____ 304-FM Guidelines/Report on Receipt of Money for Troop/Service Unit
- _____ 305-FM Report of Club/Organization Donation
- _____ 306-FM Financial Assistance Application
- _____ 307-FM Scholarship Request for Membership Fees
- _____ 308-FM Service Unit Cookie Share
- _____ 309-FM Service Unit Fall Product Sales Share
- _____ 310-FM Troop Checking Account Closure Letter
- _____ 311-FM Service Unit Money-Earning Activity Application

Administrative Management

- _____ 401-AM Service Team Meeting Guidelines
- _____ 402-AM Information Summary for United Way/United Funds Requests
- _____ 403-AM Recruitment Event Guidelines
- _____ 404-AM Families Make It Happen
- _____ 406-AM Parent Meeting Guidelines
- _____ 407-AM New Troop Authorization Form
- _____ 408-AM Worksheet for Organizers
- _____ 409-AM Troop Projection Sheet
- _____ 410-AM Troop Projection Summary Sheet
- _____ 411-AM Troop Check List
- _____ 412-AM Registration Summary Sheet
- _____ 413-AM Troop Inventory Sheet
- _____ 414-AM Individual Girl Record

Miscellaneous

- _____ 600-MM Order Form for Stockroom Supplies
- _____ 601-MM Sudden Program and Service Opportunities
- _____ 602-MM Order Form for Stockroom Supplies



Order Form for Service Team Forms

Service Unit _____ Date _____

Mail to _____
Name Street Development

City State Zip

I will pick up, please call when ready at the following phone number, _____

Please fill out the above information and mark how many copies you need next to the form number description. Mail to: *Stockroom, Girl Scouts of the Chesapeake Bay, 501 S. College Ave., Newark, DE 19713* or Fax to: 1-302-456-7188. A copy will be returned with your order. Please allow 1-2 weeks turn-around time. Thank You!

Filled by _____ Date filled _____ Date shipped _____ # of packages _____

Picked-up at GSCB Office by _____ Date _____

All forms are also available on our website at: www.GSCB.org

