



# Service Unit Agenda Suggestions

Below are some suggested meeting agenda items, as well as a sample meeting, to help you plan your year.

## August/September

- If you have not completed your reregistration, please do so.
- If you have not completed your reappointment paperwork, please do so OR you will not be able to access troop information.
- Start fall product sale training.
- Fall product sale starts \_\_\_\_\_
- Service Unit Cookie Program Manager \_\_\_\_\_
- FOCALPoint available
- Volunteer Kick-Off
- Start planning Girl Scout Recruitment Nights at all elementary schools.
- Start planning kickoff event for new girls and hold in September.
- Start planning community recruitment events.
- Date of Next Service Unit meeting \_\_\_\_\_

## October/November

- Fall product sale ends \_\_\_\_\_
- If you have not completed your reregistration, please do so. As of October 1, your registration has lapsed and you are not covered by insurance and can't turn in fall product sale orders.
- If you have not completed your reappointment paperwork, please do so OR you will not be able to access troop information.
- Continue Girl Scout recruitment nights at all elementary schools.
- Continue planning of recruitment and other events.
- Membership analysis takes place in November and a plan for winter recruitments is set.
- Juliette Gordon Lowe Birthday-October 31
- Delegate elections take place.
- Service Unit recognitions committee meets and begins the adult recognition process.
- Reassess troops that have room for additional members.
- Date of Next Service Unit meeting \_\_\_\_\_

## December

- Membership analysis takes place and a plan for winter recruitments is set.
- Service Unit recognitions committee meets concerning the adult recognition process.
- Cookie training for Service Units start.
- Host a Christmas/Holiday dinner.
- Delegate elections are due by the end of December.
- Next Service Unit meeting \_\_\_\_\_

## January/February

- Late fall/winter recruitment continues.
- Start discussion about summer day camp and summer activities.
- Cookie sale starts \_\_\_\_\_
- Cookie Kick Off Event \_\_\_\_\_
- Cookies are delivered \_\_\_\_\_
- Cookies Booth Sales start \_\_\_\_\_
- World Thinking Day is February 22.
- Service Unit recognitions committee meets to finalize the adult recognition process.
- Day camp director appointed (Optional)
- Place orders for Girl Scout Sunday fliers/bulletins.
- Daisy recruitment starts at kindergarten registrations/round ups.
- Service Unit meeting \_\_\_\_\_

## March/April

- Late fall/winter recruitment concludes.
- Cookie Money due \_\_\_\_\_
- Adult Recognitions are due to Service Unit and Troop Support by \_\_\_\_\_
- Girl Scout Week begins Sunday March \_\_\_\_\_ and ends with GS Sabbath on March \_\_\_\_\_.
- Daisy recruitment continues at kindergarten registrations/round ups.
- Start reviewing Service Unit plans-of-work.
- Spring registration & reappointment packets distributed at Service Unit meetings (Due June 15 \_\_\_\_\_)
- Spring registration starts April \_\_\_\_\_
- April 22 Leader Appreciation Day.
- Council Leader Appreciation Banquet \_\_\_\_\_
- Service Unit Leader Appreciation Dinner \_\_\_\_\_
- Town Hall Meetings \_\_\_\_\_
- Service Unit meeting \_\_\_\_\_

## May/June

- Work on Service Unit plans-of-work and submit by \_\_\_\_\_
- Plan for fall recruitment
- Spring registration continues.
- SU Team Reappointment or fill vacant positions paperwork submitted by June 15\_\_\_\_\_
- Conduct Service Unit bridging and recognitions events.
- Distribute day camp fliers (Optional).
- Service Unit meeting \_\_\_\_\_

## BASIC or “typical” Service Unit agenda includes:

- **Pre–Meeting Activity (upon arrival until start of meeting)** - some kind of self-directed activity that gives time for Team members to greet leaders as they arrive.
  - Pick a topic (ex: behavior management) and put out index cards for leaders to share best practice or recent activity.
  - Have a voting station for choice of different kinds of SU events.
  - Do a simple icebreaker.
- **Opening (5 minutes)** – The official start. Say Girl Scout Promise and Law. This is a good place to introduce new leaders to existing leaders.
- **Finance report (2 minutes)** – give an accounting of the Service Unit finances and review minutes from the last meeting and approve.
- **Membership report (3 minutes)** – discuss schools in need of troops, troops accepting girls, girls on waiting lists, and Girl participation.
- **Service Unit events updates (5 minutes)** – information on what events have occurred, what is coming up and when and what support is needed to make the event happen. Please promote all the council events.
- **Other business ( 5 minutes)**– i.e. – delegate elections, annual meeting discussion, surveys to be completed
- **Celebration (5 minutes)** – recognize super activities, service completed, awards received (i.e. Gold, Silver)
- **Learning opportunity (30 minutes)** – Knowledge Transfer
  - Grade Level Round Tables
  - Teach a Skill
  - Take away to bring back to troop
- **Closing (5 minutes)** – ask what was the most valuable thing they got from meeting, remind about next meeting, invite to help clean up, thank them for coming and wish them a great night, week ahead.
- **Clean up**