

GSACPC Service Team Quarterly (Dec – Feb)

Recruitment

Recruitment Manager, Girl Champions

Council Support – Recruitment, Recruitment@girlscoutsaz.org; Member Placement, MemberPlacement@girlscoutsaz.org

December

- Distribute and share virtually Gift of Girl Scouting campaign flyers/social media posts (See [Box Drive](#)).
- Support distribution for the “Cookie Resource Recruitment Packets” from your MSE and encourage leaders to use them.
- Continue ongoing recruitment efforts, especially for sites that have strong troop development potential or just need a few additional members or a leader to get going.
- Check [BOX Drive](#)
 - New leader resources for “Join our Troop” flyers to help new leaders recruit additional members!
 - Check with new leaders to see if they want help setting up a localized recruitment event/parent information meeting at their meeting site for interested families to learn more.
 - The council recruitment team is available to support; just communicate with your MSE know or contact council directly.
- Gather information about when Kindergarten Roundups are starting in your area, and think about how we might be able to get involved in their events. If your Service Team (ST) doesn’t have the capacity to support these events, please research options to share with the council recruitment team and your MSE.
- Identify volunteers for Kindergarten Roundups and encourage completion of [Girl Champion Position Agreements](#).
- The annual Cookie Recruitment Campaign will begin during cookie season. Cookie recruitment kits will be available to all troops selling cookies. The kit is designed to support recruitment and questions that the general public may have about membership during booth sales. The kit will include: a flyer that can be posted at booths in the clear kit bag, 15 “join” business cards and 10 virtual event flyers. Service Units (SU) are encouraged to host recruitment events, post cookie sale and include those flyers in their specific SU kits. Check with your MSE to get your SU recruitment flyers created and added to your kits! Please coordinate with your MSE regarding the distribution plan and let the council recruitment team know if you need any additional kits.

January

- Support marketing for spring recruitment events and Pre-K summer box program (this program will no longer be available to Brownies and will only be marketed to Pre-K girls).
- Identify volunteers to attend kindergarten roundups and spring recruitment events. Invite Older Girl Service Team members to support as well!
- Locate and attend community and school events in your area.
 - Pass out flyers or set up an activity table.
 - Use the “join” cards at parades and festivities!
 - If you need support with local events, flyers and collateral, please contact your MSE or recruitment@girlscoutsaz.org.
- Continue ongoing recruitment efforts, especially for sites that have strong troop development potential or just need a few additional members or a leader to get going.
- Check in with new leaders to assist with an event or parent information meeting at their meeting site for families to learn more.
- Support girls waiting for placement within your Service Unit by working with the Member Placement Team.
 - Be familiar with the troops in your SU; check their capacity to take new girls and where they’re meeting (can be gathered monthly during the leader meetings with the [SU Membership Worksheet](#)).
 - Inform the Placement Coordinator about these troops; if it is unclear, please email memberplacement@girlscoutsaz.org.

February

- Remind troop leaders/IGM’s about the [Spirit Recruitment Patch](#) and encourage them to complete the patch requirements during March. All troops and IGM’s that sign up and complete it during March will be entered to win a pizza party!
- Create a marketing plan to distribute [Daisy Launch](#) (Summer box program) flyers to daycares and schools where the council was not present during kindergarten roundups. The program opens March 1, 2026.
- Start planning recruitment events with your MSE for March – May. The council Recruitment Team will have additional kits and promotional materials for SU’s to host events throughout their jurisdiction. Stay tuned for the new theme!
- Consider hosting a parent information night as a follow up to spring recruitments for March and April for Junior level girls and above.
- Locate and attend community and school events in your area.
 - Pass out flyers or set up an activity table.
 - Use our business card sized “join” cards at parades and festivities!
 - If you need support with your local events or flyers and collateral, please contact your MSE or the [council recruitment team](#).
- Continue ongoing recruitment efforts, especially for sites that have strong troop development potential or just need a few additional members or a leader to get going.
- Check in with new leaders to assist with a recruitment event/parent information meeting at their meeting site for families to learn more.
- Support girls waiting for placement within your Service Unit by working with the Member Placement Team.
 - Be familiar with the troops in your SU; check their capacity to take new girls and where they’re meeting (can be gathered monthly during the leader meetings with the [SU Membership Worksheet](#)).
 - Inform the Placement Coordinator about these troops; if it is unclear, please email memberplacement@girlscoutsaz.org.

Retention/Troop Support

Older Girl Advocate

Council Support – gp@girlscoutsaz.org

December

- Invite Older Girl Scouts who attended the 2025 Service Team Retreat to a listening session on Dec. 7.
 - Let them know we would like to hear their thoughts about their experience.
 - Email Emily Gesell at egesell@girlscoutsaz.org for more information and the Zoom link.
- Share information with older girls about [Camp Staff Hiring](#) – Opens Dec. 1
- Promote Gold Award support opportunities:
 - Dec. 18 – [In-Person Gold Award Training](#)
 - Jan. 3 – [Virtual Gold Award Training](#)
- Promote Older Girl training opportunities including Babysitting, TCC2, and First Aid/CPR - find multiple dates on the [Events Calendar](#).

January

- Share flyers and promote 2026 travel opportunities:
 - [Boston & Coastal Maine Global Citizen Program](#)
 - [Florida STEM, New Orleans, and Austria & Czech Republic](#)
- Search for leadership opportunities around your Service Unit and share with older girls.
- Promote Older Girl training opportunities including Babysitting, TCC2, and First Aid/CPR - find multiple dates on the [Events Calendar](#).

February

- Check in with older girls on the Service Team. Ask for feedback and suggestions to make their participation more meaningful.
- Promote Older Girl training opportunities including Babysitting, TCC2, and First Aid/CPR - find multiple dates on the [Events Calendar](#).

IGM Advocate

Council Support – cglenn@girlscoutsaz.org

December

- Tell IGMs about [Camp Staff Hiring](#) opening Dec. 1 – a great opportunity to meet and connect with other Girl Scouts!
- Invite IGM parents and caregivers to [VolCon 2026](#) – all registered adults are welcome.
- Follow up with any independent girl and adult members who have not completed membership renewal.
- Collaborate with the Cookie Program – IGM Specialist to ensure IGMs are being supported throughout the Cookie sale.
- Promote [World Thinking Day 2026](#) to IGMs. Coordinate among multiple IGMs to make participation easy and seamless.

January

- Use Looker to review the “New in the Last Two Weeks” report and contact new IGMs to support the Service Unit.
- Touch base with the Cookie Program – IGM Specialist to offer support throughout the cookie season.
- Remind IGMs of training opportunities for youth – Babysitting, First Aid/CPR, and TCC2. Dates are on the [Events Calendar](#) for the next year!

February

- Reach out to any IGMs completing their High Awards and connect them with resources.
- Connect IGMs with opportunities to join troops during Service Unit events or other outings as available.
- Promote the [Older Girl Weekend at Shadow Rim Ranch](#) among IGMs and support them in attending.
- Share information about [Jamboree 2026](#) with IGMs. Consider planning an IGM meetup at the event.

Volunteer Support Coach

Council Support – volunteerlearning@girlscoutsaz.org

December

- Support and communicate with new troop leaders and newly formed troops within your Service Unit.
- Promote participation in quarterly Troop Leader Circles:
 - Jan. 28, 2026 – Lead the Fun! Teaching Songs and Games with Confidence
 - March 18, 2026 – Globetrotting Girl Scouts
 - June 24, 2026 – Troop Money Earning
 - Sept. 23, 2026 – Keeping Things Girl-Led
- Reach out to new leaders to tell them about [VolCon](#) on January 10. Consider organizing a meeting during lunchtime at VolCon for new leaders to gather together to discuss sessions and ask questions.
- Work with the Cookie Program – Training Specialist to encourage new leaders to complete the 607 Cookie Program Training learning path. This path includes seven cookie-related courses designed to help new volunteers gain a solid understanding of the Girl Scout Cookie Program.

January

- Organize a meetup time and location at [VolCon](#) for new leaders to guide them at the start of the event.
- Communicate upcoming TCC2 and First Aid/CPR/AED dates with new leaders (check [Events Calendar](#)).
- Work with the Cookie Program – Training Specialist to have a table at the January leaders meeting to allow new leaders to ask questions about anything related to the cookie program.

February

- Promote online training in gsLearn for all adult volunteers.
 - 607 – Preparing for Activities and Trips has been updated
- Encourage all leaders to review Safety Activity Checkpoints - consider doing a short training at this month’s leader meeting.
- Call new troop leaders in your area. New leaders will need extra support to feel connected to the Service Unit.

Adult Recognitions Coordinator

Council Support – recognitions@girlscoutsaz.org

December

- At the leaders/volunteers meeting, give a shout out to any volunteers in your SU who received a national or council-level award.
- Collaborate with your Service Team Manager to plan a holiday celebration for your Service Team as a thank you for all their hard work so far!
- Update your Service Unit records with any awards that were given to volunteers in your Service Unit at the 2025 Volunteer Awards and Recognitions Ceremony.

January

- If you haven’t already, organize a Recognitions Committee for your Service Unit awards. This should include yourself, your MSE, and at least one other member of the Service Team.
- The start of the new year is a great time to touch base with volunteers during their years in Girl Scouting! Update your records with the number of girl and adult years of all your adult volunteers so they may receive their [Membership Guards](#) and [Years of Service pins](#). Remind volunteers to request their individual year pins online.

February

- Attend the Service Team Leadership Series for an Adult Recognitions Update on Feb. 10.
- Consider hosting a workshop for new leaders on how to recognize each other and their parent volunteers.
- Begin to plan a timeline for your spring Service Unit Recognitions event. Awards must be ordered three weeks prior to the event, so plan nominations and the Recognitions Committee accordingly.

Bilingual Specialist

Council Support – Multicultural Team, multicultural@girlscoutsaz.org

December

- Collaborate with Volunteer Support Coach to ensure all new troop leaders are supported, especially those with Spanish-speaking parents and girls.
- Work with the Cookie Team to ensure all trainings and events have resources for Spanish speakers.

January

- Reach out to Spanish-speaking older girls in the Service Unit. Ask how bilingual support can improve Girl Scout experience.

February

- Promote World Thinking Day throughout the Service Unit as an opportunity to expand the multicultural experience of our world. Spanish World Thinking Day materials can be found [here](#).

Events

Events Manager

Council Support – Volunteer Support Team, volunteerlearning@girlscoutsaz.org

December

- Attend the Service Team Leadership Series for an Event Planners gathering on Jan. 19.Consider hosting a holiday bazaar where troops can make and sell holiday goods/crafts. Remind troop leaders that all Money-Earning Projects must have prior approval.
- Support the Cookie Program – Rally Specialist with any event planning questions.
- Promote current events at Service Unit meetings and through Service Unit communications.
- Identify potential encampment dates/locations for the following year as you prepare for reservations to open.

January

- Service Unit property reservations open Jan. 12 at 12:01am. Collaborate with your Event and Encampment Coordinators to ensure all reservations are entered.
- Check the council [Events Calendar](#) for potential events to promote within your Service Unit.
- Meet with the IGM Advocate to seek opportunities to improve IGM participation at Service Unit events.
- Consider hosting a brief walkthrough of the reservations process for troop leaders in preparation for council property reservations opening.

February

- Meet with Finance Specialist and Event Coordinators to ensure all budgets and records are up-to-date and accurate.
- Remind troop leaders that property reservations will open on Feb. 9 at 12:01am.
- Begin planning Girl Scout Week (March 8-14) activities.

Event/Encampment Coordinators

Council Support – Reservations Specialist, reservations@girlscoutsaz.org; Volunteer Support Team, volunteerlearning@girlscoutsaz.org

December

- No matter when your event is, take time to review your plan to keep it girl-focused and girl-led.
- Review council forms such as the Medication Log, Permission Slips, and Incident/Accident Reports so you are familiar with the most updated versions.
- Identify potential encampment dates/locations for the following year as you prepare for reservations to open.

January

- Service Unit Property Reservations open on Jan. 12 at 12:01am. Collaborate with your Events Manager to ensure your reservation is made.
- Review Safety Activity Checkpoints as a refresher for the new year.
- Collect feedback on your event leadership from fellow volunteers and older girls and seek opportunities for improvement.

February

- Plan a Girl Scout Birthday event for March.
- Review your event budget and maintain updated records with the Finance Specialist and Events Manager.

Outdoor Advocate

Council Support – Outdoor Program Team, op@girlscoutsaz.org; Volunteer Support Team, volunteerlearning@girlscoutsaz.org

December

- Promote [Camp Staff Hiring](#) - opens Dec. 1
- Save the Date – Outdoor Education Skills Day on Mar. 21
- Promote outdoor training opportunities
 - Troop Camp Certification Level 2 (TCC2) | Multiple Dates
- First Aid/CPR/AED Certification | Multiple DatesPromote council outdoor events throughout Service Unit. Find more details on the [Events Calendar](#).
 - Dec. 5-7 – Winter Wonderland at Camp Maripai
 - Jan. 24 – Outdoor Survivor Skills Day
 - Feb. 27-Mar. 1 – Older Girl Weekend at Shadow Rim Ranch
 - Mar. 6-7 – Jamboree 2026

January

- Attend the Outdoor Education meeting. Find more details on Rallyhood by joining the [Outdoor Education Team Rally](#).
- Promote outdoor training opportunities:
 - Troop Camp Certification Level 2 (TCC2) | Multiple Dates
 - First Aid/CPR/AED Certification | Multiple Dates
- Promote council outdoor events throughout Service Unit:
 - Jan. 24 – Outdoor Survivor Skills Day
 - Feb. 27-Mar. 1 – Older Girl Weekend at Shadow Rim Ranch
 - Mar. 6-7 – Jamboree 2026

February

- Review the [Outdoor Education Team Rally Sign-Ups](#) to assist with training events and look for upcoming events to promote.
- Promote outdoor training opportunities:
 - Troop Camp Certification Level 2 (TCC2) | Multiple Dates
 - First Aid/CPR/AED Certification | Multiple Dates
- Promote council outdoor events throughout Service Unit:
 - Feb. 27-Mar. 1 – Older Girl Weekend at Shadow Rim Ranch
 - Mar. 6-7 – Jamboree 2026

Product Program

Council Support – Product Program Team, productprogram@girlscoutsaz.org

Cookie Program Manager

December

- Check in with the Cookie Team to ensure they’ve reviewed new materials, including the GSACPC Cookie Training Powerpoint, click the Training tab.
- Evaluate troop initial orders to report questionable orders to the Product Program Team.
- Communicate with troop leaders and assist with initial cookie orders due Dec. 7.
- Service Unit initial order is due Dec. 9.
- Cookie Booth Rounds (January dates starting Tuesday, Jan. 12)
 - o Exclusive Booth Round – Dec. 1, 8:00pm
 - 1 pick for early registration
 - 1 pick for \$1500+ by Oct. 12, 2025
 - o Cookie Booth Round 1 starts Dec. 2, 8pm-four slots
 - o Cookie Booth Round 2 starts Dec. 3, 8pm-four slots
 - o Cookie Booth Round 3 starts Dec. 4, 8pm-six slots
 - o Cookie Booth Round 4 starts Dec. 5, 8pm-eight slots

January

- Consistently check-in with the Cookie Team to offer support where needed.
- Assist with a [Cookie Rally](#).
- Make sure communication for Cookie Delivery instructions went to troops.

February

- Continue cookie-related education/tips/opportunities.
- Cookie booths are available during February.
 - o Remind troops about Cookie Booth etiquette
 - o Remind troops that “no shows” are not permitted

Cookie Program - Training Specialist

December

- Work with the Communications Specialist to ensure that cookie training is encouraged, communicated, and completed within the Service Unit.
- Organize your own cookie chat with troop leaders to share cookie tips with old and new troop leaders. Invite Czerina Harvey if you need support.
- Check in with your troops to make sure they have parent/guardian meetings before the placement of the initial order.
- Make sure troop leaders are covering goal setting.
- Host a DOC website party for girls to be able to set up their websites together.
- Make sure troop leaders are **opting** in to communication from the Council and also have them double check that they have the right email address to receive communication.

January

- Organize and promote a “Cookies and Coffee” gathering to share cookie tips among leaders.
- Reach out to new leaders with additional support regarding the upcoming cookie program.
- Remind troop leaders to input cookie Inventory weekly.

February

- Continue cookie-related education/tips/opportunities.
- Remind troop leaders about ACH dates
 - o Feb. 5 – Money due for first ACH
 - o Feb. 19 – Money due for second ACH

Cookie Program – IGM Specialist

December

- Make sure you are covering goal setting with girls
- Cover expectations with parent/guardians on weekly communication, booth etiquette, and balancing inventory.
- Make sure girls are aware of the badges, family pins, and other patches they can earn.

January

- Connect with and support IGMs with planning for the cookie program.
- Host a meet and greet in-person or via zoom with the IGM girls and parents to discuss the cookie training expectations.
- Tell parents that they can pick-up cookies.

February

- Continue to be a resource to IGM girls and parents for cookie questions.
- Inquire about cookie inventory.

Fall Product – Girl Reward Specialist

January

- Distribute Fall Product Girl Rewards.

Cookie Program – Rally Specialist

December

- Utilize the [2026 Cookie Rally Guide](#) to plan a rally in January.

January

- Host a Cookie Rally and share essential Girl Scout Cookie Program information.

Cookie Program – eBudde Specialist

December

- Ensure that troop leaders are input into eBudde in a timely manner.

January

- Remind troop leaders to check eBudde for email communications. Emergency information will be sent through eBudde.
- Share with troop leaders about the new booth round schedule. Open rounds will not be available until the following week.

February

- Continue to check in with troop leaders to offer eBudde assistance.

Cookie Program – Delivery Specialist

January

- Communicate to troops about Cookie Delivery dates:
 - o Extended Area Delivery: Jan. 7 – 19
 - o Metro Phoenix Delivery: Jan. 17

February

- Communicate details about Cookie Cupboards and assist as needed – open Jan. 20 – March 2

Management

Communications Specialist

Council Support – Volunteer Support Team, volunteerlearning@girlscoutsaz.org

December

- Share with troop leaders - **Girl Scout Holiday Tradition Alert!** It’s Nutcracker season with Ballet Arizona — and Girl Scouts get an exclusive 20% off all performances this season!
 - o Use promo code **JENNY20** at checkout on balletaz.org to save on your tickets.
 - o Girls who attend can also earn their special Nutcracker patch, available at the Council Shop while supplies last!

- 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.
- Share [Summer Camp staff applications](#), opening Dec. 1. Staff must be 18-years-old by their start date in May.
- Promote VolCon to all registered volunteers in the Service Unit. Registration closes Dec. 8.

January

- Promote [GSACPC Summer Camp](#) – registration opens Jan. 21.
- Work with your MSE and Service Team Manager to develop processes for the management of Rallyhood. All volunteers in your Service Unit are added to your Service Unit Hub but still need to be invited.
- 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.
- Announce to troops that council property reservations will open on Feb. 9, 2026 at 12:01am.

February

- Check [Events Calendar](#) to share opportunities to the Service Unit.
- Work with the IGM Advocate to ensure IGMs are receiving all communications in a relevant manner.
- Share council volunteer opportunities. Contact Marissa Vega at mvega@girlscoutsaz.org
 - Interfaith Program: The Interfaith Committee is a collective of volunteers that support the movement within Faith-Based Girl Scouting. The committee meets quarterly and helps to support our council members in various facets of Interfaith.
 - Global Affinity Group: Global programs in Girl Scouts help girls connect with the wider world, explore international issues, and grow as global citizens and leaders. These programs inspire curiosity about other cultures, encourage service beyond borders, and develop skills that empower girls to make a difference both locally and globally.
- Promote World Thinking Day to all troop leaders.

Registrar

Council Support – Customer Care Team, reghelp@girlscoutsaz.org

December

- Utilize the [Service Unit Membership Worksheet](#) to ensure all troop details in the catalog are accurate. A copy is also available in the back of the [Recruitment Manager Manual](#).
- Encourage troops to update their meeting details and affiliations using [Council Update Form](#).
- Ensure that girls and adults have renewed their memberships to participate in the Girl Scout Cookie Program using Service Unit roster reports via Looker or from the council.
- Ensure that all active troops have two registered troop leaders.

January

- Ask volunteers in your Service Unit if they know of any free meeting spaces. Help them complete the [Troop Meeting Locations form](#).
- Review Looker reports to ensure that individual and troop information is updated and accurate.

February

- Collaborate with other Service Team members to ensure all girls and adults participating in Girl Scout events are registered.
- Assist the Adult Recognitions Coordinator in collecting data from volunteers for their Years of Service and Membership Numeral Guards.

Finance Specialist

Council Support – Banking Coordinator: Karel Shoger, banking@girlscoutsaz.org

December

- 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.

January

- Follow up with any Event Coordinators whose event has passed to ensure the budget was balanced and all paperwork and receipts were turned in. Provide feedback and training where needed.
- Remind Events Manager, Event Coordinators, and Encampment Coordinators that registration fees **cannot** be paid to bring in extra money to the Service Unit or for future events. Events should be self-contained and as close to a balanced budget as possible unless a Money-Earning Project application is completed.

February

- Plan a finance workshop for any troop leaders or volunteers in the Service Unit to review proper finance procedures.
- Consider hosting a finance workshop for girls in your Service Unit to promote financial literacy.

Service Team Manager

Council Support – Service Unit Volunteer Manager: Emily Gesell, egesell@girlscoutsaz.org; volunteerlearning@girlscoutsaz.org

December

- Announce at the leaders/volunteers meeting: Volunteer with Girl Scouts! Love tools, building, or the trades? The Girl Scout Mobile Building Space is looking for volunteers to help girls learn hands-on skills in carpentry, plumbing, electrical, and more!
 - Join our volunteer team to inspire the next generation of makers and builders. We meet quarterly and support fun, tool-based events across the council year.
 - Interested? Email gcarson@girlscoutsaz.org to learn more!
- Organize a holiday party for leaders. You can even include a gift exchange like Elfster.
- Check Looker roster of Service Team and communicate any discrepancies to volunteerlearning@girlscoutsaz.org
- If you haven't already, plan a mid-year check in with the Service Team to analyze progress on the [Service Unit Plan of Work](#).

January

- Call for nominations/elections of Annual Meeting delegates.
- In collaboration with your MSE, review the Service Team to ensure that all sectors of the community are represented – look for opportunities to increase diversity awareness and recruit Bilingual Specialists where appropriate.
- Check in with the Cookie Team to see if any extra support is needed.

February

- CMeet with your MSE to gauge Service Team morale. Make adjustments in leadership style, plan team-building activities, and celebrate your Service Team members to improve morale as needed.
- It is easy to lose motivation after the rush of Girl Scout Cookie Season. Check in with each Service Team members on progress towards goals. Offer assistance and support where needed.