

RECRUITMENT

Recruitment Manager

Council Support | recruitment@girlscoutsaz.org

March

- Work with your MSE to host themed spring recruitment events using council assets.
- Attend kindergarten roundup events and help distribute Summer Box Program flyers.
- Continue recruiting new girls of all levels by dispersing marketing materials, sharing digital posts, attending community events and helping to support SU recruitment opportunities. March marketing materials include recruitment events, Summer Box Program, spring break camp, summer camp & virtual introduction to Girl Scouts.

April

- Help plan and promote spring recruitment events.
- Continue recruiting new girls of all levels by dispersing marketing materials, sharing digital posts, attending community events and helping to support SU recruitment opportunities. April marketing materials include recruitment events, Summer Box Program, summer camp and virtual introduction to Girl Scouts.

May

- Coordinate with your MSE to recognize those within the SU that have supported your recruitment efforts throughout the school year with a card or e-mail.
- Work with your MSE to recognize schools and community sites in your SU that have helped support Girl Scouts. MSEs may have cookies available for school admins and community partners.
- Remind troop leaders to thank their site contacts as well for allowing us to use the location!
- Continue distributing Summer Box Program marketing materials. Registration will close on July 10.
- Support spring renewal throughout the Service Unit. Work with the Events Manager to plan a spring renewal incentive event.
- Give yourselves a huge pat on the back for all the hard work you've done this year to help support Girl Scouts!

Girl Champions

Council Support | recruitment@girlscoutsaz.org

March

- Support ongoing recruitments, especially sites that have strong troop development potential or just need a few additional members to get going.
- Work with your Recruitment Manager & MSE to host site specific events at your locations as needed.
- Locate and attend kindergarten roundups.
- Help your MSE and Recruitment Manager with spring recruitment events in February-May.
- Continue recruiting new girls of all levels by dispersing marketing materials, sharing digital posts, attending community events and helping to support SU recruitment opportunities. March marketing materials include recruitment events, Summer Box Program, spring break camp, summer camp and virtual introduction to Girl Scouts.

April

- Support ongoing recruitment efforts and the Summer Box Program.

May

- Coordinate with your MSE to recognize schools and community sites in your SU that have helped support Girl Scouts with a card, e-mail or Girl Scout product. MSEs may have cookies available for school admins and community partners.
- Remind troop leaders to thank their site contacts as well for allowing us to use the location.
- Give yourselves a huge pat on the back for all the hard work you've done this year to help support Girl Scouts.

RETENTION/TROOP SUPPORT

Older Girl Advocate

Council Support | gp@girlscoutsaz.org

March

- Share information about the High Awards Ceremony with all troop leaders. Save the Date: Highest Awards Ceremonies – Celebrating Girl Scout Bronze, Silver, Gold, Life-Saving, and Interfaith recipients of the 2026 Class.
 - Gold Ceremony: March 14, 2026
 - Bronze, Silver, Life Saving, and Interfaith Ceremony: April 11, 2026
- Invite any older girls on the Service Team who will be a Senior or Ambassador in Fall 2026 to participate in the planning for the Service Team Retreat. Email egesell@girlscoutsaz.org, if interested.
- Inform all Older Girl Service Team Members who plan to attend the 2026 Service Team Retreat that there is a required virtual information meeting on April 13 from 6:30-7:30 p.m. Details will be sent out to all who register.
- Promote older girl training and program opportunities:
 - Mar. 5 | [STLS: Event Planners Assemble](#) (for Older Girl Service Team Members)
 - Mar. 15 | [Babysitting Course in Phoenix](#)
 - Mar. 20-22 | [Outdoor Skills Training at Parsons](#)
 - Mar. 28 | [Full Day TCC2 for Adults and Older Girls at Usery Mountain](#)
 - Apr. 11 | [First Aid/CPR/AED Certification in Phoenix](#)
 - May 9 | [First Aid/CPR/AED Certification in Phoenix](#)
 - Promote Gold Award support opportunities for older girl leaders:
 - Mar. 19 | [In-Person: Gold Award Training in Phoenix](#)
 - Mar. 14 | Gold Awards Ceremony
 - Apr. 11 | [Bronze, Silver, Life Saving, and Interfaith Ceremony](#)
 - Apr. 16 | [Virtual: Gold Award Training](#)
 - May 21 | [In Person: Gold Award Training in Phoenix](#)

April

- Invite older girls who will be seniors in the fall to join the Older Girl Service Team and learn what it is about.
- Ensure all Older Girl Service Team Members who are registered for the 2026 Service Team Retreat that there is a required virtual information meeting on April 13 from 6:30-7:30 p.m. Details will be sent out to all who register. Older Girl Advocates are encouraged to attend as well.
- Begin planning the 2026-2027 year with the Older Girl Service Team. Determine goals and objectives to enhance the GSLE for the older girls.
- Promote Older Girl training and program opportunities:
 - Apr. 11 | [First Aid/CPR/AED Certification in Phoenix](#)
 - May 9 | [First Aid/CPR/AED Certification in Phoenix](#)
 - Promote Gold Award support opportunities for Older Girl leaders:
 - Apr. 11 | [Bronze, Silver, Life Saving, and Interfaith Ceremony](#)
 - Apr. 16 | [Virtual: Gold Award Training](#)
 - May 21 | [In Person: Gold Award Training in Phoenix](#)

May

- Discuss the opportunities and benefits of Girl Scout Travel with older girls in your Service Unit. Get more information or assistance in presenting from Marissa Vega at mvega@girlscoutsaz.org
- Promote older girl training and program opportunities:
 - May 9 | [First Aid/CPR/AED Certification in Phoenix](#)
 - June 6 | [Babysitting Course in Phoenix](#)
 - June 13 | [First Aid/CPR/AED Certification in Phoenix](#)
 - Promote Gold Award support opportunities for older girl leaders:
 - May 21 | [In Person: Gold Award Training in Phoenix](#)
 - June 18 | [Virtual: Gold Award Training](#)

RETENTION/TROOP SUPPORT

IGM Advocate

Council Support | cglenn@girlscoutsaz.org

March

- Use Looker to review the “New in the Last Two Weeks” report and contact new IGMs to assist in connection to the Service Unit.
- Inform IGM’s about the High Awards Ceremonies celebrating Girl Scout Bronze, Silver, Gold, Life Saving, and Interfaith recipients of the 2026 Class:
 - Gold Ceremony: March 14, 2026
 - Bronze, Silver, Life Saving, and Interfaith Ceremony: April 11, 2026
- Plan a summer camp information meeting or rally for IGM’s in your Service Unit. The Outdoor Program Team can attend to promote summer camp.
 - The Outdoor Program Team has a 10–15-minute presentation and would be happy to lead a short activity, if requested. We will do our very best to send a representative to each meeting to speak about camp.
 - Complete [this form](#) to request the team.

April

- Survey IGM’s who participated throughout the 2026 Membership Year about their experience. Ask girls and their parents how to enhance their Girl Scouting experience moving forward.
- Consider hosting a travel information night for IGM’s in your Service Unit. Discuss the opportunities and benefits of Girl Scout travel with IGM’s in your Service Unit. You can get more information or assistance in presenting from Marissa Vega at mvega@girlscoutsaz.org.

May

- Communicate Service Unit plans for the upcoming year to your IGM’s and encourage them to register for upcoming events.
- Contact IGM’s who will be Seniors or Ambassadors in fall of 2026 and invite them to participate on the Service Team as older girls.

Volunteer Support Coach

Council Support | volunteerlearning@girlscoutsaz.org

March

- Check in with new leaders and see who may need help wrapping up cookies.
- Promote participation in Troop Leader Circle. We have moved these gatherings to quarterly, usually on the fourth Wednesdays of the month from 6 – 7 p.m.
 - March 18, 2026 – [Globetrotting Girl Scouts](#)
 - June 24, 2026 – [Troop Money Earning](#)
 - September 23, 2026 – [Keeping Things Girl-led](#)
- Communicate upcoming TCC2 and First Aid/CPR/AED dates with new leaders.
 - Adult and Pediatric First Aid/CPR/AED
 - March 20, 2026 at the [Spring 2026 Outdoor Skills Training](#). Registration closes March 2.
 - [April 11, 2026](#). Registration closes March 31.
 - Encourage Volunteers to recognize each other for Volunteer Appreciation Month using [High Five, Fist Bump or Pat on the Back!](#)
 - Troop Camp Certification Level 2 (TCC 2)
 - [Full Day TCC2 for Adults and Older Girls](#), March 28, 2026.
 - Blended Troop Camp Certification Level 2 (TCC 2)
 - [March 20, 2026, at Spring Outdoor Skills Training](#)
 - [April 4, 2026](#).

RETENTION/TROOP SUPPORT

April

- Encourage volunteers to recognize each other for Volunteer Appreciation Month using [High Five, Fist Bump or Pat on the Back!](#)
- Recognize new troop leaders at the leaders meeting for their efforts in getting trained and starting as troop leaders.
- Explain and encourage early renewal for new troop leaders. Check in with troops who have not renewed throughout the month.
- Talk to new leaders about making sure they have taken the [607 GSACPC Preparing for Activities & Trips](#) training before venturing beyond their meeting place.

May

- Talk to new leaders who have girls that will be bridging about the bridging ceremony. Encourage them to take the [607 – GSACPC Ceremonies in Girl Scouts](#). Share information with leaders on how to complete and submit troop finance reports due on June 30.
- Encourage new leaders to save the date for VolCon 2027 - Join us on January 9, 2027, for an inspiring and energizing conference designed for volunteers like you! VolCon is your opportunity to enhance your skills, gain valuable Girl Scout training, and connect with fellow volunteers in a supportive and engaging environment. Don't miss this chance to learn, grow, and network with your Girl Scout community!

Bilingual Specialist

Council Support | multicultural@girlscoutsaz.org

March

- Reach out directly to troop leaders with Spanish-speaking parents and girls. Offer support in finding resources and promote use of Spanish resources on our website.
- Consider becoming a Girl Champion for a school or community organization with Spanish –speakers and discuss with your Recruitment Manager or MSE where this would be most beneficial. We need YOU to ensure we are reaching EVERY girl in our communities.

April

- Coordinate with the Recruitment Manager and Girl Champions to support upcoming recruitment events.
- Speak with your MSE about getting recruitment materials in Spanish and providing translation during recruitment efforts.

May

- Continue to coordinate Spanish assistance at recruitment events.
- Check in with the Volunteer Support Coordinator to see if any new troop leaders need assistance in communicating with Spanish-speaking parents.

Adult Recognitions Coordinator

Council Support | recognitions@girlscoutaz.org

March

- If you haven't already, form a Recognitions Committee for your Service Unit awards. This should include yourself, your MSE, and at least one other member of the Service Team.
- Promote Service Unit awards throughout your entire area. Every parent, leader, and volunteer should be able to nominate those eligible for awards.
- Once nominations are received, meet with the Recognitions Committee to vote on each award.
- Ensure the discussions about nominations are only about whether it meets the written criteria of the award or not. Personal opinions should not be a part of the conversation.
- Use majority rules for voting on each nomination.

- If you missed the STLS on Recognitions Updates – watch the recording on gsLearn as soon as possible. Search for 607 Service Team Leadership Series and select the module titled, “Recognitions Update”.

April

- April is Volunteer Recognitions Month! Recognize the Service Team Members and troop leaders in your Service Unit. Promote peer recognition using [High Five, Fist Bump or Pat on the Back!](#)
- Plan your annual Service Unit Recognitions event. Extend personal invitations to all those receiving awards to the Recognitions event.
- Submit your awards order to council at least 3 weeks before your event. Awards can be submitted here: [Service Unit Volunteer Recognitions Order Form](#)

May

- Begin planning a year of recognitions for the 2026-2027 membership year. Ideas and resources can always be accessed on the Service Team Resource webpage.
- Promote nominations for council and national awards. Note that the due date for submissions has changed to July 31. Encourage Service Team Members to write nominations and endorsements early, so no nominees are overlooked. Use the [Adult Awards & Recognitions page](#) to find nomination links and information.

EVENTS

Events Manager

Council Support | volunteerlearning@girlscoutsaz.org

March

- At the leaders/volunteers meeting, promote council-level event volunteer opportunities:
- **Gold Awards Ceremony - Saturday, March 14 | 4 -7:30 p.m.**
 - Event Lead: Stevie Chenier – schenier@girlscoutsaz.org
 - Event Support (4) – Assist with event flow and support room transitions during mocktail hour
- **Mobile Building Space Event - Saturday, March 21 | 9 a.m.–12 p.m.**
 - Event Lead: Glenn Carson – gcarson@girlscoutsaz.org
 - Event Support (4) – Assist with event flow and participant guidance
- **High Awards Ceremony - Saturday, April 11 | 11 a.m.–3 p.m.**
 - Event Lead: Stevie Chenier – schenier@girlscoutsaz.org
 - Event Flow Guides (5) – Support participant movement throughout the event
 - Check-In Support (2) – Backup support for volunteer committee
 - Clean-Up Support (4) – Assist with event breakdown (chairs, tables, etc.)
- **Peace Pole MBS Service Project – Saturday, May 2 | 12 p.m.-3 p.m.**
 - Event Lead: Marissa Vega – mvega@girlscoutsaz.org
- Register for the Service Team Leadership Series on Mar. 5 | [STLS: Event Planners Assembly](#). The meeting will be a discussion on how you would like to meet in the future and what resources you are missing in your role.
- Celebrate Girl Scout Week (March 6 – 14) and promote opportunities for celebration throughout your Service Unit including faith celebrations. Find resources on the [GSUSA website](#).
 - March 6 – Girl Scout Sunday
 - March 12 – Girl Scout Birthday
 - March 13 – Girl Scout Jummah
 - March 13-14 – Girl Scout Sabbath/Shabbat
- Plan a Service Unit bridging event for late April or May.
- Check the council [Events Calendar](#) for potential events to promote within your Service Unit.
- Plan an event as an Early Renewal incentive and begin promoting.

April

- Finalize plans for a Service Unit renewal incentive.
- Plan out the following year or events, ensuring all of the following are included:
 - Girl-led D/B/J events
 - Girl-led C/S/A events
 - Girl-led All-level events
 - Outdoor experiences
 - GSLE-focused experiences

May

- Host a SU Bridging event with high awards recognitions.
- Work with the Older Girl Service Team to begin planning girl-led events for the following year.

Event & Encampment Coordinators

Council Support | volunteerlearning@girlscoutsaz.org

March

- Register for the Service Team Leadership Series on Mar. 5 | [STLS: Event Planners Assembly](#). Discuss how you would like to meet in the future and what resources you are missing in your role.
- Review the [607 GSACPC Preparing for Activities & Trips](#) training to refresh yourself on all of the current guidelines and expectations.

April

- Work with the Service Unit Finance Specialist to plan the budget for your event(s) during the following year. Discuss any budget adjustments needed based on previous events.

May

- Meet with older girls who are assisting in the planning of your event(s). Gather feedback from previous planning efforts and begin planning for the following year.

Outdoor Advocate

Council Support | op@girlscoutsaz.org ; sduenas@girlscoutsaz.org

March

- Attend the March Service Team Leadership Series – [Outdoor Advocate Brainstorm | 3/11/26](#).
- At the leaders/volunteers meeting, share about the opportunity to join the Outdoor Education Team.
- If you have an interest in teaching others about an outdoor topic, we'd love to have you join our Outdoor Education Team. Share your knowledge with volunteers and girls in a fun, engaging environment.
- Please [fill out the form](#) and let us know what you'd like to teach or how you'd like to be involved. If you have any questions, please reach out to Sofia Duenas at sduenas@girlscoutsaz.org
- Promote the [Get Outdoors Challenge](#) beginning March 1.
- March 20-22 | [Spring 2026 Outdoor Skills Training \(Parsons Leadership Center\)](#)
- Promote outdoor training opportunities
 - March 28 | [Full Day TCC2 for Adults and Older Girls at Utery Mountain Regional Park](#)
 - April 4 | [Blended TCC2 in Phoenix](#)
 - April 11 | [Blended First Aid/CPR/AED in Phoenix](#)
 - May 9 | [Blended First Aid/CPR/AED in Phoenix](#)
 - May 9 | [Blended TCC2 in Phoenix](#)
 - Promote the [2026 Jamboree – March 6-8 at Camp Maripai](#).

April

Promote the [Get Outdoors Challenge](#) - March 1-July 31

Share the [Girl Scouts-specific First Aid Handout](#) with all First Aiders

Remind outdoor instructors in your Service Unit to check their hours and sign up for sessions before most break

- Remind outdoor instructors in your Service Unit to check their hours and sign up for sessions before most break for the summer.
- Encourage troop leaders to promote Summer Camp to their girls and register before it's too late!
- Promote outdoor training opportunities:
 - April 4 | [Blended TCC2 in Phoenix](#)
 - April 11 | [Blended First Aid/CPR/AED in Phoenix](#)
 - May 9 | [Blended First Aid/CPR/AED in Phoenix](#)
 - May 9 | [Blended TCC2 in Phoenix](#)

May

Promote the [Get Outdoors Challenge](#) - March 1-July 31

Promote outdoor training opportunities:

- May 9 | [Blended First Aid/CPR/AED in Phoenix](#)
- May 9 | [Blended TCC2 in Phoenix](#)

Product Program

Council Support | productprogram@girlscoutsaz.org

Cookie Program Manager

March

- Follow up with new troops who may need help wrapping up cookies.
- Inform Product Program team of any feedback from the troops at productprogram@girlscoutsaz.org.
- Distribute the cookie survey to troop leaders and parents for our reflection.

April

- Meet with Cookie Team to discuss what went well and improvements for next year.
- Share any feedback for council with the Product Program Team at productprogram@girlscoutsaz.org.
- Recruit Service Unit Product Team members for Fall and Cookies for next year.

May

Include product dates for next year in Service Unit Planning.

Cookie Program – Girl Reward Specialist

March

- Support troop leaders and IGM's in selecting rewards before March 11.

April/May

- Distribute Girl Rewards and support girls in reward event information.

MANAGEMENT

Communications Specialist

Council Support | marcom@girlscoutsaz.org

March

- Share Save the Date information for VolCon 2027 to all volunteers in your Service Unit.
 - Save the date: VolCon 2027 | Jan. 9
- Mark your calendars for the 2027 VolCon! Join us on January 9, 2027 (location TBD) for an inspiring and energizing conference designed for volunteers like you!
- Check your Service Unit email account and be timely in all responses.
- Create a communications plan for any events occurring in the next few months.
- Encourage other Service Team members to funnel any communications sent to members through the

- Communications Specialist.

April

- Collect any photos or stories from your Service Unit this year so far and submit them to the Marketing and Communications Team at girlscoutsaz.org/stories.
- Consider ways to highlight girls in your Service Unit who have earned their High Awards this year.

May

- Check [Activities Calendar](#) to share opportunities to the Service Unit.
- Create a Year Communication Plan during your Service Units Annual Planning Meeting. Discuss promotion timelines of events and best communication methods.
- Review the [Brand Marketing & Publicity Guidelines and Resources](#) to refresh yourself for the upcoming year.

Registrar

Council Support | reghelp@girlscoutsaz.org

March

- Using Looker reports of current troop renewals, plan to support the spring renewal campaign.
- Using Looker, identify bridging troops and share data at meeting to encourage collaboration for bridging awards.
- Retrieve the data in Looker about troop meeting times, places, levels, and if they are accepting girls. At the meeting, ask leaders to double-check their troop's information and update as needed. Send updates to reghelp@girlscoutsaz.org.

April

- Begin talking about early renewal/registration incentives from council to set goals.
- Using Looker, follow up with troops who have not renewed throughout the month.
- Continue to update troop information on Looker throughout recruitment efforts.
- Collaborate with the Recruitment Manager and Member Placement Team to ensure girls from the "New in the Last 2 Weeks" report are placed accurately and welcomed.

May

- Using Looker reports, follow up with troops who have not renewed yet.
- Continue to collaborate with the Recruitment Manager and Member Placement Team to ensure girls from the "New in the Last 2 Weeks" report are being placed accurately and welcomed.

Finance Specialist

Council Support | banking@girlscoutsaz.org

March

- Check your access to your Service Unit Finance Records on BOX. Email volunteerlearning@girlscoutsaz.org with any issues or questions.
- Reconcile your annual Service Unit budget so far and share the status with the Service Team. Note any discrepancies between actual expenses and the budget for potential changes to next year's budget.

April

- Prepare a budget for the following year and bring to the Service Team Annual Planning Meeting to make changes as needed.
- Review the [Troop Money Management Guide](#) in preparation of year planning. Consider if a Service Unit fundraiser will be needed in the coming year for a balanced budget.
- Host a workshop for Troop Leaders on how to complete their Finance Reports and allow time and space for questions and guidance.

May

- Begin work on the Service Unit Finance Report, due June 30.
- Support Troop Leaders in completing their Finance Reports, due June 30.

Service Team Manager

Council Support | volunteerlearning@girlscoutsaz.org

March

- Plan for the Outdoor Program Team to attend one of your upcoming leaders/volunteers meetings to promote Summer Camp.
- The Outdoor Program Team has a 10-15-minute presentation and would be happy to lead a short activity if requested. Use [this form](#) for requests.
- Invite all Service Team Members to register for the 2026 Service Team Retreat!
 - Register now! [Service Team Retreat 2026 | May 1-3](#)
 - Email Emily Gesell at egesell@girlscoutsaz.org with any questions.
- Collaborate with your MSE and Recruitment Manager to review membership numbers and set Service Unit goals.
- Register for the Apr. 2 | [STLS: Service Team Managers Touchbase](#). We ask all Service Team Manager to do their best to attend so we can discuss the status of each of your Service Teams and future direction.

April

- Attend Apr. 2 | [STLS: Service Team Managers Touchbase](#). We ask all Service Team Manager to do their best to attend so we can discuss the status of each of your Service Teams and future direction.
- Remind Annual Meeting Delegates about voting and [Annual Meeting time and location](#).
- Begin SU Planning for next year with [Service Until Planning Packet](#).
- Work with your MSE to start recruiting new Service Team Members for next year.

May

- Review position descriptions and identify new and returning Service Team Members with your Member Support Executive.
- Work to identify Fall Product and Cookie Team members for next year with the goal of having different people for each team.
- Host a special Service Team Meeting with members to review the 2025-2026 year. Reflect as a team on what went well and where improvements can be made for the future. Don't forget to celebrate your successes!