



SERVICE UNIT



Planning Packet



INCLUDED IN THIS PACKET:

Service Unit Plan for Success

Service Unit Mid-Year Assessment

Service Unit End of Year Assessment

Service Unit Budget

Service Unit Finance Report

Outstanding Service Team Award

Service Unit Activities By Focus Area



☘ SERVICE UNIT ANNUAL VISION PLAN

Service Unit

Girl Scout Mission:



Council Strategic Goals:

1. Strengthen Troop Leader Engagement & Development
2. Grow Membership
3. Increase Participation in Product Program

Essential responsibilities of the service unit

Recruit volunteers and girls reflective of the diversity of the community:

- ◆ Service unit team members
- ◆ Troop leaders and program volunteers
- ◆ Girls

Assist leaders and other troop volunteers in promoting the delivery of the Girl Scout Leadership Experience:

- ◆ Provide essential enrichment training and service unit networking and discussion
- ◆ Support all volunteers throughout the service unit meetings and other communication and support initiatives
- ◆ Coordinate girl-planned service unit events
- ◆ Participate in council and community events
- ◆ Volunteer recognition

Our Service Unit goals for EOY 20__ membership year

1. _____
2. _____
3. _____



SERVICE UNIT PLAN FOR SUCCESS

Service Unit _____

IMPORTANT DATES

Dates subject to change

On-Time Registration | September

VolCon | October

Founder's Day | October 31

World Thinking Day | February 22

Girl Scout Birthday | March 12

Early Renewal | Opens April 1

Girl Scout Volunteer Day | April 22

Lead the Way Service Team Conference | June

Service Unit Finance Report Due to Council | June 30

Service Teams Plan for Success—Membership Goals

	EOY MY 20____	20____ Goal	20____ to Date	+/- to Goal
New Girls				
New Adults				
Girls Retained				
Adults Retained				
Girls Early Renewal				
Adults Early Renewal				
Camp Attendance				
New Troops Formed				
Cookie Program Bonus				
Volunteer Toolkit Year Plans Created				
Other				

Recruitment/Engagement Goal: Increase girl membership | Increase adult membership

Task Hold a recruitment opportunity at least three times before December (This should not include Meet the Teacher events).

WHO _____ WHERE _____ DATE _____

DETAILS _____

WHO _____ WHERE _____ DATE _____

DETAILS _____

WHO _____ WHERE _____ DATE _____

DETAILS _____

Task Host and promote Parent Information Nights

WHO _____ WHERE _____ DATE _____

DETAILS _____

WHO _____ WHERE _____ DATE _____

DETAILS _____

WHO _____ WHERE _____ DATE _____

DETAILS _____

Task Host a Summer Camp Rally.

WHO _____ WHERE _____ DATE _____

DETAILS _____

Task Support and promote Daisy Petal Power Program through delivery of packets, fliers, and media posts

WHO _____ WHERE _____ DATE _____

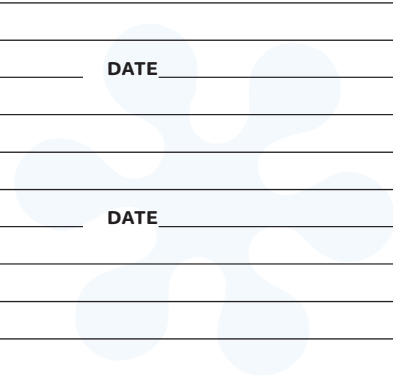
DETAILS _____

WHO _____ WHERE _____ DATE _____

DETAILS _____

WHO _____ WHERE _____ DATE _____

DETAILS _____



Task Host a Service Unit Daisy Petal Power Wrap Up Party. *(Separate from Council)*

WHO _____ WHERE _____ DATE _____

DETAILS _____

WHO _____ WHERE _____ DATE _____

DETAILS _____

Retention Goal: Increase retention, both girls and adults

Task Offer local early renewal incentive.

WHO _____ WHERE _____ DATE _____

DETAILS _____

Task Recognize our volunteers.

WHO _____ WHERE _____ DATE _____

DETAILS _____

Task Reach out to members who have not yet renewed.

WHO _____ WHERE _____ DATE _____

DETAILS _____

Task Introduce Leaders to VTK through new Troop Leader Welcome and at least twice per year at Leaders' Meetings.

WHO _____ WHERE _____ DATE _____

DETAILS _____

WHO _____ WHERE _____ DATE _____

DETAILS _____

Product Sale Program(s) Goal: Increase girl goal setting | Expand adult support

Task Host a Service Unit Cookie information session in a timely manner before sale begins.

WHO _____ WHERE _____ DATE _____

DETAILS _____

Task Host a Service Unit Fall Product information session in a timely manner before sale begins

WHO _____ WHERE _____ DATE _____

DETAILS _____

Task Work closely with Retention/Troop Support to ensure troop rosters are updated.

WHO _____ WHERE _____ DATE _____

DETAILS _____

Task Host a Rally for Fall Product sale. *(Check with Council Product Team to see about this year's rally incentive.)*

WHO _____ WHERE _____ DATE _____

DETAILS _____

Task Host a Rally for Cookie sale. *(Check with Council Product Team to see about this year's rally incentive.)*

WHO _____ WHERE _____ DATE _____

DETAILS _____

Events and Activities Goal: Deliver the Foundations of the Girl Scout Leadership Experience

Task Establish a Girl Service Team

WHO _____ WHERE _____ DATE _____

DETAILS _____

Task Support a regional activity or Council Program with another SU (Badge or STEM Day, B.I.G. Event, etc).

WHO _____ WHERE _____ DATE _____

DETAILS _____

Task Host an event for younger girls with program focused on the Foundations of GSLE. *(Share SU Event Calendar with Council by completing Service Unit Program Opportunity Worksheet – bit.ly/su-program-worksheet.)*

WHO _____ WHERE _____ DATE _____

DETAILS _____

Task Host an event for IGM girls with program focused on the Foundations of GSLE. *(Share SU Event Calendar with Council by completing Service Unit Program Opportunity Worksheet – bit.ly/su-program-worksheet.)*

WHO _____ WHERE _____ DATE _____

DETAILS _____

Task Host an event for older girls with program focused on the Foundations of GSLE. (Share SU Event Calendar with Council by completing Service Unit Program Opportunity Worksheet – bit.ly/su-program-worksheet.)

WHO _____ **WHERE** _____ **DATE** _____
DETAILS _____

Task Offer yearly encampment and outdoor experiences.

WHO _____ **WHERE** _____ **DATE** _____
DETAILS _____

Task _____

WHO _____ **WHERE** _____ **DATE** _____
DETAILS _____

Task _____

WHO _____ **WHERE** _____ **DATE** _____
DETAILS _____

✚ MID-YEAR ASSESSMENT

Date

Service Unit

GOALS

Review each goal in the Plan for Success

Identify what helped you meet any of the goals.

What will you do differently to achieve the remaining goals?

TEAM

I'm proud of our team because:

I would like us to change:

COLLABORATION

Did you collaborate with other Service Units for events? If so, which Service Units and what events? If not, why?

IDEAS

Great ideas for the remainder of this year:

Have you selected delegates for Annual Meeting? If yes, have their names been submitted to Council?

1. _____

2. _____

RECOGNITION

Who in your service unit would you like to nominate for National and/or Council awards?

Does your service unit qualify for the Outstanding Service Team Award?

☀ YEAR END ASSESSMENT

Date

Service Unit

GOALS

Review each of the goals in the Plan for Success along with your mid-year assessment.

Identify what helped you meet any of the goals.

What will you do differently to achieve remaining goals?

TEAM

I'm proud of our team because:

I would like us to change:

Did you have key Service Team and Product positions filled and with a variety people? (ie. no one person held more than one key position)

COLLABORATION

Did you collaborate with other Service Units for events? If so, which Service Units and what events? If not, why?

PRODUCT

Did your SU have an increase or decrease in product sales? What do you attribute this increase/decrease to?

Did your SU have an increase or decrease in troops and girls selling? What do you attribute this increase/decrease to?

How many troops participated in:

Fall Product Rally _____ Cookie Rally _____ Fall Product Program _____ Cookie Program _____

GIRLS

Did you have girls participate and/or attend Annual Meeting? If yes, please outline in what capacity. If no, please explain why.

Did you have incorporate girls into the planning of Service Unit events and activities? If yes, please provide details.

If no, please explain why.

COUNCIL SUPPORT

I really appreciated Girl Scouts-Arizona Cactus-Pine Council because:

I wish that Girl Scouts-Arizona Cactus-Pine Council would:

IDEAS

List of good to great ideas for the upcoming year:

RECOGNITION

Who in the service unit has earned a recognition or award this year?

Who would you like to see nominated next year for Council and/or National Awards?

Name _____

Phone _____

Email _____

Name _____

Phone _____

Email _____

Name _____

Phone _____

Email _____

Name _____

Phone _____

Email _____

Name _____

Phone _____

Email _____

+ SERVICE UNIT BUDGET EXAMPLE

Council staff member approval

Date completed

	Proposed Budget	Actual	+/-
CARRY-OVER BALANCE (from prior year) INCOME			
Cookie Incentive			
Fall Product Incentive			
Membership Renewal Incentive			
Event Registration			
Encampment Registration			
Other—			
Total Income			
EXPENSES			
Administration			
New Troop Start Up Assistance			
Troop Incentives			
Adult Development—training (supplies, fees)			
Adult Development—recognitions			
Adult Development—end-of-year event			
Adult Development—			
Programs/Events—Encampment			
Programs/Events—Thinking Day			
Programs/Events—Cookies			
Programs/Events—Fall Product			
Programs/Events—Service Projects			
Programs/Events—Bridging			
Programs/Events—Other			
Assistance—Older Girls			
Other—			
Total Expenses			
GRAND TOTAL (income minus expenses)			

For actual or proposed amounts over \$500, please explain:

EXPENSES

The Finance Specialist, Service Team, and the volunteer support staff work together to develop an annual budget to support the team's Plan for success. This is an example of how expenses are typically distributed.

1. **Program services—55%** This includes all expenses for providing programming for girls such as service unit events and other activities.
2. **Volunteer development and recognition—25%** This includes informal and formal recognitions such as years of service pins, numeral guards, and other expenses associated with the support of leaders.
3. **Resources—15%** Appropriate uses for money would include expenses such as providing resources for new troops (Journey book), maintaining service unit libraries, and providing assistance to existing troops as needed.
4. **Administration of the service unit—5%** This includes expenses for administrative costs including photocopies, paper, postage, and meeting place rental fees.

FINANCE REPORT

Service Unit Finance Reports are due to Council by June 30. You can obtain the finance report in the Forms Library at girlscoutsaz.org/forms-library. You submit them via email to reghelp@girlscoutsaz.org and be sure to copy your MSE on the email.

Outstanding SERVICE TEAM AWARD

Please outline the 16 steps you've taken on a separate sheet.

Sapphire

Membership Growth

Complete step 1, and select two additional steps!

1. 50% of troops participate in early Renewal.
2. 3% increase in adult volunteers.
3. 3% increase in girl members.
4. Host a fall new member kickoff event.
5. Host EIGHT volunteer supported recruitment events to extend membership, increase visibility and retention in your unit, including ONE per quarter. (These do not include Meet the Teacher)

Programming/Retention

Complete steps 1 and 2, and select four additional steps!

1. 2% increase in girls participating in the Girl Scout Cookie Program.
2. 5% increase in girls participating in the Fall Product Program.
3. Hold an event to promote the five skills of the Girl Scout Cookie Program.
4. Hold a promotional activity for camp, such as an outdoor skills day.
5. Hold TWO events for Daisy/Brownie/Junior girls using the Girl Scout Leadership Experience (GSLE).
6. Hold TWO events for Cadette/Senior/Ambassador girls using the GSLE.
7. Promote, engage, and support girls in pursuit of High Awards.
8. Develop and implement a plan to engage and include IGMs in all SU activities.
9. 85% of K-5 troops use the Volunteer Toolkit on a regular basis.

Service Team Building

Complete steps 1 and 2, and select three additional steps!

1. Fill the eight core ST positions by June 30.
2. Host a Service Team Adult Recognition event (must include GSUSA and GSACPC recognitions).

3. Develop and implement a strategic plan to engage the entire Service Unit area.
4. Create a girl Service Team.
5. Hold an open team meeting and invite new members.
6. Do something nice for the team, like hosting a dinner, tea, or retreat.
7. Have at least THREE team members represent your unit at the Lead the Way ST Conference.

Volunteer Training and Support

Complete step 1, including the 4 tasks, and select one additional step!

1. Set and meet a growth goal for leader attendance at leader meetings:
 - ◆ Review sections of the Service Team Manual on leading successful leader meetings.
 - ◆ Develop a pre- and post-meeting communication plan.
 - ◆ Follow recommended meeting outline by council staff, with the goal of creating meetings that are consistently welcoming, interactive, enriching, and worthy of volunteers' time and effort.
 - ◆ Develop incentives for leaders to attend leader meetings.
2. Offer local training and provide at least TWO adult learning workshops within your unit (short and snappy, Finance Report, VTK, etc)
3. Provide a form of recognition to all volunteers at four meetings during the year.
4. 80% of troop finance report submitted through the VTK by June 30.
5. Promote Volunteer Toolkit at leader meetings.
6. Schedule at least 15 minutes of structured networking into leader meetings.

Outstanding SERVICE TEAM AWARD

Please outline the 21 steps you've taken on a separate sheet.

Emerald

Membership Growth

Complete step 1, and select three additional steps!

1. **60% of troops participate in early Renewal.**
2. 6% increase in adult volunteers.
3. 6% increase in girl members.
4. Host a fall new member kickoff event.
5. Host TEN volunteer supported recruitment events to extend membership, increase visibility and retention in your unit, including ONE per quarter. (These do not include Meet the Teacher)

Programming/Retention

Complete steps 1 and 2, and five additional steps!

1. **5% increase in girls participating in the Girl Scout Cookie Program.**
2. **10% increase in girls participating in the Fall Product Program.**
3. Hold an event to promote the five skills of the Girl Scout Cookie Program.
4. Hold TWO promotional activity for camp, such as an outdoor skills day.
5. Hold THREE events for Daisy/Brownie/Junior girls using the Girl Scout Leadership Experience (GSLE).
6. Hold THREE events for Cadette/Senior/Ambassador girls using the GSLE.
7. Promote, engage, and support girls in pursuit of High Awards
8. Develop and implement a plan to engage and include IGMs in all SU activities.
9. 85% of K-5 troops use the Volunteer Toolkit on a regular basis.

Service Team Building

Complete steps 1 and 2, and four additional steps!

1. **Fill the eight core ST positions by June 30.**
2. **Host a Service Team Adult Recognition event (must include GSUSA and GSACPC recognitions).**

3. Develop and implement a strategic plan to engage the entire Service Unit area.
4. Create a girl Service Team
5. Hold an open team meeting and invite new members.
6. Do something nice for the team, like hosting a dinner, tea, or retreat.
7. Have at least FIVE team members represent your unit at the Lead the Way Service Team Conference.

Volunteer Training and Support

Complete step 1, including the 4 tasks, and three additional steps!

1. **Set and meet a growth goal for leader attendance at leader meetings:**
 - ◆ Review sections of the Service Team Manual on leading successful leader meetings.
 - ◆ Develop a pre- and post-meeting communication plan.
 - ◆ Follow recommended meeting outline by council staff, with the goal of creating meetings that are consistently welcoming, interactive, enriching, and worthy of volunteers' time and effort.
 - ◆ Develop incentives for leaders to attend leader meetings.
2. Offer local training and provide at least FOUR adult learning workshops within your unit (short and snappy, Finance Report, VTK, etc)
3. Provide a form of recognition to all volunteers at four meetings during the year.
4. 80% of troop finance report submitted through the VTK by June 30.
5. Promote Volunteer Toolkit at leader meetings.
6. Schedule at least 15 minutes of structured networking into leader meetings.

Outstanding SERVICE TEAM AWARD

Please outline the 25 steps you've taken on a separate sheet.

Diamond

Membership Growth

Complete all the steps!

1. **60% of troops participate in early Renewal.**
2. 6% increase in adult volunteers.
3. 6% increase in girl members.
4. Host a fall new member kickoff event
5. Host TWELVE volunteer supported recruitment events to extend membership, increase visibility and retention in your unit, including ONE per quarter. (These do not include Meet the Teacher)

Programming/Retention

Complete steps 1 and 2, and six additional steps!

1. **5% increase in girls participating in the Girl Scout Cookie Program.**
2. **10% increase in girls participating in the Fall Product Program.**
3. Hold an event to promote the five skills of the Girl Scout Cookie Program.
4. Hold TWO promotional activity for camp, such as an outdoor skills day.
5. Hold THREE events for Daisy/Brownie/Junior girls using the Girl Scout Leadership Experience (GSLE).
6. Hold THREE events for Cadette/Senior/Ambassador girls using the GSLE.
7. Promote, engage, and support girls in pursuit of High Awards.
8. Develop and implement a plan to engage and include IGMs in all SU activities.
9. 85% of K-5 troops use the Volunteer Toolkit on a regular basis.

Service Team Building

Complete all the steps!

1. **Fill the eight core ST positions by June 30.**
2. **Host a Service Team Adult Recognition event (must include GSUSA and GSACPC recognitions).**

3. Develop and implement a strategic plan to engage the entire Service Unit area.
4. Create a girl Service Team
5. Hold an open team meeting and invite new members.
6. Do something nice for the team, like hosting a dinner, tea, or retreat.
7. Have at least FIVE team members represent your unit at the Lead the Way Service Team Conference.

Volunteer Training and Support


Complete step 1, including the 4 tasks, and four additional steps!

1. **Set and meet a growth goal for leader attendance at leader meetings:**
 - ◆ Review sections of the Service Team Manual on leading successful leader meetings.
 - ◆ Develop a pre- and post-meeting communication plan.
 - ◆ Follow recommended meeting outline by council staff, with the goal of creating meetings that are consistently welcoming, interactive, enriching, and worthy of volunteers' time and effort.
 - ◆ Develop incentives for leaders to attend leader meetings.
2. Offer local training and provide at least FOUR adult learning workshops within your unit (short and snappy, Finance Report, VTK, etc)
3. Provide a form of recognition to all volunteers at four meetings during the year.
4. 80% of troop finance report submitted through the VTK by June 30.
5. Promote Volunteer Toolkit at leader meetings.
6. Schedule at least 15 minutes of structured networking into leader meetings.

SERVICE UNIT REFERENCE INFORMATION


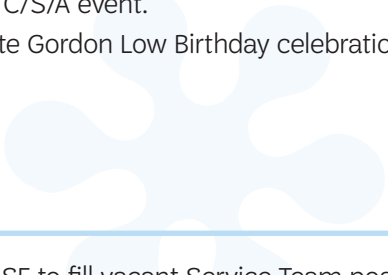
Service Unit Name:	#:
GS Staff Partners:	County:
Cities/Towns served:	State:
Public School District(s):	Private/parochial/religious school districts (or list schools):
Service Unit Meeting Location:	Time:
Meeting Schedule:	
Service Team Meeting Location:	Time:
Meeting Schedule:	
Number of Troops:	

☘ SERVICE UNIT ACTIVITIES BY FOCUS AREA, QUARTER

Focus Area	June-August Who's Responsible?	Activities
Recruitment and Registration 	Volunteers Recruitment Manager, G.I.R.L. Champions Council Staff Member Support Executive (MSE)	<ol style="list-style-type: none"> 1. Plan recruitment events for the beginning of school (July/August/September) with support of MSE. 2. Order recruitment supplies and materials from the council. 3. Host a recruitment training for GIRL Champions. 4. Connect with Member Placement Team about new troops forming. 5. Plan parent information follow up from Back to School recruitment events.
Retention and Troop Support	Volunteers Registrar, Volunteer Support Coach, Adult Recognitions Coordinator Council Staff Member Support Executive (MSE), Member Placement Team	<ol style="list-style-type: none"> 1. Promote and follow up with existing members during on-time renewal campaign. 2. Work with council staff on Troops in Transition (disbanding retention process). 3. Mentor new leaders through on boarding process and encourage them to participate in council training. 4. Schedule any dedicated events for new leaders. 5. Promote Adult Recognition submissions (Due Sept 1).
Fall Product Program	Volunteers Fall Product Team Council Staff Product Program Team, Member Support Executive (MSE)	<ol style="list-style-type: none"> 1. Attend council training for the Fall Product Program. 2. Plan and communicate appropriate dates for training and distribution of materials to troops. 3. Encourage and support troop participation in the program. 4. Arrange for delivery of products. 5. Plan fall product rally for September.
Service Unit Events—Fall	Volunteers Events Manager, Event Coordinators, Older Girl Advocate, Communications Specialist, Finance Specialist Council Staff Member Support Executive (MSE), Girl Program Team	<ol style="list-style-type: none"> 6. Plan a girl-led event schedule to support the Girl Scout program (investiture/rededication, encampment, Thinking Day; SU bridging, badge workshops, cookie rally, community service, outdoors, IGMs, etc). 7. Promote events at service unit meetings and through service unit communications. 8. Form a Girl Service Team for event planning or use other methods to engage girls. 9. Host an event (like a pool party) for those troops who early registered in your service unit (incentive for early registration).

<p>Service Unit Management</p>	<p>Volunteers Service Team Manager, Recruitment Manager, Fall/Cookie Managers, Communications Specialist</p> <p>Council Staff Member Support Executive (MSE)</p>	<ol style="list-style-type: none"> 1. Host a planning session for major service unit events that will take place during following school calendar. This should include: dates/locations for future service team meetings; monthly, bimonthly or quarterly leader meetings; as well as dates/locations for encampment(s) and other major/signature service unit events. 2. Work with MSE to fill vacant Service Team positions. 3. Identify volunteers to help with school recruitment nights. 4. Finalize volunteers to for Fall Product and Cookie Teams. 5. Send ST members to Lead the Way Conference (1st Saturday in June) 6. Develop communication plans and processes for the year (newsletters, Facebook pages, other social media platforms).
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Focus Area	Sept-Nov Who's Responsible?	Activities
<p>Recruitment and Registration</p>	<p>Volunteers Recruitment Manager, G.I.R.L. Champions, Registrar</p> <p>Council Staff Member Support Executive (MSE)</p>	<ol style="list-style-type: none"> 1. Continue to communicate with Member Placement to make sure troops have completed membership registration. 2. Ongoing Fall recruitments with support of MSE. 3. Initiate planning to participate in spring kindergarten registration events. 4. Order supplies and fliers. Identify volunteers to host.
<p>Retention and Troop Support</p>	<p>Volunteers Registrar, Volunteer Support Coach, IGM Advocate, Cookie Training Specialist</p> <p>Council Staff Member Support Executive (MSE), Member Placement Team</p>	<ol style="list-style-type: none"> 1. Ensure that girls and adults have renewed their memberships to participate in the cookie program using service unit roster reports via LOOKER or from the council. 2. Ensure that all active troops have two currently registered and background checked troop leaders. 3. Connect with and support IGMs in the service unit. 4. Share information on investiture and rededication of girls/leaders 5. Promote the Volunteer Toolkit as a resource for troop leaders. 6. Reach out to new leaders with additional support during the cookie program. 7. Host New Volunteer orientation/training and communicate details to Service Unit.

<p>Product Program (fall product/cookies)</p> 	<p>Volunteers Fall/Cookie Team</p> <p>Council Staff Product Program Team, Member Support Executive (MSE)</p>	<ol style="list-style-type: none"> 1. Host training event for Fall Product ST members 2. Promote Fall Product sale to troops. (Sale begins October 1) 3. Arrange for delivery of Fall Product (November) 4. Attend Council Cookie training 5. Plan and communicate appropriate dates for training and distribution of Cookie materials to troops. 6. Cookie Booth sign ups begin on the first weekend in November. 7. Plan Cookie rally for January 8. Encourage and support participation in the product program.
<p>Service Unit Events— Fall</p>	<p>Volunteers Events Manager, Event Coordinators, Older Girl Advocate, IGM Advocate, Communications Specialist, Finance Specialist</p> <p>Council Staff Member Support Executive (MSE), Girl Program Team</p> 	<ol style="list-style-type: none"> 1. Plan a girl-led event schedule to support the GSLE program. 2. Promote current events at service unit meetings and through service unit communications. 3. Host girl-led C/S/A event. 4. Host a Juliette Gordon Low Birthday celebration (October 31)
<p>Service Unit Management</p>	<p>Volunteers Service Team Manager, Communications Specialist, Adult Recognitions Coordinator</p> <p>Council Staff Member Support Executive (MSE)</p>	<ol style="list-style-type: none"> 1. Work with MSE to fill vacant Service Team positions. 2. Analyze membership numbers with Stretch Challenge in mind. 3. Promote registration for Volunteer Appreciation Luncheon (October) 4. Certificate of insurance renewals 5. Encourage troops to celebrate Juliette Gordon Low’s birthday (October 31).

Focus Area	December-February Who’s Responsible?	Activities
<p>Recruitment and Registration</p>	<p>Volunteers Recruitment Manager, G.I.R.L. Champions</p> <p>Council Staff Member Support Executive (MSE)</p>	<ol style="list-style-type: none"> 1. Ongoing recruitments. 2. Finalize Spring recruitment details and fliers. 3. Plan Kindergarten roundup recruitment events. 4. Plan parent information follow up from Spring recruitment

<p>Retention and Troop Support</p>	<p>Volunteers Volunteer Support Coach, Registrar</p> <p>Council Staff Member Support Executive (MSE)</p>	<ol style="list-style-type: none"> 1. Plan to support the spring renewal (Early Bird) campaign. 2. Promote spring renewal and incentives, adding a service unit incentive if possible. 3. Support new leaders through the cookie program. 4. Promote training for adult volunteers. 5. Identify bridging troops and encourage collaboration for bridging awards.
<p>Product Program (fall product/cookies)</p>	<p>Volunteers Fall Product Reward Specialist, Cookie Team, Communications Specialist</p> <p>Council Staff Member Support Executive (MSE), Product Program Team</p>	<ol style="list-style-type: none"> 1. Distribute Fall Product Girl Rewards 2. Ongoing cookie training 3. Initial cookie orders due (December). 4. Host a cookie rally (January) 5. Organize a gathering of troop leaders to share cookie tips 6. Cookie delivery and sale begins (January)
<p>Service Unit Events</p>	<p>Volunteers Events Manager, Event Coordinators, Finance Specialist, Communications Specialist</p> <p>Council Staff Member Support Executive (MSE), Girl Program Team</p>	<ol style="list-style-type: none"> 1. Organize holiday party for leaders. 2. Plan a holiday bazaar for SU troops (money earning)? 3. Plan a World Thinking Day SU event (February 22) 4. Identify and secure encampment dates/locations for following year. 5. Plan Girl Scout Week Activities (March 11-17) GS Birthday March 12
<p>Service Unit Management</p>	<p>Volunteers Service Team Manager, Communications Specialist</p> <p>Council Staff Member Support Executive (MSE)</p>	<ol style="list-style-type: none"> 1. Share Council-sponsored summer camp registration information 2. Share Council-sponsored high awards ceremony information. 3. Call for nominations/elections of annual meeting delegates (February 15 deadline) 4. Review Volunteer Essentials with all leaders, focusing on money management and trip processes in preparation for spring travel. 5. Encourage troops to celebrate Girl Scout Week (March 12).

Focus Area	March-May Who's Responsible?	Activities
Recruitment and Registration	<p>Volunteers Recruitment Manager, G.I.R.L. Champions</p> <p>Council Staff Member Support Executive (MSE)</p>	<ol style="list-style-type: none"> 1. Ongoing Spring recruitments 2. Order recruitment supplies and materials from the council. 3. Participate in spring kindergarten registration events. 4. Recruit and train G.I.R.L. Champions for each school in the service unit.
Retention and Troop Support	<p>Volunteers Volunteer Support Coach, Registrar, Adult Recognitions Coordinator</p> <p>Council Staff Member Support Executive (MSE)</p>	<ol style="list-style-type: none"> 1. Encourage participation in spring renewal, providing service unit incentives if possible. 2. Identify troops in transition and begin the identification of new leadership. 3. Check in with leaders who may need help wrapping up cookies. 4. Host a Volunteer/Leader appreciation event to be held in May/June 5. Begin talking about early renewal/ registration incentives. 6. Promote Adult Recognition submissions
Product Program (fall product/cookies)	<p>Volunteers Cookie Reward Specialist</p> <p>Council Staff Member Support Executive (MSE)</p>	<ol style="list-style-type: none"> 1. Distribute girl rewards (May).
Service Unit Events	<p>Volunteers Events Manager, Event Coordinators, Finance Specialist, Older Girl Advocate</p> <p>Council Staff Member Support Executive (MSE), Girl Program Team</p>	<ol style="list-style-type: none"> 1. Host a SU Bridging event (GS Bridging Week May 4-11) with high awards recognitions 2. Host a girl-led C/S/A event/activity 3. Finalize plans for a service unit incentive like a summer pool party 4. Reserve encampments for next year (Selections are held in April)
Service Unit Management	<p>Volunteers Service Team Manager, Registrar, Communications Specialist, Finance Specialist, Adult Recognitions Coordinator</p> <p>Council Staff Member Support Executive (MSE)</p>	<ol style="list-style-type: none"> 1. Review membership numbers 2. Share information with leaders on how to complete and submit troop finance reports 3. Send delegates to annual meeting 4. Finalize and submit order for ST pins from council (at least 3 weeks in advance of event) 5. Begin SU Planning for next year 6. Identify Fall Product and Cookie Team for next year.