

Service Unit Planning Packet

This packet will provide you with tools for planning a successful membership year.

Service Unit Resources		
Service Unit Name: GSCTX Staff Partner(s):		Service Unit Number: Service Center Location:
Meeting Information:	County/Counties Served:	Cities/Towns Served:
Public ISDs:	K-5 Schools:	Private Schools:
Service Unit Team Members		
Team member name and title: Team member name and title: Team member name and title: Team member name and title: Team member name and title:		

Mid-Year Feedback	
I am proud of my team because:	I wish we could change:
I appreciated GSCTX because:	I wish GSCTX would:
Other Comments:	

End-of-Year Feedback	
I am proud of my team because:	I wish we could change:
I appreciated GSCTX because:	I wish GSCTX would:
Other Comments:	

Important Dates:	
Membership Year Begins – October 1	Girl Scout Birthday – March 12
Fall Product Program – October	Girl Scout Volunteer Day – April 22
Founder’s Day – October 31	Spring Renewal – April 1
Cookie Program – starts in January	Financial Report Due – May 1
World Thinking Day – February 22	Volunteer Enrichment Conference - July

Service Unit Meeting Dates:	
Date:	Date:
Date:	Date:
Date:	Date:
Date:	Date:

Service Unit Recruitment Year-At-a- Glance

- June through August
 - Review GSCTX Recruitment Guide.
 - Coordinate planning meeting with Troop School Organizer (TSO).
 - Ensure TSO coordinates recruitment opportunities at back-to-school events.
 - Obtain available collateral from GSCTX membership staff and GSCTX website.
 - Schedule additional recruitment events, as needed.
- September through November
 - Ensure that TSO have materials needed to coordinate recruitment events.
 - Attend recruitment events, as needed, to support TSO.
 - Recruit additional girls and adult volunteers to assist TSOs with recruitment events.
- December through January
 - Help ensure girl and adult members are in the correct troops prior to the start of the Girl Scout Cookie Program.
 - Continue placement of girls and adults into troops.
- February through March
 - Ensure TSO is scheduling upcoming kinder/pre-K events.
 - Consider recognizing TSO’s with appropriate service unit or council recognition.
- April through May
 - Assist troop leaders with troop disbandment process.
 - Coordinate retention of TSO’s and recruit new TSO’s for upcoming year if necessary.
 - Promote council spring renewal campaign.
 - Promote council extended year membership to girls interested in joining.

Service Unit Budget Planning

The service unit team and GSCTX membership staff work together to develop an annual budget. These are some sample budget items to plan for:

- Service unit recruitment events
- Service Unit events/programs
- The Girl Campaign donation
- Start-up money for new troops

Reminder: Financial Report is due May 1. Submit through the Volunteer Toolkit (VTK) Finance Tab and make sure to reconcile report using your March bank statement.

Income	Proposed	Actual	+/-
Cookie			
Service Unit Events			
Disbanded Troops			
Donations			
Super Awards			
Total Income			
Expenses	Proposed	Actual	+/-
Recruitment			
Events/Programs			
Camping/Overnights			
Volunteer Appreciation			
The Girl Campaign			
Troop Start Up Funds			
End of Year Celebration			
Total Expenses			
Grand Total (income minus expenses)			