**Service Unit Plan of Action**

Dear Service Unit Teams,

We are so excited for a great Girl Scout year! Please use this resource to help plan your activities and events for the upcoming program year. It might be helpful to schedule a time for the team to meet and discuss and complete your plan together. If you are completing this without your Service Unit and Troop Support Manager, please be sure to submit the plan and discuss how the staff can support the SU’s efforts.

A couple of reminders:

* Please complete your Service Unit Finance Report on line no later than September 30 to ensure you receive your annual service unit subsidy.
* Please make sure your core Service Unit team members are identified by June 1st and registered by September 30th.
  + Manager
  + Financial Manager
  + Fall Product Manager
  + Cookie Program Manager
  + Membership Manager
  + Program and Event Manager
* These are more options that are beneficial for Service Units.
  + Adult Recognitions Coordinator
  + Adult Learning Facilitator
  + Communications Coordinator
  + Camping and Outdoor Adventurer
  + Girl Awards Coordinator
  + Troop Mentor
  + Community Service Coordinator
  + Volunteer Took Kit Mentor

1. **2019-2020 SU Year at a Glance:** Edit and customize this to your SU. Some questions you may want to ask when planning out your calendar for the year:
   * How often will you have leaders’ meetings? How often will you have SU team meetings? (Remember, there is no “rule” saying you MUST have these monthly!)
   * Decide what short trainings you would like to have during SU meetings.
   * What will your SU do to support troops and their cookie program participation?
   * Does your SU have any annual events or traditions that you would like to continue this year? Are any of these recognizing all of the volunteers (SU team members, troop leaders, troop cookie managers, troop volunteers, etc.) in your area?
   * Do your events help promote the four signature program areas?
     + STEM
     + Life Skills
     + Outdoor
     + Entrepreneurship
   * Do your events help promote the five Girl Scouts outcomes?
     + Strong sense of self
     + Positive values
     + Challenge seeking
     + Healthy relationships
     + Community problem solving
   * Are there any opportunities for you to collaborate with neighboring areas and SUs?
   * Are your activities making sure you’re encouraging your G.I.R.L.s?   
     (Go-Getters, Innovators, Risk Takers and Leaders)

Please submit a copy of your completed Service Unit Plan to your Service Unit Troop Support Manager by June 30th.

Service Unit Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Service Unit Meeting Date, Time, and Location:

**2019-2020 Service Unit Plan of Action**

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| **FOCUS AREA** | **MONTH SCHEDULED** | ACTIVITIES  *Please check the activities your service unit plans to complete for the 2019-2020 program year.* | **WHO’S RESPONSIBLE?** |
| **Recruitment + Registration** | \_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | * Promote Girl Scouts at parade(s) and summer community events * Ensure volunteers recruiters are identified, trained and have materials * Submit Back To School volunteer coverage information * Schedule/reserve Parent Night at Elementary Schools * Organize volunteers at Parent Night Recruitments * Plan, hold, and attend recruitment event(s) as needed * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Membership Manager and Team** |
| **Retention + Troop Support** | \_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | * Contact existing troops who did not early register to do so and offer assistance where needed * If they are open to new girls, encourage troop leaders to complete online troop catalog update form * Ensure girls are registered as members to participate in Programs using your service unit report * Promote On Time Registration at leader meetings and by email * Review troop status and have leaders submit disband forms as needed * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Membership Manager**  **Service Unit Manager**  **Adult Learning Facilitator** |
| **Product Program** | \_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | * Fall Product – Plan and communicate appropriate dates for trainings. * Distribute Fall Product Program materials to troops (August-November) * Cookies – Plan and communicate appropriate dates for trainings. * Distribute Cookie Program materials to troops (November-April) * Attend Troop Cookie Manager Training * Plan and hold or communicate Cookie Rally information or options to troops * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Fall Product Manager**  **Cookie Program Manager**  **Program and Events Coordinator** |

**2019-2020 Service Unit Plan of Action**

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| **FOCUS AREA** | **MONTH SCHEDULED** | ACTIVITIES  *Please check the activities your service unit plans to complete for the 2018-2019 program year.* | **WHO’S RESPONSIBLE?** |
| Service Unit Events | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | * Juliette Gordon Low Birthday, October 31 * Cookie Kickoff * World Thinking Day , February 22 * Girl Scout Birthday, March 12 * Court of Awards * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Program and Event Coordinator**  **Outdoor and Camping Adventurer** |
| Finance | \_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | * Submit service unit finance report by September 30 to receive service unit subsidy. * Submit troop bank account finance reports by June 30. * Assist with mid-year troop check-ups where needed * Offer Financial Literacy event * Review troop finance best practices at an SUM meeting * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Financial Manager**  **Program and Event Coordinator** |
| **Miscellaneous**  **+ Governance** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | * Schedule leader meetings, reserve space if needed, and communicate dates/places/times to volunteers by September 1 * Submit Delegate Election Form(s) * Promote adult recognition awards * Manage service unit finances and create a service unit budget * Submit this Service Unit Plan by August 30 * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Service**  **Unit Manager**  **Adult Recognitions Manager**  **Entire Service Unit Team** |

**2019-2020 Service Unit Plan of Action**

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|  | Position | Name | Phone | Email |
| Should be in place by June 30 | Service Unit Manager |  |  |  |
| Financial Manager |  |  |  |
| Fall Product Manager |  |  |  |
| Cookie Program Manager |  |  |  |
| Membership Manager |  |  |  |
| Program and Event Manager |  |  |  |
| Adult Recognitions |  |  |  |
| Adult Learning Facilitator |  |  |  |
| Communications Coordinator |  |  |  |
| Camping and Outdoor Adventurers |  |  |  |
| Girl Awards |  |  |  |
|  | Troop Mentor Manager |  |  |  |
|  | Community Service Coordinator |  |  |  |
|  | Volunteer Tool Kit Mentor |  |  |  |
| Should be in place by August 1 | Troop Recruiter 1 |  |  |  |
| Troop Recruiter 2 |  |  |  |
| Troop Recruiter 3 |  |  |  |
| Troop Mentor 1 |  |  |  |
| Troop Mentor 2 |  |  |  |
| Troop Mentor 3 |  |  |  |
| Must be voted for in November | Delegate 1 |  |  |  |
| Delegate 2 |  |  |  |
| Delegate 3 |  |  |  |

**2019-2020 Service Unit Plan of Action**

|  |  |  |
| --- | --- | --- |
| Current Data | | |
| Number of troops | Number of Girls | Number of Adults |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| New Girls | New Adults | Retained Girls | Retained Adults |
|  |  |  |  |

|  |  |
| --- | --- |
| Retention Percentage of Girls | Retention Percentage of Adults |
|  |  |

|  |  |  |
| --- | --- | --- |
| Total Troops in MY17 | Total Troops in MY18 | Total Troops in MY19 |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Total Girls in MY16 | Total Girls in MY17 | Total Girls in MY18 | Total Girls in MY19 |
|  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Goals for GS Year 2020 | | | | |
| Troops | New Girls | Returned Girls | New Adults | Returned Adults |
|  |  |  |  |  |

|  |  |
| --- | --- |
| List Schools and the number of girls at each |  |
| List major churches and determine if there is opportunity to recruit |  |

|  |  |
| --- | --- |
| What are the dates, time(s) and location(s) of the SU Leader meetings? SU Team meetings? How will you ensure attendance and engagement? |  |
| In what area does your SU need the most support? |  |
| In what area(s) do your troop leaders need more support (to identify possibly training opportunities) |  |
| What are things you need from council staff in order to have a successful year |  |
| What are your greatest obstacles as a SU in having a successful year |  |
| Any other feedback, suggestions, ideas |  |