

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

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

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

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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	

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