

girl scouts
of kentucky's
wilderness road



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 Treasurer's Report

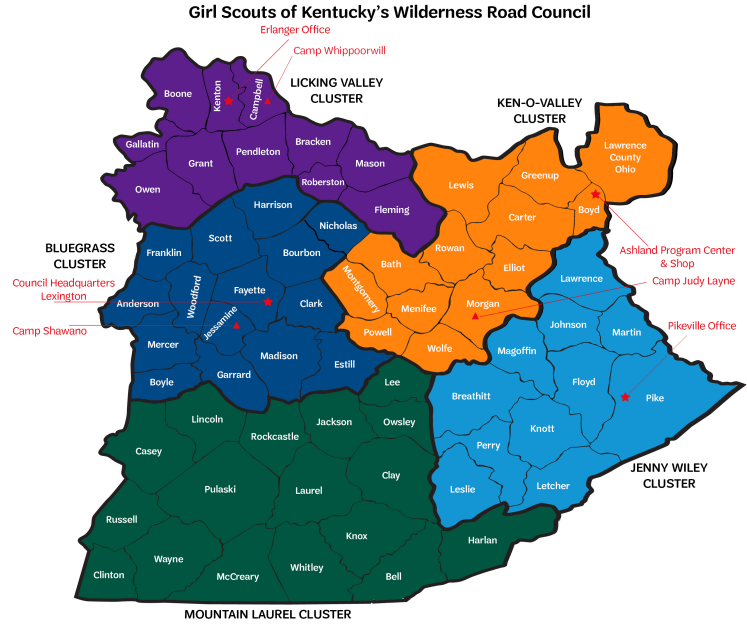
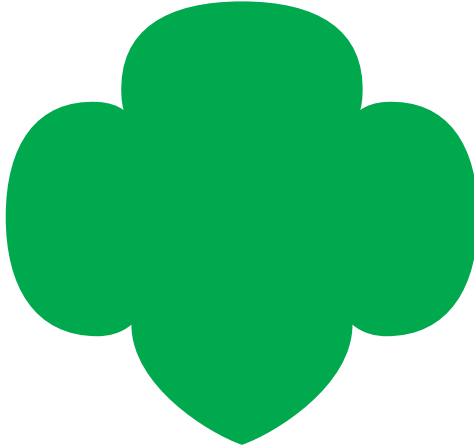
Service Unit Year

Service Unit Activities By Focus Area

SERVICE UNIT ANNUAL VISION PLAN

Service Unit

GSKWR



Council Strategic Goals:

1. _____
2. _____
3. _____

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 24 membership year

1. _____
2. _____
3. _____



SERVICE UNIT PLAN FOR SUCCESS

Service Unit _____

Service Teams Plan for Success—Membership Goals				
	EOY 23	20__ Goal	20__ to Date	+/- to Goal
New girls (K-3 Focus)				
New adults				
Girls retained				
Adults retained				
Girls early renewal				
Adults early renewal				
Camp attendance				
New troops formed				
Girl Participation in Cookie Program				

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

task: Hold a recruitment opportunity at least three times before December (open house, parent meeting, event, passive, etc.).

Who: _____ **When:** _____ **Date:** _____

Notes: _____

task: Reach out to schools and daycares to recruit volunteers and girls who are starting school in the fall.

Who: _____ **When:** _____ **Date:** _____

Notes: _____

task: Hold an event for World Thinking Day in February.

Who: _____ **When:** _____ **Date:** _____

Notes: _____

task: Hold a "Girls' Night Out" event.

Who: _____ **When:** _____ **Date:** _____

Notes: _____

Who: _____ **When:** _____ **Date:** _____

Notes: _____

Retention: Increase retention, both girls and adults

task: Offer local early renewal incentive.

Who: _____ **When:** _____ **Date:** _____

Notes: _____

task: Recognize our volunteers.

Who: _____ **When:** _____ **Date:** _____

Notes: _____

task: Provide startup funds in support of newly forming troops.

Who: _____ **When:** _____ **Date:** _____

Notes: _____

task: Reach out to lapsed members.

Who: _____ **When:** _____ **Date:** _____

Notes: _____

task: Introduce volunteers to the Volunteer Toolkit.

Who: _____ **When:** _____ **Date:** _____

Notes: _____

task: Provide clear, timely, and regular communication.

Who: _____ **When:** _____ **Date:** _____

Notes: _____

task: Ensure that troop leaders complete training.

Who: _____ **When:** _____ **Date:** _____

Notes: _____



Product Sale Program(s) Goal: Increase girl participation | Increase adult support

TASK: Hold a leader training, as guided by the council, by the training deadline.

Who: _____ **When:** _____ **Date:** _____

Notes: _____

TASK: _____

Who: _____ **When:** _____ **Date:** _____

Notes: _____

TASK: _____

Who: _____ **When:** _____ **Date:** _____

Notes: _____

TASK: _____

Who: _____ **When:** _____ **Date:** _____

Notes: _____

TASK: _____

Who: _____ **When:** _____ **Date:** _____

Notes: _____

Events and Activities: Increase retention and outcomes, both girls and adults

Host an event for Girl Scouts' Birthday.

Who: _____ **When:** _____ **Date:** _____

Notes: _____

Who: _____ **When:** _____ **Date:** _____

Notes: _____

Who: _____ **When:** _____ **Date:** _____

Notes: _____

Who: _____ **When:** _____ **Date:** _____

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Who: _____ **When:** _____ **Date:** _____

Notes: _____

Who: _____ **When:** _____ **Date:** _____

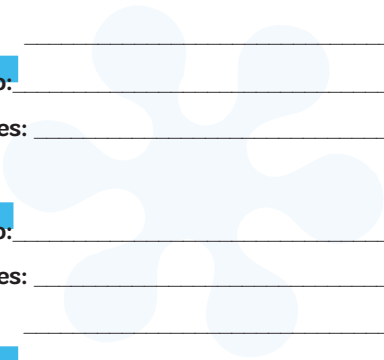
Notes: _____

Who: _____ **When:** _____ **Date:** _____

Notes: _____

Who: _____ **When:** _____ **Date:** _____

Notes: _____



♣ 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:

ACTION STEPS

Steps we are taking to reach our goals:

Who is responsible for coordinating these steps and when?

IDEAS

Great ideas for the remainder of this year:

Have you picked delegates? If yes, have their names been submitted to the council?

1. _____

2. _____

RECOGNITION

Who in your service unit would you like to nominate for board-approved awards?

Does your service unit qualify for the President's Award?

☀ YEAR END ASSESSMENT

Date

Service Unit

GOALS

Review each goal in the Operation Plan

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:

COUNCIL SUPPORT

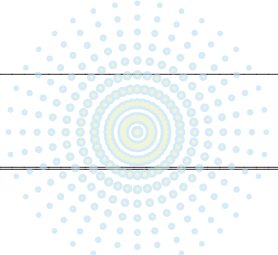
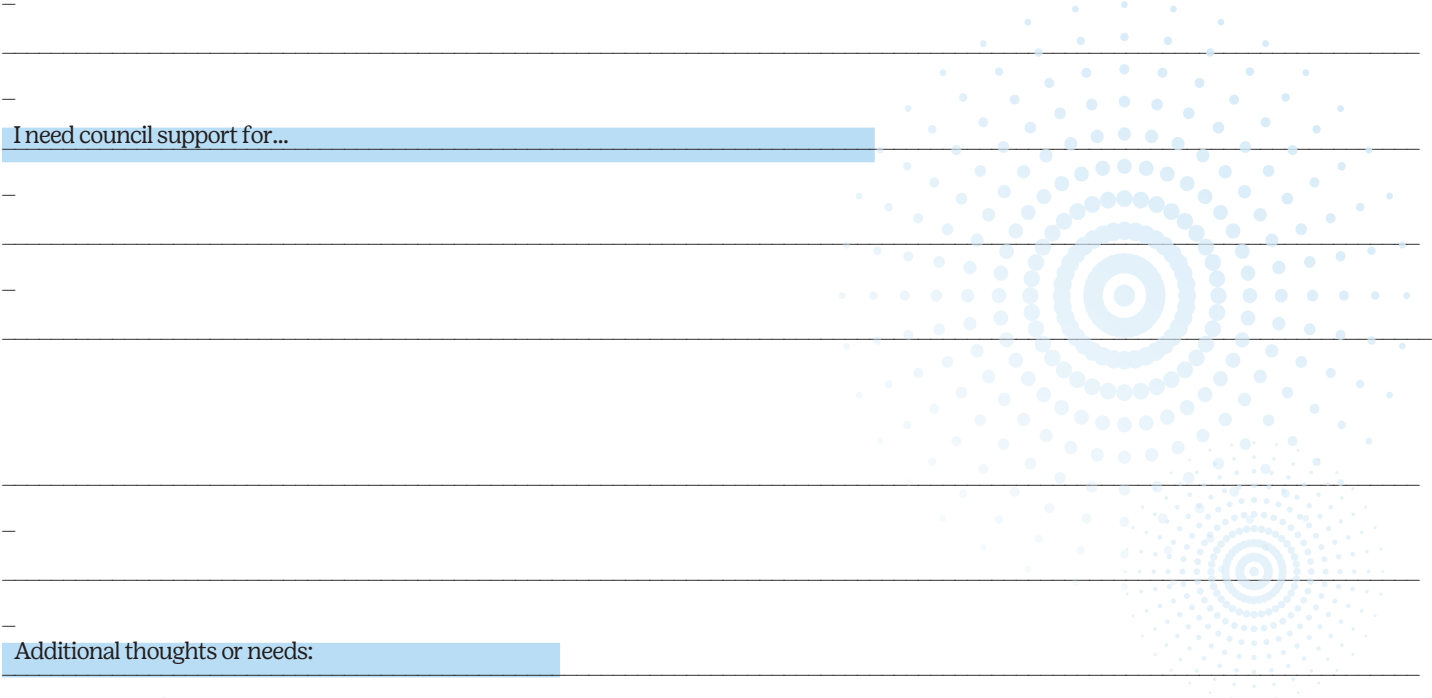
I really appreciated the council because:

I need council support for...

Additional thoughts or needs:


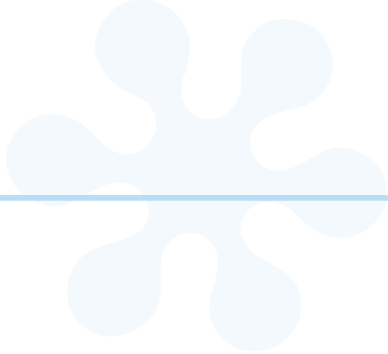
IDEAS

List of good to great ideas for the upcoming year:




✦ SERVICE UNIT REFERENCE INFORMATION

Service Unit Team Members



	
	

SERVICE UNIT ACTIVITIES BY FOCUS AREA, QUARTER

Focus Area	July-September Who's Responsible?	Activities
Recruitment and registration 	Volunteers (Insert role names here) Council staff (Insert role names here)	
Retention and troop support	Volunteers (Insert role names here) Council staff (Insert role names here)	
Fall Product Program	Volunteers (Insert role names here) Council staff (Insert role names here)	
	Volunteers (Insert role names here) Council staff (Insert role names here)	

Service unit events—Fall	<p>Volunteers (Insert role names here)</p> <p>Council staff (Insert role names here)</p>	
Service unit management	<p>Volunteers (Insert role names here)</p> <p>Council staff (Insert role names here)</p>	

Focus Area	October-December Who's Responsible?	Activities
Recruitment and registration	<p>Volunteers (Insert role names here)</p> <p>Council staff (Insert role names here)</p>	
Retention and troop support	<p>Volunteers (Insert role names here)</p> <p>Council staff (Insert role names here)</p>	

<p>Product program (cookies)</p> 	<p>Volunteers (Insert role names here)</p> <p>Council staff (Insert role names here)</p>	
	<p>Volunteers (Insert role names here)</p> <p>Council staff (Insert role names here)</p>	
<p>Service unit events—Fall</p>	<p>Volunteers (Insert role names here)</p> <p>Council staff (Insert role names here)</p>	
<p>Service unit management</p>	<p>Volunteers (Insert role names here)</p> <p>Council staff (Insert role names here)</p>	

Focus Area	January-March Who's Responsible?	Activities
Recruitment and registration	<p>Volunteers (Insert role names here)</p> <p>Council staff (Insert role names here)</p>	
Retention and troop support 	<p>Volunteers (Insert role names here)</p> <p>Council staff (Insert role names here)</p>	
Product program (cookies)	<p>Volunteers (Insert role names here)</p> <p>Council staff (Insert role names here)</p>	
	<p>Volunteers (Insert role names here)</p> <p>Council staff (Insert role names here)</p>	

<p>Service unit events</p> 	<p>Volunteers (Insert role names here)</p> <p>Council staff (Insert role names here)</p>	
<p>Service unit management</p>	<p>Volunteers (Insert role names here)</p> <p>Council staff (Insert role names here)</p>	
<p>April-June</p>		
<p>Focus Area</p>	<p>Who's Responsible?</p>	<p>Activities</p>
<p>Recruitment and registration</p>	<p>Volunteers (Insert role names here)</p> <p>Council staff (Insert role names here)</p>	
<p>Retention and troop support</p>	<p>Volunteers (Insert role names here)</p> <p>Council staff (Insert role names here)</p>	

<p>Product program (cookies)</p>	<p>Volunteers (Insert role names here)</p> <p>Council staff (Insert role names here)</p>	
	<p>Volunteers (Insert role names here)</p> <p>Council staff (Insert role names here)</p>	
<p>Service unit events</p>	<p>Volunteers (Insert role names here)</p> <p>Council staff (Insert role names here)</p>	
<p>Service unit management</p> 	<p>Volunteers (Insert role names here)</p> <p>Council staff (Insert role names here)</p>	

Girl Scout Year Planner

Troop/SU Year Planner: Use this Girl Scout year calendar to plan the monthly activities you will be completing throughout the year. Key Girl Scout events and themes are included to give you an idea of the events and opportunities in a typical troop year. More ideas and special dates/information can be found in GSKWR's Program and Training Guide.

July	August	September
<ul style="list-style-type: none"> Participate in troop and camp activities. Check out the Events Calendar Continue recruitment for service unit team positions. Attend Service Unit Team Training on the second Saturday of July. Complete your SU Planning Guide as a team. Girls/Adults Registered?). Plan recruitment opportunities with your membership specialist. Fall awards for clusters due by end of July. 	<ul style="list-style-type: none"> Participate in troop activities. Check out the Events Calendar Friendship Day – First Sunday in August The new Program & Training Guide debuts. Attend OWL- Our Weekend of Learning is the first weekend of August. Login to the Volunteer Toolkit (VTK) and start planning your year – Aug. 3 National S'mores Day – Aug. 10 Women's Equality Day – Aug. 26 Hold first service unit meeting of the new membership year. Recruit and connect with new leaders and girls Service Unit Fall Product Manager training. 	<ul style="list-style-type: none"> Participate in troop activities. Check out the Events Calendar Investiture ceremonies to welcome new girls Continue recruitment for girls and adults. Plan fall badge/community service projects Plan fall celebrations Bronze and Silver Award Ceremony New Leader Zoom Series starts, this is a six-part new leader series. On time registration ends on September 30. Remind leaders and girls to get renewed. Train leaders for the fall product program. Girl Scouts Love State Parks
October	November	December
<ul style="list-style-type: none"> Continue recruitment. Investitures and rededication of adults and girls. Fall Product Program begins. Make a Difference Day – Oct. 24 Founder's Day/Juliette Low's Birthday – Oct. 31 Fall Association Meetings and award fall awards. Service Unit Cookie Manager training. 	<ul style="list-style-type: none"> Train leaders for Cookie Program World Kindness Day – Nov. 13 Get outside for National Take a Hike Day – Nov. 17 Plan holiday celebrations GEMS- Girls Engineering Math Science Event 	<ul style="list-style-type: none"> Volunteer and give back during the holidays National Brownie Day – Dec. 8 Plan holiday celebrations Make sure all troops are registered for cookie program participation. Troop Cookie Program training. Begin submitting council and cluster awards to council by February 1st of each year.

<i>January</i>	<i>February</i>	<i>March</i>
<ul style="list-style-type: none"> • Plan for Cookie Program by working with girls to set goals and plan activities, secure troop volunteers to help. Girls can begin taking orders January 1st. • Initial orders for the Cookie Program are due. • Award nominations are due to troopsupport@gswrc.org by 02/01. • Gold Award Application due. • Register for summer camp 	<ul style="list-style-type: none"> • Cookie Program continues. • Black History Month • Plan spring outdoors, community service and/or special event field trips for troop • Girl Scout's World Thinking Day – Feb. 22 • Make plans for Girl Scout Week and prepare. • Begin plans for summer programming like day/twilight camp. 	<ul style="list-style-type: none"> • Women's History Month • International Women's Day -March 8 • Gold Award Ceremony • National Girl Scout's Birthday – March 12 • Girl Scout Week – the week of March 12 • Wrap up Cookie Program – ends March 27 • Plan Early Bird event • Product sweeps and recognitions due.
<i>April</i>	<i>May</i>	<i>June</i>
<ul style="list-style-type: none"> • Register as an Early Bird Girl Scout membership renewal and receive incentives. • Volunteer Appreciation Month, attend our Volunteer Appreciation and Awards Ceremony • Girl Scout Leader's Day & Earth Day – April 22 • If your troop is aging up into the next program level (e.g. Daisies going to Brownies), plan to earn your Bridging Award • Annual Troop Reviews/ Finance tab open April 1st • Bronze and Silver Applications due to attend ceremony 	<ul style="list-style-type: none"> • Host a year-end awards ceremony or year-end party to celebrate your achievements • Plan your bridging ceremony or attend a local bridging put on by your service unit • Remind girls and volunteers to renew during Early Bird renewal • Plan a fun summer troop activity • Prepare and submit your Troop Financial Report in the Volunteer Toolkit (VTK) and compete your ATR. • Meet with membership specialist to evaluate your year • GSWRC Stands Beside Her 	<ul style="list-style-type: none"> • Participate in summer troop activities and/or camp • Flag Day - June 14 • Make sure girls and adults are renewed for another year of fun! Early Bird ends June 30th. • Recruit for service unit team positions. • Make sure adults renew their volunteer role and renew your troop leadership role so you will have access to the Volunteer Toolkit (VTK) to start planning for next year