

# GSACPC Service Team Quarterly (Sept – Nov)

## Recruitment

As the new school year begins, our council will be welcoming many new girl and adult members. We recognize the hard work that everyone on our Service Unit teams does to help spread the word about Girl Scouts and bring in new members. Thank you!

If you need support placing new members, please reach out to the Member Placement Team at 602-452-7040 or [MemberPlacement@girlscoutsaz.org](mailto:MemberPlacement@girlscoutsaz.org).

The Recruitment Team is always available to support. Don't hesitate to contact them if you need materials/collateral, planning support, event support, or anything else related to recruitment. Contact [Recruitment@girlscoutsaz.org](mailto:Recruitment@girlscoutsaz.org).

## Recruitment Manager and Girl Champions

Council Support – Recruitment, [Recruitment@girlscoutsaz.org](mailto:Recruitment@girlscoutsaz.org); Member Placement, [MemberPlacement@girlscoutsaz.org](mailto:MemberPlacement@girlscoutsaz.org)

### September

- Check in with new school administrators.
  - Bring them an administrator information packet and bookmarks (for the librarian).
  - Speak with them about building troops that can support their school.
  - Ask about upcoming school wide events hosted by the school or PTA that we could support (with a fun activity) and recruit at (i.e. Fall festival or Trunk or Treats).
- Host fall recruitment events and distribute flyers in-person and online with support of MSE.
- Coordinate with Bilingual Specialist to have translation services available at relevant recruitment events.
- Use the Experience Box flyer/information to recruit new Daisy and Brownie leaders.
- Communicate with Member Placement to make sure new/returning troops have completed registration and updated their troop information.
- Work with your MSE and Member Placement to form new troops in areas where there is need (based on fall leads and girls awaiting placement report).
- Evaluate your Service Unit's (SU) specific troop needs. Are there areas or grade levels that need troops? If so, host recruitment events based on those needs.
- Help new troop leaders recruit for their troops. Use the "Join our Troop" flyer and/or help host an event for that new troop.

### October

- Continue dispersing flyers, posting digital ads, and hosting recruitment events.
- Acknowledge your schools and partners with a thank you note, e-mail or card- especially those that allowed us to participate in their MTT/ Curriculum nights or provide us with meeting spaces.
- Consider hosting a family SU event and invite Girl Scout families to bring along another non-member family to support retention and recruitment.
- Start gathering spring Kindergarten round-up event dates and other upcoming school event dates where we could potentially host tables to recruit.

### November

- Distribute flyers and host recruitment events.
- If you haven't acknowledged your schools and partners, please make this a priority!
- Start planning your spring recruitment event locations and dates.
- Start creating a list of schools, religious institutions, preschools, and daycares where you can help promote the Summer Box program for pre-kinder girls. Create a strategy regarding how your team will distribute the information.
- Inform your SU leaders about the cookie sale recruitment assets that will be available to help them support recruitment during the sale. (More information to come!)
- Stay tuned for a new "gift of Girl Scouting" campaign happening in November and December.

## Retention/Troop Support

## Older Girl Advocate

Council Support – Girl Program, [GP@girlscoutsaz.org](mailto:GP@girlscoutsaz.org)

## September

- Coordinate with the Recruitment Team to have older girl presence at recruitment events.
- At the leaders/volunteers meeting, announce the new Leadership Awards. Review the [New Leadership Awards flyer to prepare for the meeting](#).
- Promote Gold Award support opportunities:
  - Sept. 18 | [Virtual: Gold Award Training](#)
  - Oct. 16 | [In-Person: Gold Award Training in Phoenix](#)
  - Oct. 18 | [In-Person: Gold Award Training in Phoenix](#)
- Reach out to older girl troop leaders to share about travel opportunities:
  - [A Breakdown of Girl Scout Travel Opportunities](#)
  - [Approved Travel Partners & Eligible Funding Sources](#)
  - [GSUSA Destinations](#) – New tours launch in September 2025 with over 20 trips, domestic and international.
- Promote older girl training opportunities:
  - Sept. 12-14 | [Fall 2025 Outdoor Skills Weekend at Shadow Rim Ranch](#)
  - Sept. 23 | [First Aid/ CPR in Phoenix](#)
  - Oct. 2 | [First Aid/CPR in Phoenix](#)
  - Oct. 18 | [Blended: Babysitting Course in Flagstaff](#)

## October

- Attend the older girls on the [Service Team Discussion](#) on Oct. 15.
- At the leaders/volunteers meeting, announce the retirement of Journeys and introduce the new Leadership Awards. Review the [Journey Retirement and New Leadership Awards FAQs to prepare for the meeting](#).
- Promote the Gold Award Roundtable for all Girl Scout Seniors and Ambassadors.
- Meet with older girls on Service Team to review your calendar of girl-led Service Unit events and fill any gaps in programming.
- Promote Gold Award support opportunities:
  - Oct. 16 | [In-Person: Gold Award Training in Phoenix](#)
  - Oct. 18 | [In-Person: Gold Award Training in Phoenix](#)
  - Nov. 16 | [In-Person: Gold Award Roundtable in Phoenix](#)
  - Nov. 20 | [Virtual: Gold Award Training](#)
  - Nov.23 | [Virtual: Gold Award Training](#)
- Promote older girl training opportunities:
  - Oct. 2 | [First Aid/CPR in Phoenix](#)
  - Oct. 18 | [Blended: Babysitting Course in Flagstaff](#)

## November

- Coordinate with older girl service team members and volunteers to facilitate role shadowing and girl-led opportunities.
- Encourage parents and older girls on the Service Team to complete the [Older Girl Service Team Member Position Agreement](#).
- At the leaders/volunteers meeting, announce the new prerequisites for High Awards. Review the [New High Awards Prerequisites to prepare for the meeting](#).
- Promote Gold Award support opportunities:
  - Nov. 16 | [In-Person: Gold Award Roundtable in Phoenix](#)
  - Nov. 20 | [Virtual: Gold Award Training](#)
  - Nov.23 | [Virtual: Gold Award Training](#)
  - Dec. 18 | [In-Person: Gold Award Training in Phoenix](#)
  - Jan. 3 | [Virtual: Gold Award Training](#)

# IGM Advocate

Council Support – IGM Coordinator: Carole Glenn, [cglenn@girlscoutsaz.org](mailto:cglenn@girlscoutsaz.org)

## September

- Support IGM girls and IRM adults with membership renewal.
- Collaborate with the Fall Product Program IGM Specialist to ensure IGMs are being supported throughout the Fall Product sale.
- Meet with Communications Specialist to coordinate communication efforts to IGMs throughout the year.
- Communicate details about the new Leadership Awards, retirement of Journeys, and prerequisites for High Awards to IGMs and parents.
  - [New Leadership Awards](#)
  - [New High Awards Prerequisites](#)
  - [Journey Retirement and New Leadership Awards FAQs](#)
- Encourage IGM participation in upcoming council events:
  - Sept. 5-6 | [Challenge Course Weekend at Willow Springs](#)
  - Sept. 13 | [In-Person: College Bound: The GSACPC College Readiness Patch Powered by ASU \(for Seniors\)](#)
  - Sept. 13-14 | [Girl Scouts Love State Parks](#)
  - Sept. 19-21 | [Peace Retreat Weekend at Willow Springs](#)
  - Sept. 26-28 | [Fall Harvest at Shadow Rim Ranch](#)
  - Oct. 4 | [Hispanic Heritage Month Celebration](#)
  - Oct. 10-12 | [Jamboree 2025](#)

## October

- Contact older girl IGMs about the following travel opportunities:
  - [A Breakdown of Girl Scout Travel Opportunities](#)

- [Approved Travel Partners & Eligible Funding Sources](#)
  - [GSUSA Destinations](#) – New tours launch in September 2025 with over 20 trips, domestic and international.
- Meet with Events Manager and Event Coordinators to support IGM participation in Service Unit events.
- Using Looker, review the “New in the Last Two Weeks” report to contact any new IGMs and assist in connection to the Service Unit.
- Collaborate with the Cookie Program IGM Specialist to develop a plan for IGM training and support throughout the Girl Scout Cookie Program.
- Encourage IGM participation in upcoming council events and coordinate those interested to ensure ease of participation:
  - Oct. 4 | [Hispanic Heritage Month Celebration](#)
  - Oct. 10-12 | [Jamboree 2025](#)
  - Oct. 24-25 | [Wicked Weekend at Willow Springs](#)
  - Nov. 15-16 | [Desert Dreams at Parsons Leadership Center](#)
  - Dec. 5-7 | [Winter Wonderland at Camp Maripai](#)

## November

- Promote [World Thinking Day 2026](#) to IGMs.
- Using Looker, review the “New in the Last Two Weeks” report to contact new IGMs and connect them to the Service Unit.
- Communicate with the Council IGM Support Team about IGM activities and volunteers who may be willing to participate in short-term opportunities.
- Encourage IGM participation in upcoming council events and coordinate those interested to ensure ease of participation:
  - Nov. 15-16 | [Desert Dreams at Parsons Leadership Center](#)
  - Dec. 5-7 | [Winter Wonderland at Camp Maripai](#)

# Volunteer Support Coach

Council Support – Troop Support Manager: Janey Kurtz, [jkurtz@girlscoutsaz.org](mailto:jkurtz@girlscoutsaz.org); [volunteerlearning@girlscoutsaz.org](mailto:volunteerlearning@girlscoutsaz.org)

## September

- Host a new volunteer orientation/training and communicate details to Service Unit.
- Promote the [Volunteer Toolkit](#) and [Troop Year Plans](#) as resources for troop leaders.
- Coordinate with Fall Product Program – Training Specialist to provide extra support to new troop leaders for Fall Product sale. Offer an M2 training specifically for new troop leaders.
- Add new leaders to SU Communications and extend an invitation to monthly Service Unit leader meetings.
- Work with MSE and SU Team to recognize any new volunteer that has completed their “Getting Started” training at the monthly leader meetings.
- Promote Troop Leader Circle for all volunteers:
  - Sept. 17 – [Virtual and In-Person: Troop Leader Circle: Time Masters: Unlocking Your Productivity](#)
  - Oct. 22 – [Virtual: Troop Leader Circle – Interfaith Committee](#)
- Attend the MY26 Volunteer Support Coach Kick-off on Sept. 30 from 6pm – 7pm.
- Meet with Communications Specialist to coordinate communication efforts to new troop leaders throughout the year.

## October

- Host a new volunteer orientation/training and communicate details to Service Unit.
- Promote the [Volunteer Toolkit](#) and [Troop Year Plans](#) as resources for troop leaders.
- Coordinate with Cookie Program Training Specialist and eBudde Specialist to provide extra support to new troop leaders during the Girl Scout Cookie Season. Offer an eBudde and Digital Cookie training specifically for new leaders.
- Promote the 607 – Cookie Program Training Learning Path in gsLearn.
- Add new leaders to SU Communications and extend an invitation to monthly Service Unit leader meetings.
- Call new troop leaders in your area to make them feel connected to the Service Unit.
- Promote Troop Leader Circle for all volunteers:
  - Oct. 22 – [Virtual: Troop Leader Circle – Interfaith Committee](#)

## November

- Continue to work with, support, and communicate with new troop leaders and newly forming troops within the Service Unit.
- Collaborate with Adult Recognitions Coordinator to recognize new volunteers that completed their “Getting Started” training at the monthly leader meetings.
- Make phone calls to new troop leaders in your area, new leaders will need extra support during this time to feel connected to the Service Unit.
- Promote the 607 – Cookie Program Training Learning Path in gsLearn.

# Adult Recognitions Coordinator

Council Support – Recognitions Committee, [recognitions@girlscoutsaz.org](mailto:recognitions@girlscoutsaz.org)

## September

- Ensure that Adult Recognition Nominations are complete and submitted to council by Sept. 1.
- Communicate to Service Unit about Volunteer Recognition and Awards Ceremony on Nov. 15.
- Contact awardees from your Service Unit after Sept. 15 and encourage them to register for the Volunteer Recognitions and Awards Ceremony using their special awardee discount code (found in their email).
- Work with older girl service team members to brainstorm new recognition ideas and teach them the importance of recognitions throughout the year.

October

- Contact awardees from your Service Unit and ensure they have registered for the Volunteer Recognitions and Awards Ceremony using their special awardee discount code (found in their email).
- Review your informal recognitions plan and practices. Revise the plan as needed to ensure informal recognition is inclusive, consistent, and impactful.
- Meet with the Recruitment Manager to discuss adult recruitment efforts between major recruitment campaigns. Share the names of volunteers throughout the Service Unit who have been or should be recognized and develop a plan to recruit additional Service Team volunteers.
- Promote peer recognition throughout the year to keep morale high. Encourage volunteers and caregivers to use the [Peer Appreciation Form](#).

November

- At your next Service Unit meeting, recognize any Service Unit volunteers who received awards at the Volunteer Recognitions and Awards Ceremony.
- Celebrate the efforts of the Fall Product Program Team at the end of the sale.
- Collaborate with the Volunteer Support Coach to recognize any new volunteers that completed their “Getting Started” training at the monthly leader meetings.
- Begin planning a mid-year recognition for Service Unit volunteers – either with a fun event or formal recognition.

Bilingual Specialist

Council Support – Multicultural Team, [multicultural@girlscoutsaz.org](mailto:multicultural@girlscoutsaz.org)

September

- Coordinate with Fall Product Team to explain materials and resources in Spanish as needed.
- Meet with Recruitment Team to discuss times and dates where translation support might be most beneficial at recruitment events.
- Promote the [Hispanic Heritage Month Celebration](#).

October

- With Volunteer Support Coach, contact any new leaders with Spanish speaking parents to help with translation.
- Connect with the [Council Multicultural Team](#) to discuss resources and opportunities for support throughout your community.

November

- Work with Communication Specialist to review upcoming Service Unit communications.
- Join the [Bilingual Specialist Rally on Rallyhood](#) and engage in discussions about your role.

Events

Events Manager

Council Support – Volunteer Support Team, [volunteerlearning@girlscoutsaz.org](mailto:volunteerlearning@girlscoutsaz.org)

September

- Promote [World Thinking Day 2026](#) throughout the Service Unit.
- Seek opportunities to collaborate on events with neighboring Service Units.
- Add at least one resource to the [Service Unit Events Directory](#). Service Teams who add an event will receive a prize.
- Review your Service Unit plan of events. Ensure the following are included in the upcoming year:
  - Girl-led opportunities for IGMs
  - Girl-led events for both D/B/J and C/S/A groupings
  - A variety of outdoor opportunities for all girl levels

October

- Work with troops to plan investiture and rededication ceremonies.
- Host a JGL Birthday celebration.
- Consider opening an event to the entire council. Use the [SU Program and Event Promotion](#) form to advertise.

November

- Regularly review the council [Events Calendar](#) to reduce event conflicts and encourage participation in non-conflicting council events.
- Review [Brand Marketing & Publicity Guidelines](#) to assist Event Coordinators in marketing their events.
- Schedule a meeting with the Finance Specialist to check-in on the Service Unit Events budget and adjust as needed.

# Event/Encampment Coordinators

Council Support – Reservations Specialist, [reservations@girlscoutsaz.org](mailto:reservations@girlscoutsaz.org); Volunteer Support Team, [volunteerlearning@girlscoutsaz.org](mailto:volunteerlearning@girlscoutsaz.org)

## September

- Encourage volunteers to attend the [Fall 2025 Outdoor Skills Weekend at Shadow Rim Ranch](#) in order to ensure you have certified instructors for your event(s).
- Contact our new [Reservation Specialist](#) to ensure all information is accurate on any upcoming events on council properties.
- Watch the [Creating Impact with Special Events and Programs – Rallyhood Webinar](#) to learn about how this new platform may enhance your event.

## October

- Ask new adult volunteers to get involved in Event Planning. Invite them to participate on your event planning committee as a short-term commitment. This is a great way to engage new volunteers!
- Add your event or previous events to the new [Event Directory](#) for other Service Units to utilize ideas. Those who submit events will receive a reward!

## November

- Consider using Rallyhood for your event promotion and/or registration.
- View Rallyhood “How-To” videos on [Quick Events](#) and [Special Events](#) to determine how to leverage Rallyhood in the future.

# Outdoor Advocate

Council Support – Outdoor Program Team, [op@girlscoutsaz.org](mailto:op@girlscoutsaz.org); Volunteer Support Team, [volunteerlearning@girlscoutsaz.org](mailto:volunteerlearning@girlscoutsaz.org)

## September

- Attend [Fall 2025 Outdoor Skills Weekend at Shadow Rim Ranch](#)
- If you haven’t attended a Train-the-Trainer workshop, consider signing up for the workshop on Sept. 27. Register [here](#).
- Promote outdoor training opportunities:
  - Sept. 12-14 | [Fall 2025 Outdoor Skills Weekend at Shadow Rim Ranch](#)
  - Sept. 23 | [First Aid/ CPR in Phoenix](#)
  - Oct. 2 | [First Aid/CPR in Phoenix](#)
- Promote council outdoor events throughout Service Unit:
  - Sept. 5-6 | [Challenge Course Weekend at Willow Springs](#)
  - Sept. 13-14 | [Girl Scouts Love State Parks](#)
  - Sept. 19-21 | [Peace Retreat Weekend at Willow Springs](#)
  - Sept. 26-28 | [Fall Harvest at Shadow Rim Ranch](#)
  - Oct. 10-12 | [Jamboree 2025](#)

## October

- Attend the Outdoor Education meeting. Find more details on Rallyhood by joining the [Outdoor Education Team Rally](#).
- Promote outdoor training opportunities:
  - Oct. 2 | [First Aid/CPR in Phoenix](#)
  - Nov. 16 | [Blended: TCC2 in Phoenix](#)
- Promote council outdoor events throughout Service Unit:
  - Oct. 10-12 | [Jamboree 2025](#)
  - Oct. 24-25 | [Wicked Weekend at Willow Springs](#)
  - Nov. 15-16 | [Desert Dreams at Parsons Leadership Center](#)
  - Dec. 5-7 | [Winter Wonderland at Camp Maripai](#)

## November

- Review the [Outdoor Education Team Rally Sign-Ups](#) to assist with training events and look for upcoming events to promote.
- Promote outdoor training opportunities:
  - Nov. 16 | [Blended: TCC2 in Phoenix](#)
- Promote council outdoor events throughout Service Unit:
  - Nov. 15-16 | [Desert Dreams at Parsons Leadership Center](#)
  - Dec. 5-7 | [Winter Wonderland at Camp Maripai](#)

# Product Program

Council Support – Product Program Team, [productprogram@girlscoutsaz.org](mailto:productprogram@girlscoutsaz.org)

**September**

**Fall Product Manager**

- Check in with Fall Product Team regularly to offer support and coordinate efforts.
- Communicate Fall Product dates throughout Service Unit
  - Sept. 6 – Fall Product volunteer access opens to M2
  - Sept. 15 – Fall Product sale begins
  - Oct. 25-31 - Extended Area Fall Product Delivery
  - Nov. 1-2 – Metro Phoenix Fall Product Delivery
  - Nov. 9 – Fall Product Sale Ends
  - Nov. 11 – Fall Product Girl Rewards Selection Deadline

**Fall Product - Rally Specialist**

- Host Service Unit Fall Rally – Incentive is \$150.

**Fall Product - Training Specialist**

- Host a Fall Product training event for troop leaders in your Service Unit.
- Coordinate with Volunteer Support Coach to provide extra support to new troop leaders for Fall Product Sale. Offer an M2 training specifically for new troop leaders.

**Fall Product – IGM Specialist**

- Attend Fall Product IGM Coordinator Training.
- Communicate Fall Product sale details out to IGMs.

**October**

**Cookie Program Manager, Cookie Training Specialist, Cookie eBudde Specialist,**

- Attend Council Cookie Training.
  - Look for welcome email at the beginning of September.
  - Hold for extended training.
  - If you cannot make one of these trainings, please reach out to [charvey@girlscoutsaz.org](mailto:charvey@girlscoutsaz.org) or [nfeltman@girlscoutsaz.org](mailto:nfeltman@girlscoutsaz.org) for more information.
- Host a Cookie training event for troop leaders in your Service Unit.
  - The Product Program team can attend these meetings to provide support. Please email [charvey@girlscoutsaz.org](mailto:charvey@girlscoutsaz.org) or [nfeltman@girlscoutsaz.org](mailto:nfeltman@girlscoutsaz.org).
- Coordinate with Volunteer Support Coach to provide extra support to new troop leaders during the Girl Scout Cookie Season. Offer eBudde and Digital Cookie training specifically for new leaders.

**Cookie IGM Specialist**

- Attend Council IGM Cookie Training.

**November**

**Fall Product - Girl Reward Specialist**

- Ensure Girl Rewards are selected by Nov. 11.

**Fall Product - Delivery Specialist**

- Plan for Metro Phoenix and Extended Area delivery of Fall Product.
  - Oct. 25-31 - Extended Area Fall Product Delivery
  - Nov. 1-2 – Metro Phoenix Fall Product Delivery

**Fall Product - Girl Reward Specialist**

- Assist with communication of troops who sold Fall Product to qualify for early booth rounds or met Spring Registration requirements.
  - Exclusive Booth Round Dec. 1 | 8:00pm
    - 1 pick for early registration
    - 1 pick for \$1,500+ by Oct. 31.

# Cookie Program Manager

- Cookie booth signups will be NEW this year. It is held for one week from Dec. 2 to Dec. 6.
- Cookie Booth Rounds Schedule
  - Exclusive Booth Round – Dec. 1 | 8:00pm
    - 1 pick for early registration
    - 1 pick for \$1500+ by Oct. 31.
  - Round 1 – Dec. 2 | 8:00pm
    - 4 picks
  - Round 2 – Dec. 3 | 8:00pm
    - 4 picks
  - Round 3 – Dec. 4 | 8:00pm
    - 6 picks
  - Round 4 – Dec. 5 | 8:00pm
    - 8 picks (If Walmarts ARE NOT secured, a second round for Walmart booths will be held early January)  
OR
    - Open Rounds (If Walmarts ARE secured)

# Cookie IGM Specialist

- Communicate Girl Scout Cookie Program details to IGMs.

## Management

# Communications Specialist

Council Support – Volunteer Support Team, [volunteerlearning@girlscoutsaz.org](mailto:volunteerlearning@girlscoutsaz.org)

## September

- Promote the new Interfaith Advocate position among adults throughout the Service Unit.
  - We are looking for members of all faiths to be represented!
  - View the position description [here](#).
  - Contact Marissa Vega at [mvega@girlscoutsaz.org](mailto:mvega@girlscoutsaz.org) with questions.
- Meet with the Service Team to develop a communications plan for any events in the upcoming months.
- Remind troops to update their meeting details and affiliations using the [Meeting Detail Update Form](#).
- Share information about the new Leadership Awards, retirement of Journeys, and prerequisites for High Awards.
  - [New Leadership Awards](#)
  - [New High Awards Prerequisites](#)
  - [Journey Retirement and New Leadership Awards FAQs](#)

## October

- Promote investiture and rededication ceremonies and share out with Service Unit. Consider sharing stories from your Service Unit for the Marcom Team to use in promotions by emailing [stories@girlscoutsaz.org](mailto:stories@girlscoutsaz.org).
- Browse the [Rallyhood YouTube channel](#) to view helpful videos on how to maximize the impact of Rallyhood.
- If you haven't already, check out the [Rallyhood Admin User Guidebook](#) to determine how best to leverage Rallyhood throughout your Service Unit.

## November

- Continuously check the [Events Calendar](#) to communicate opportunities out to the Service Unit.
- Work with the Registrar and Fall Product – Girl Reward Specialist to communicate cookie booth early registration eligibility to troops who sold Fall Product or met early registration incentives.
- Announce a Save-the-Date for VolCon 2026 on Jan. 10 at Glendale Community College.

# Registrar

Council Support – Customer Care Team, [reghelp@girlscoutsaz.org](mailto:reghelp@girlscoutsaz.org)

## September

- Follow up with troops who have not yet renewed.
- Encourage troops to update their meeting details and affiliations using [Meeting Detail Update Form](#).
- Ensure that girls and adults have renewed their memberships to participate in the Fall Product and Girl Scout Cookie Program using Service Unit roster reports via Looker or from the council.
- Ensure that all active troops have two currently registered troop leaders.
- Coordinate with Recruitment Team and Membership Triad to ensure all new girls and volunteers are placed within your Service Unit.

## October

- Work with your MSE to determine the lapsed member renewal plan.
- Help manage disbanded, merged, or split troops and guide leaders through the [Troop Transition Form](#).
- Encourage troops to update their meeting details and affiliations using [Meeting Detail Update Form](#).
- Continue to ask volunteers in your Service Unit if they know of any free meeting spaces. Help them complete the [Troop Meeting Locations form](#).
- Follow up with the Recruitment Manager and council [Member Placement Team](#) to ensure all recruitment leads are entered, follow-ups are made, and new members are placed from the fall recruitment season.

## November

- Work with the Finance Specialist to ensure all discontinued troops have been handled correctly.
- Coordinate with the Volunteer Support Coach to update the meeting details of new troops and ensure they are correctly entered in the Troop Catalog using Looker and the [Meeting Detail Update Form](#).

# Finance Specialist

Council Support – Banking Coordinator: Karel Shoger, [banking@girlscoutsaz.org](mailto:banking@girlscoutsaz.org)

## September

- Provide up to date Treasury Report at monthly Service Unit meetings.
- Follow up with troops who are not renewing and assist with the completion of final paperwork and finances, including the [Troop Transition Form](#).
- Work with the Volunteer Support Coach to help new troop leaders get started with their bank accounts throughout the summer/fall recruitment season. Share the [Opening a New Troop Bank Account](#) guide, [Troop Money Management Guide](#), and the [New Troop Bank Account Request form](#).
- Check your access to your Service Unit Finance Records on BOX. Email [volunteerlearning@girlscoutsaz.org](mailto:volunteerlearning@girlscoutsaz.org) with any issues or questions.

## October

- Provide up to date Treasury Report at monthly Service Unit meetings.
- Plan multiple finance training, workshop, or roundtable opportunities to support volunteers in your Service Unit throughout the year.
- Host a finance workshop for girls in your Service Unit to promote financial literacy.

## November

- Provide an updated Treasury Report at monthly Service Unit meetings.
- Review any final budgets from past events to make certain all funds were accounted for and balanced.
- Remind troops and offer support to prepare for final Fall Product ACH to be withdrawn Nov. 20.
- Review the [Banking](#) page and [Troop Finances](#) page on the GSACPC website to ensure you are updated on all policies and procedures.

# Service Team Manager

Council Support – Service Unit Volunteer Manager: Emily Gesell, [egesell@girlscoutsaz.org](mailto:egesell@girlscoutsaz.org); [volunteerlearning@girlscoutsaz.org](mailto:volunteerlearning@girlscoutsaz.org)

## September

- Encourage all Service Team Members to attend the Service Team Leadership Series: Communication 101 on Sept. 4, 6:30pm-7:30pm. If the time conflicts with a meeting, you may want to suggest newer Service Team Members skip the meeting to attend.
- Coordinate with your MSE to recruit new Service Team Members for any missing roles.
- Check-In with the Fall Product Program Team to offer support where needed.
- If you haven't done so, watch the [Service Unit Managers & Troop Leaders Rallyhood Admin Training](#) to begin leveraging Rallyhood throughout your Service Unit.

## October

- Analyze membership numbers with Stretch Challenge in mind.
- Attend and encourage older girl advocates to attend the older girls on the Service Team Discussion.
- Consider hosting the Interfaith Committee or Travel Committee at one of your Leaders/Volunteers Meetings
  - [Council Interfaith Support Sign Up Form](#)
  - [Council Global & Travel Support Sign Up Form](#)
- Strategize ways to ensure all volunteers throughout the Service Unit are informed of the *Revised Leadership and High Awards*. Utilize the flyers below to share information:
  - [New Leadership Awards](#)
  - [New High Awards Prerequisites](#)
  - [Journey Retirement and New Leadership Awards FAQs](#)

## November

- Continue to connect the Service Team with virtual and/or in-person meetings. Now more than ever, it's important to keep the team connected and communicating.
- Plan a mid-year check in with the Service Team to analyze progress on the [Service Unit Plan of Work](#).
- Coordinate with your MSE to identify any Service Team Members who may need additional support in their roles and connect them with resources.