



Girl Scouts of Gateway Council 2011-2012 Service Unit Cycle of Operations

JUNE

Calendar Reminders

- Finance Reports due June 15th
- Service unit goal planning session
- Adult Recognitions Deadline June 30th
- Resident camp begins
- Smile Camp
- Pre-Inventory Sale at GS Shop – June 20th - 24th
- Early Registration opportunities (Troops must be registered by June 30th to receive the early bird incentive)
- Work with schools and SU Teams to schedule recruitments for fall
- Visit schools regarding Passages
- Preview invitations mailed to Service Team
- Training Dates due to Volunteer Resource Team by the 1st Friday of the Month
- Trainers Conference

Service Unit Manager

- Meet with membership specialist to finalize agenda for service team planning.
- All service team members for next membership year should be recruited and placed.
- Training for new service team members should be scheduled.
- Finalize agenda for service unit goal setting and planning session (Service Unit Planning Worksheet to be completed at this meeting). Note: Events should not be scheduled on cookie booth weekends.
- Implement Early Registration Events and activities.
- Monitor fall recruitment planning progress.
- Ensure work the Program consultants and service team have support they need to complete their tasks.
- Ensure things are in place to meet agenda needs of service team and service unit meetings.
- Ensure that mini trainings, cluster time, age level activities etc. are in place to support leaders.
- Submit SU Fall Sale Manager's Name and Contact Information to Director of Product

Coach

- Send troop meeting site representatives a thank you note.
- Notify all bridging girls of next year's troop.
- Retrieve all troop supplies and banking materials from non-returning volunteers.
- Finalize plans for fall recruitment campaign. Confirm recruitment volunteers.
- Participate in service unit goal setting & planning session.
- Recruit new leaders for vacancies and new troops.
- Continue to distribute re-registration packets and promote early registration.

Service Team

- Participate in service unit goal setting & planning session.
- Ensure that fall plans are progressing.
- Create plans for recruitment training.



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JUNE

Service Team Meeting Agenda Items – Service Team Planning Meeting

- Evaluation of last membership year.
- Review the current council tactical plan of work.
- Establish service unit goals for membership, training, program, diversity, and support to leaders, etc.
- Confirm dates for service unit calendar.
- Promote attendance at Girl Scout Preview.
- Set date, time & location for new leader Quick Start.
- Discuss recruitment strategy and dates.
- Ensure that mini trainings, cluster time, age level activities etc. are in place to support leaders.



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JULY

Calendar Reminders

- The Council Shop closed on Saturdays
- Service Centers closed for Independence Day July 4th
- Service Centers closed for All Staff Mtg. Date TBD
- Registration Events/Activities held
- Every Tuesday in July – special sale at GS Shop
- GS Shop Closed for Inventory – July 27th - 30th

Service Unit Manager

- Continue to recruit, place and train volunteers for service team positions.
- Continue to assist Coaches in recruiting leaders for troops.
- Finalize service unit calendar of meetings, events and trainings for August distribution.
- Continue recruitment planning with membership specialist.
- Contact The Council Shop to schedule “Shop on the Road.”
- Develop “draft” service unit roster.
- Send re-appointment letters, service unit calendar, service unit goals, and current service team roster to all service unit volunteers.
- Ensure team is registered for the fall Service Unit Team Conference and have responsibilities as well as an avenue to bring back information from the Service Unit Team Conference to service unit volunteers.
- Ensure things are in place for August and September meetings.
- Ensure that Coaches and Service Team have the support they need to complete their tasks.
- Ensure things are in place to meet agenda needs of service team and service unit meetings.
- Check with Coaches to see if they are on track for fall.

Coach

- Assist service unit in meeting re-registration goals by assuring all troops are registered.
- Assure all troop supplies and bank account information has been retrieved from non-returning volunteers.
- Communicate with returning leaders to get service unit meeting on calendar, ensure they have scheduled 1st troop meeting.
- Help secure meeting places for all troops.
- Recruiting leaders for troops without leadership and ensure all bridging leaders get trained for new age level.
- Continue recruitment planning and finalizing with membership specialist.
- Provide service unit calendar to leaders.
- Confirm troop meeting days and sites; submit to service unit manager or secretary for roster information.

Service Team

- Assist Coaches with their tasks.
- Provide information to SUM for rosters
- Take training for position
- Ensure things are in place for August



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AUGUST

Calendar Reminders

- Fall Preview – August 6 (tentative)
- School and Church Recruitments
- The Council Shop closed on Saturdays
- SU and Troop Product Manager Training

Service Unit Manager

- Attend Preview
- Meet with membership specialist to plan agenda for service team meeting.
- Continue to follow up that all Coaches are trained.
- Review progress of fall recruitment plans.
- Ensure Coaches and service team have the support they need to complete their tasks.
- Ensure things are in place to meet agenda needs of service team and service unit meetings.
- Ensure that mini trainings, cluster time, age level activities etc. are in place to support leaders
- Contact GS Shop to schedule shop-on-the-road.

Coaches and Service Team

- Attend Preview
- Carry out responsibilities for recruitment.
 - Support recruitment night.
 - Conduct Quick Start trainings for new leaders.
 - Interview potential volunteers.
 - Collect Volunteer Applications, forward to your membership specialist.
 - Organize new troops (see “New Volunteer/Troop Checklist”).
 - Provide new troops with supplies per “New Volunteer/Troop Checklist.”
 - Encourage troops to distribute SHARE materials to parents.
- Continue recruitment efforts.
 - Distribute additional fliers to schools.
 - Conduct lunch chats/assemblies.
 - Place adult volunteers.
 - Re-register current members.
- Continue to distribute registration packets.
- Assist with parent meetings for new troops, or ensure an experienced leader is available to attend.
- Ensure new leaders are signed up for training, follow up after training to see how they are feeling.



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August Meetings

Service Team Meeting Agenda Items:

- Review recruitment plans and progress
- Plan agenda for September service unit meeting.
- Review membership goals for the year.
- Promote training courses.
- Review registration progress towards goals
- Encourage 100% team participation in Fall Product Sale and SHARE.
- Promote council & unit events.
- Assist in girl placement.
- Promote On-Time Registration
- Ensure that mini trainings, cluster time, age level activities etc. are in place to support leaders

Service Unit Meeting Agenda Items:

- Welcome back and introduce service team.
- Review file folders, publications, service team roster, information from the Service Unit Team Conference, etc.
- Discuss fall recruitment plans and needs.
- Troop registration, patches available
- Promote registration patch, while supplies last.
- Review service unit and council calendars.
- Promote training courses.
- Promote fall product sale.

Note: VE, Adult Learning Opportunities Book, and Fall Program Schedule are available for your August meeting. Be sure to discuss distribution with your Membership Specialist. Your first meeting after the Service Unit Team Preview is your opportunity to present a synopsis of the conference to your troop volunteers.



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SEPTEMBER

Calendar Reminders

- Service Centers closed for Labor Day, September 6th
- On-time Registration deadline, September 30th
- Fall Product Sale Begins
- Early Bird Uniform Sale at GS Shop – September 5th - 10th
- OTEX (Outdoor Training EXtravaganza) – September 9th - 11th – Adult Event

Service Unit Manager

- Meet with membership specialist to plan agenda for service team meeting.
- Sign leader/council and volunteer/council agreements or appointment letters for all volunteers
- Continue organizing troops/groups.
- Evaluate fall recruitment.
- Recommend service unit cookie manager to product sale manager.
- Ensure coaches and service team, have the support they need to complete their tasks.
- Ensure things are in place to meet agenda needs of service team and service unit meetings.
- Ensure that mini trainings, cluster time, age level activities etc. are in place to support leaders.
- Create a draft of roster.

Coach

- Continue organizing troops in your cluster.
- Check troop registration forms before submitting to the council registrar if possible (for accuracy and ethnic data)
- Review status of troops-registered or not registered
- Update service unit roster.
- Make sure SUM has list of all new adults for investiture ceremony.
- Ensure all leaders have plans for parent meetings and investiture ceremonies.
- Send out notice (postcard or letter) of next month's meeting.
- Continue recruitment efforts through public and private schools, churches, and day care centers.
- Continue to assist new troop leaders.
- Encourage and assist with fall product sales
- Continue to encourage SHARE participation.
- Ensure all girls not able to place in troops in your cluster or another are provided information on ZIP or individual membership.

Service Team

- Continue to assist with girl placement, troop organization, new leader "Quick Start" and recruitments.
- Review status of troops-registered or not registered
- Update service unit roster.
- Finalize plans for investiture ceremony.
- Assist new leaders with parent meetings and investiture ceremonies as needed
- Send out notice (postcard or letter) of next month's meeting.
- Continue recruitment efforts through public and private schools, churches, and day care centers.
- Encourage and assist with fall product sales
- Continue to encourage S.H.A.R.E. participation.



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September Meetings

Service Team Meeting Agenda Items

- Create agenda for October service unit meeting.
- Investiture and rededication ceremony.
- Review council and service unit events and trainings calendars.
- Evaluate fall recruitment.
- Discuss training status for new leaders.
- Submit request for January – May training dates to Program Training Specialist by October 15th.
- Ensure that mini trainings, cluster time, age level activities etc. are in place to support leaders

Idea? Mini training on investiture ceremony or getting parent support

Service Unit Meeting Agenda Items:

- Creative opening and closing
- Welcome to returning leaders
- Identify new leaders
- Kudos for leaders completing training.
- Update on recruitment efforts.
- File folders (Pathways, trainings, events, fliers).
- Events in the service unit.
- Thoughts ideas for troops JGL birthday
- Round tables or mini trainings (planning with girls)
- Announce the investiture for new leaders at October meeting.
- Review procedures for bank accounts and changing authorized signatures.
- Reminder: Destinations deadline.
- Continue fall product sale and remind leaders of deadlines.
- Promote SHARE.
- Meeting association announcements.
- Promote registration patch, while supplies last.
- Reminder that troop cookie sale managers names are due next meeting- explain job and how to recruit



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OCTOBER

Calendar Reminders

- Juliette Gordon Low's birthday – October 31st
- Service Centers closed for Columbus Day, October 10th
- Recycle Sale and 10% off purchase in GS Shop – October 8th
- Training Dates due to Volunteer Resource Team by the 1st Friday of the Month
- Fall Product Sale Ends
- Kick off for Forever Green National Take Action Project – October 1st

Service Unit Manager

- Meet with membership specialist to plan agenda for service team meeting.
- Continue recruitment.
- Confirm girl/adult placement. Continue girl placement.
- Confirm that adults are getting trained.
- Conduct interviews for new leaders.
- Continue support to Coaches.
- Update service unit roster due to membership specialist.
- Finalize plans for investiture/rededication.
- Distribute bank authorization forms as needed.
- Ensure that Coaches and service team have the support they need to complete their tasks.
- Ensure things are in place to meet agenda needs of service team and service unit meetings.
- Ensure that mini trainings, cluster time, age level activities etc. are in place to support leaders
- Submit SU Cookie Manager Name and Contact Info to Director of Product Sales

Coach

- Help conduct parent meetings for new troops.
- Continue recruitment.
- Confirm girl/adult placement. Continue girl placement.
- Confirm adults are attending training.
- Interview new leaders.
- Continue support to new leaders.
- Continue SHARE. support.
- Continue support to fall product sale
- Ensure new leaders are at meeting for investiture ceremony
- Ensure all girls not able to place in troops in your cluster or another are provided information on ZIP or individual membership.

Service Team

- Continue support to Coaches with conducting parent meetings, recruitment, girl placement and new leader training.
- Continue SHARE support.
- Ensure meetings are welcoming environment for new leaders
- Continue support to fall product sale



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October meeting agendas

Service Team Meeting Agenda Items

- Plan November and December service unit meetings.
- Make sure new leaders register for training.
- Evaluate events, meetings, or activities.
- Discuss troop registration and girl placement progress- all troops registered, girls placed.
- Assign Leader Buddy and Sister Troops.
- Discuss training status of new leaders
- Discuss cookie training.
- Ensure that mini trainings, cluster time, age level activities etc. are in place to support leaders

Service Unit Meeting Agenda Items

- Investiture/Rededication Ceremony for leaders.
- Discuss JGL birthday and JLWFF.
- Submit troop cookie manager names to service unit cookie manager; give dates for cookie training.
- Discuss how to use cookie goal sheet.
- Review bank authorization and account procedures.
- Discuss Troop Trip/Camping Authorization procedures.
- Discuss council events, activities, programs, training
- Discuss 6th grade San Agustin Encampment opportunity.
- Possible mini training, “Involve girls in planning.”
- Promote service unit & Council events
- SHARE report.
- Continue to promote fall product sale.

Idea: mini training on working with girls, ideas and tips for leaders, troop government, etc.



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NOVEMBER

Calendar Reminders

- Adult Weekend – November 4th - 6th – Adult Event
- Deadline San Agustin Encampment applications
- Council Offices and shops closed for Veteran’s Day November 11th
- Fall Product Sale Deliveries
- SU Cookie Manager Training
- National Council Meeting, Houston, Texas – November 10th -13th
- Journey Jamboree – November 19th
- Service Centers closed for Thanksgiving November 25th and 26th

Service Unit Manager

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|---|--|
| <input type="checkbox"/> Meet with membership specialist to plan agenda for service team meeting. | <input type="checkbox"/> Ensure Coaches and service team have the support they need to complete their tasks. |
| <input type="checkbox"/> Final recruitment report due to membership specialist. | <input type="checkbox"/> Ensure things are in place to meet agenda needs of service team and service unit meetings. |
| <input type="checkbox"/> Review progress toward service unit goals. | <input type="checkbox"/> Ensure that mini trainings, cluster time, age level activities etc. are in place to support leaders |
| <input type="checkbox"/> Send “Thank you” to schools, churches, volunteers, etc. for recruitment help. | <input type="checkbox"/> Look at council recognition candidates. |
| <input type="checkbox"/> Deadline to contact membership specialist about council day camp opportunities in your area. | |

Coach

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| <input type="checkbox"/> Check on progress/needs of troops, prepare to report at team meeting. | <input type="checkbox"/> Continue to place girls and adults from fall recruitment. |
| <input type="checkbox"/> Send list of volunteers who helped at recruitment to service unit manager. | <input type="checkbox"/> Continue to promote SHARE. |
| <input type="checkbox"/> Identify volunteers (leaders, parents, other) interested in committee positions and upcoming events. | <input type="checkbox"/> Ensure all girls not able to place in troops in your cluster or another are provided information on ZIP or individual membership. |
| <input type="checkbox"/> Consider outstanding leader and other council recognition candidates. | |

Service Team

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|---|---|
| <input type="checkbox"/> Send list of volunteers who helped at recruitment to service unit manager. | <input type="checkbox"/> Continue to assist with placement of girls and adults from fall recruitment. |
| <input type="checkbox"/> Identify volunteers (leaders, parents, other) interested in committee positions and upcoming events. | <input type="checkbox"/> Service unit cookie manager attends training. |
| | <input type="checkbox"/> Continue to promote SHARE. |



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November meeting agendas

Service Team Meeting Agenda Items

- Make plans for December and January meetings.
- Evaluate events, plans and service unit meeting.
- Follow up on lapsed girls. Is there a plan to contact?
- Follow up on Troop Pathway training for new leaders.
- Coaches discuss troop progress - how are they doing, what do they need? Confirm that additional girls are being registered.
- Make sure new leaders have information on upcoming meetings, events etc.
- Recognitions committee begins work on Board Approved Recognitions. Service Unit recognition chair requests submission of names of volunteers for possible recognition.
- Finalize plans for cookie training
- Determine mini trainings to be held from Jan to May and submit request to PTS
- Consider bridging mini training in Jan
- Ensure that mini trainings, cluster time, age level activities etc. are in place to support leaders
- Discuss service unit goals and work towards: include successes, opportunity to re-approach or regroup when needed, etc.

Service Unit Meeting Agenda Items

- Investiture for new leaders.
- Adult Recognitions and Awards deadline December 15 for Board approved recognitions.
- Promote cookie sale training.
- Discuss cookie sale dates, collect Troop Cookie Sale Manager (TCSM) agreement, and submit to Service Unit Cookie Manager.
- Finance Report reminder – due Jan. 15.
- Possible mini training.(budgeting for with girls before cookie sale budgeting for year round)
- Investiture for new leaders.
- Discuss recruitment of bridging parent.
- Promote council patch programs upcoming events, trainings, etc.
- Promote 6th grade San Agustin Encampment.
- Interim SHARE report.
- Association report.
- .

Idea: mini training on budgeting with girls, event or trip planning, or finance reports.



Girl Scouts of Gateway Council 2011-2012 Service Unit Cycle of Operations

DECEMBER

Calendar Reminders

- Service Centers closed December 23rd - January 2nd
- Holiday Mystery Discount in GS Shop – December 10th
- Fall Product Money and Final Reports Due
- Troop Cookie Manager Training
- Medals of Honor - TBA

Service Unit Manager

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| <ul style="list-style-type: none"> <input type="checkbox"/> Meet with membership specialist to plan agenda for service team meeting. <input type="checkbox"/> Review progress towards service unit goals; make additional, alternative or changes to plans as necessary. <input type="checkbox"/> Review progress towards meeting the criteria for functioning service teams. <input type="checkbox"/> With membership specialist, discuss opportunities for Spring Break Day Camp. | <ul style="list-style-type: none"> <input type="checkbox"/> Ensure Coaches and service team have the support they need to complete their tasks. <input type="checkbox"/> Ensure things are in place to meet agenda needs of service team and service unit meetings. <input type="checkbox"/> Ensure that mini trainings, cluster time, age level activities etc. are in place to support leaders. <input type="checkbox"/> Evaluate with service team how things are going so far, are people match up with the right positions, are leaders? |
|---|---|

Coach

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| <ul style="list-style-type: none"> <input type="checkbox"/> Continue to support troops. <input type="checkbox"/> Evaluate with leaders how things have gone so far, girls keep coming, new | <p>girls join. troop, girls have earned badges, been on planned trips, service projects etc. Help where needed.</p> |
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Service Team

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| <ul style="list-style-type: none"> <input type="checkbox"/> Review progress on service unit goals. <input type="checkbox"/> Plan agenda for January service unit meeting. | <ul style="list-style-type: none"> <input type="checkbox"/> Train troop cookie sale managers. (TCSM) <input type="checkbox"/> Check progress of event committees. |
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Service Team Meeting Agenda Items

- Board approved adult recognitions and award applications due December 15.
- Reminder: Finance Reports due Jan. 15.
- Ensure that mini trainings, cluster time, age level activities etc. are in place to support leaders.
- Identify Cookie Delivery Location

Service Unit Meeting Agenda Items

- Finance Report deadline 1/15
- Thank you or celebration for volunteers.
- Ensure attendance at Cookie Training.

NOTE: Any “announcements” other than cookie training are best distributed in writing as not to lengthen this meeting. If you have items to discuss, it may be best to plan a meeting separate for your cookie training. Most units have a separate cookie training date.



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JANUARY

Calendar Reminders

- Finance Reports due January 15th
- San Agustin Interviews
- Service Centers closed for New Year's
- Service Centers closed for Martin Luther King Day, January 16th
- Service Centers closed for All Staff Mtg. (Date TBA)
- Cookie Sale Begins
- Adult Learning Opportunities Extravanga (ALOE) – January 28th - 30th

Service Unit Manager

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|---|---|
| <input type="checkbox"/> Meet with membership specialist to plan agenda for service team meeting. | <input type="checkbox"/> Ensure service unit financial report is complete and submitted. |
| <input type="checkbox"/> Review progress towards service unit goals. | <input type="checkbox"/> With the membership specialist, discuss opportunities for summer day camps in your area. |
| <input type="checkbox"/> Discuss bridging plans with membership specialist. | <input type="checkbox"/> Ensure program consultants and service team has support they need to complete their tasks. |
| <input type="checkbox"/> Begin plans for spring recruitment. | <input type="checkbox"/> Ensure things are in place to meet agenda needs of service team and service unit meetings. |
| <input type="checkbox"/> Make plans for dropped girls. | |
| <input type="checkbox"/> Review progress towards meeting criteria for functioning service teams. | |
| <input type="checkbox"/> Evaluate Service Team members. | |

Coach

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|--|---|
| <input type="checkbox"/> Arrange bridging activities and promote sister troop activities. | <input type="checkbox"/> Collect financial reports from troops. |
| <input type="checkbox"/> Support cookie sales. | <input type="checkbox"/> Assist troops where necessary with cookie sale. |
| <input type="checkbox"/> Promote training opportunities. Check progress with leaders who have taken leadership training. | <input type="checkbox"/> Evaluate progress of troops towards Five Star Troop Awards and leader evaluation |

Service Team

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|---|--|
| <input type="checkbox"/> Arrange bridging activities and promote sister troop activities. | <input type="checkbox"/> Assist troops where necessary with cookie sale. |
| <input type="checkbox"/> Support cookie sales. | <input type="checkbox"/> Distribute Adult Training Book - winter/spring issue. |
| <input type="checkbox"/> Confirm Cookie Delivery Location | |



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January Meeting agendas

Service Team Meeting Agenda Items

- Review status of each troop, identify any requiring intervention.
- Refine strategies to accomplish service unit goals.
- Plan agenda for February service unit meeting.
- Follow up on service unit events, if any.
- Announce spring Association meeting date and location.
- Review council calendar.
- Promote Women Of Distinction Luncheon.
- Announce S.H.A.R.E. results.
- Execute lapsed girl activities
- Submit nominations for Outstanding Leader and Outstanding Volunteer.
- Plan Girl Scout week activities
- Ensure that mini trainings, cluster time, age level activities etc. are in place to support leaders

Service Unit Meeting Agenda Items

- Complete troop inventories
- Promote Girl Scout Week celebrations and bulletin inserts for church bulletin inserts.
- Discuss service unit events.
- Discuss troop plans towards Thinking Day (mini training?)
- Encourage sister troop activities.
- Reminder of Thinking Day and its purpose.
- Program, condensed training or mini-workshop.
- Reminder: Finance Report due by January 15 (All age levels including unit report).
- Discussion of upcoming council events.
- Promote trainings, POGOS, council events, and service projects.
- Discuss bridging plans.(possible mini training)
- Reminder: Outstanding Leader/Volunteer, Exceptional Leader award application due.
- Discuss cookie sale activities.
- Reminder: Cookie sale pickup dates.
- Cookie booth information available now.
- Announce SHARE results.
- Encourage leaders to take appropriate training for taking girls on trips.

New Adult Learning Opportunity Book and Spring Program Schedule will be available for distribution .



Girl Scouts of Gateway Council 2011-2012 Service Unit Cycle of Operations

FEBRUARY

Calendar Reminders

- Annual Meeting and Friendship Luncheon – TBA
- Thinking Day - February 22nd
- Cookies arrive
- Service Centers closed for Presidents Day, February 21st

Service Unit Manager

- Meet with membership specialist to plan agenda for service team meeting.
- Determine which troops have not submitted Finance Reports & inform Coaches.
- Review progress towards goals and make additional, changes or alternate plans as need
- Ensure Coaches and service team have the support they need to complete their tasks.
- Ensure things are in place to meet agenda needs of service team and service unit meetings.
- Ensure that mini trainings, cluster time, age level activities etc. are in place to support leaders
- Attend Annual Meeting/Friendship Luncheon.

Coach

- Call leaders who have not turned in Finance Reports.
- Confirm all leaders have completed all of their required trainings .
- Review dropped girl information from troop inventories.
- Determine if additional girls are listed on troop inventory that may not be registered.
- Attend Annual Meeting/Friendship Luncheon.



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February Meeting Agendas

Service Team Meeting Agenda Items

- Bridging
- Trainings
- Cookie booths
- Troop inventories
- Spring recruitment
- Leader Appreciation Day
- Review training records; identify training needs within service unit.
- Submit request for June – Sept. Training dates to Program and Training Specialist April 1st.
- Ensure that mini trainings, cluster time, age level activities etc. are in place to support leaders

Service Unit Meeting Agenda Items

- Promote Girl Scout Week activities
- Cookie sale information.
- San Agustin Encampment.
- Promote summer camp.
- Promote day camp and summer camp positions
- Promote adventure day volunteer needs



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MARCH

Calendar Reminders

- San Agustin Encampment/St. Augustine Day
- Cookie booth sales
- Cookie Money and Final Sale Reports Due
- Women of Distinction Luncheon
- Girl Scout Birthday, March 12th (Girl Scout Week – March 11th - 17th)

Service Unit Manager

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|--|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Meet with membership specialist to plan service team meeting agenda. <input type="checkbox"/> Begin recruiting for next year's service team members. <input type="checkbox"/> Ensure Coaches and service team have the support they need to complete their tasks. | <ul style="list-style-type: none"> <input type="checkbox"/> Ensure things are in place to meet agenda needs of service team and service unit meetings. <input type="checkbox"/> Ensure that mini trainings, cluster time, age level activities etc. are in place to support leaders |
|--|---|

Coach

- | | |
|--|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Discuss plans for next year's troop leadership with all leaders. <input type="checkbox"/> Discuss registration plans/events/activities with service team | <ul style="list-style-type: none"> <input type="checkbox"/> Discuss service unit goal planning meeting for next membership year. |
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Service Team

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|---|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Discuss service unit goal planning meeting for next membership year. | <ul style="list-style-type: none"> <input type="checkbox"/> Discuss registration plans/events/activities with service team |
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Service Team Meeting Agenda Items

- Cookie updates.
- Spring adult and Daisy recruitment.
- Next year's service team roster.
- Next year's troop leadership.
- Bridging.
- Summer program activities.
- Discuss Leader Appreciation Day recognition plans.
- Discuss results of troop inventories.
- Annual Troop Summary next month.
- Any remaining cookie issues.
- Continue review of troop inventories.
- Plans/needs for fall recruitment training
- Submit dates for fall training to PTS
- Ensure that mini trainings, cluster time, age level activities etc. are in place to support leaders

Service Unit Meeting Agenda Items

- Girl Scout Sunday activities.
- Girl Scout birthday.
- Recruit day camp staff.
- Recruit Adventure Days volunteers.
- Cookie booths.
- Reminder: Cookie sale deadlines.
- Tenure Pin applications due
- Spring recruitment.
- Bridging information.
- Discover St. Augustine day.
- Promote Summer Camp and summer programs.
- Possible mini training (ceremonies?)



Girl Scouts of Gateway Council 2011-2012 Service Unit Cycle of Operations

APRIL

Calendar Reminders

- Leader Appreciation Day – April 22
- All Official earned item 10% off in GS Shop – April 9th - 14th
- Leader Appreciation week gifts 10% off – April 16th - 21st
- Adventure Days
- Cookie Incentives Delivered
- 100th Anniversary Celebration Event – April 27th - 29th

Service Unit Manager

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|---|---|
| <input type="checkbox"/> Meet with membership specialist to plan agenda for service team meeting. | <input type="checkbox"/> Ensure Coaches and service team have the support they need to complete their tasks. |
| <input type="checkbox"/> Announce service unit recognition event. | <input type="checkbox"/> Ensure things are in place to meet agenda needs of service team and service unit meetings. |
| <input type="checkbox"/> Promote training, program center, council event, and service projects. | <input type="checkbox"/> Ensure that mini trainings, cluster time, age level activities etc. are in place to support leaders. |
| <input type="checkbox"/> Recruit to fill service team positions. | |
| <input type="checkbox"/> Announce Service Team Training date(s). | |

Coach

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|---|--|
| <input type="checkbox"/> Collect completed bridging plans from program consultants and leaders. | <input type="checkbox"/> Continue to distribute Daisy recruitment material to Kindergarten classes, day care and public schools. |
| <input type="checkbox"/> Identify summer training courses needed. | <input type="checkbox"/> Discuss with leaders plans to return next year. |
| <input type="checkbox"/> Conduct spring recruitment campaign. | <input type="checkbox"/> Make sure leaders are on track for turning in finance reports. |

Service Team

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|--|--|
| <input type="checkbox"/> Review council calendar. | <input type="checkbox"/> Announce date for service team goal planning. |
| <input type="checkbox"/> Review service team vacancies and new positions needed. Discuss recommendations, identify prospects, and recruit to fill positions. | <input type="checkbox"/> Conduct spring recruitment campaign. |
| | <input type="checkbox"/> Continue to distribute Daisy recruitment material to Kindergarten classes, day care and public schools. |



Girl Scouts of Gateway Council 2011-2012 Service Unit Cycle of Operations

April Meeting Agendas

Service Team Meeting Agenda Items

- Discuss plans to distribute re-registration packets.
- Finalize bridging plans.
- Discuss plans to recruit leadership for troops where leader will not return next year.
- Discuss potential service unit re-registration events.
- Spring recruitment activities.
- Plan service unit awards and recognition celebration.
- Submit training dates for next issue of training book by May 1.
- Plans for next membership service unit camp out dates (due by May1)

Service Unit Meeting Agenda Items

- Complete Service Unit Evaluations
- Discuss bridging ceremonies and Court of Awards.
- Hold roundtables for age levels, program activities, mini-workshops to assist leaders in up-coming events.
- Celebrate Girl Scout Leader Appreciation Day, April 22.
- Cookie Sale reports.
- Promote Women Who Make a Difference reception in Gainesville.



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MAY

Calendar Reminders

- Adventure Days
- Service Centers closed in observance of Memorial Day, May 29th
- Women Who Make a Difference
- Last opportunity to report Cookie related discrepancies

Service Unit Manager

- Meet with membership specialist to plan agenda for service team meeting.
- Recognize leaders, co-leaders, service team members, troop committee members, community support, and service unit achievements.
- Finalize plans for service team planning and goal setting.
- Recommend volunteers for fall product sale, cookie chair and for S.H.A.R.E. coordinator.
- Recruit to fill service team positions.
- Attend Service Unit Manager Training.
- Determine plans for finance report collection.
- Ensure Coaches and service team have the support they need to complete their tasks.
- Ensure things are in place to meet agenda needs of service team and service unit meetings.

Service Team

- Recruit new volunteers for service team.
- Promote training courses.
- On-going Daisy and adult recruitment.
- Mail invitations to leaders and service team for goal planning session.
- Mail postcards to bridging girls informing them of their new troop.
- Submit service team roster to membership specialist for the Service Unit Team Conference invitation mailing.
- Attend Service Team Training.

Coach

- Recruit new volunteers for service team.
- Promote training courses.
- Retrieve supplies from non-returning leaders.
- On-going Daisy and adult recruitment.
- Mail postcards to bridging girls informing them of their new troop.
- Adjust re-registration packets for bridging girls and girls moving to different troops. Begin to distribute to troops.
- Attend Service Team Training.



Girl Scouts of Gateway Council 2011-2012 Service Unit Cycle of Operations

May Meeting Agendas

Service Team Meeting Agenda Items

- Finalize plans to thank meeting site representatives or others that supported past year's activities.
- Discuss service team position vacancies and potential new service team members.
- Finalize service team training dates.
- Finalize service team goal setting dates.
- Discuss bridging girl placement postcards.
- Finalize fall recruitment dates

Service Unit Meeting Agenda Items

- Promote next year's Early Bird incentive.
- Distribute re-registration packets.
- Gather input for planning and goal setting.
- Reminder: Finance Reports due June 15.
- Continue collecting Annual Troop Summaries, (Service Unit Evaluations).
- Distribute cookie recognitions.
- Announce summer training opportunities.
- Promote Women Who Make a Difference reception in Gainesville.