

# GSACPC Service Team Quarterly

## (Dec – Feb)

### Recruitment

#### Recruitment Manager Girl Champions

Council Support – [recruitment@girlscoutsaz.org](mailto:recruitment@girlscoutsaz.org)

#### December

- Figure out a distribution plan for the cookie resource recruitment packets 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 for 2024-2025 troop flyers to help new leaders recruit additional members! Also, 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.
- Host a Pre-K Flower Power Party or Unicorn Party in your area using a recruitment outline and kit.
- Disperse bookmarks to schools and libraries in your area. Contact your MSE or the recruitment team to order bookmarks.
- Please pay attention to when Kindergarten Roundups are starting in your areas 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 or your MSE.
- Identify volunteers for Kindergarten Round Ups and encourage completion of [Girl Champion Position Agreements](#).
- Work with the Recruitment Team to ensure all materials and events have resources to reach the entire community.

#### January

- Finalize marketing plan and begin marketing at Kindergarten Round Ups and general marketing for spring recruitment events.
- If hosting any Service Unit (SU) recruitment events outside of council events, please email the Recruitment Team. Identify volunteers to attend Kindergarten Round Ups and Spring Recruitment events. We'd love to have ST girls support as well with the council sponsored events.
- 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](mailto: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 [BOX](#) for 2024-2025 troop flyers to help new leaders recruit additional members! 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; their capacity to take new girls and where they're meeting. Inform the Placement Coordinator about these troops; however, if it is unclear, please email [memberplacement@girlscoutsaz.org](mailto:memberplacement@girlscoutsaz.org).

#### February

- Share the new spirit recruitment patch with troops and encourage them to complete the patch requirements during March. All troops that sign up and complete it during March will be entered to win a troop pizza party!
- Create a marketing plan to distribute Daisy Launch (DL) flyers (the campaign begins in March) to daycares and schools where the council was not present during Kindergarten roundups.
- 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. These events will be geared towards Daisy and Brownie level girls in pre-K through third grade. Stay tuned for the new GSUSA theme!
- Consider hosting parent information night as a follow up to spring recruitments for March and April for Junior level girls and above.
- If hosting any SU recruitment events outside of council events please email recruitment so that we can add them to the Recruitment events calendar: [girlscoutsaz.org/join](http://girlscoutsaz.org/join)
- 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 [recruitment@girlscoutsaz.org](mailto: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 [BOX](#) for 2024-2025 troop flyers to help new leaders recruit additional members! 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; their capacity to take new girls and where they're meeting. Inform the Placement Coordinator about these troops; however, if it is unclear, please email [memberplacement@girlscoutsaz.org](mailto:memberplacement@girlscoutsaz.org).

## Retention/Troop Support

### Older Girl Advocate

Council Support - [gp@girlscoutsaz.org](mailto:gp@girlscoutsaz.org)

#### December

- Gauge interest from older girls interested in planning World Thinking Day. Connect Girl Scouts with [egesell@girlscoutsaz.org](mailto:egesell@girlscoutsaz.org), and ensure a caregiver is included in the email.
- Promote Gold Award support opportunities:
  - December 19 - Gold Award Training
  - December 28 - Virtual Gold Award Roundtable
  - Promote older girl training opportunities January 26 - Babysitting Course
  - February 7-9 - Program Aide/Volunteer-in-Training

#### January

- Search for leadership opportunities around your Service Unit and share with older girls.
- Promote older girl training opportunities
  - January 26 - Babysitting Course
  - February 7-9 - Program Aide/Volunteer-in-Training

#### 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: February 7-9 - Program Aide/Volunteer-in-Training

### IGM Advocate

Council Support - [cglenn@girlscoutsaz.org](mailto:cglenn@girlscoutsaz.org)

#### December

- Attend the [Service Team Leadership Series - IGM Innovation](#) on Dec 3.
- Follow up with any Independent girl and adult members who have not completed membership renewal.
- Consider creating a newsletter or regular communication to inform IGM's of upcoming Service Unit and Council opportunities.

#### January

- Use Looker to review the "New in the Last Two Weeks" report and contact new IGMs to assist in connection to the Service Unit.
- Learn more about the Girl Scout Cookie Program - IGM Specialist to offer support throughout the cookie season.

#### February

- Reach out to any IGM's completing their High Awards and connect them with resources. Connect IGM's with opportunities to join troops during Service Unit events or other outings as available.

### Volunteer Support Coach

Council Support - [volunteerlearning@girlscoutsaz.org](mailto:volunteerlearning@girlscoutsaz.org)

#### December

- Support and communicate with new troop leaders and newly forming troops within the Service Unit.
- Promote participation in monthly Troop Leaders Circle
  - Dec. 4 - [Troop Leader Circle: Member Placement](#)
  - Jan. 15 - Troop Leader Circle: World Thinking Day
  - Feb. 19 - Troop Leader Circle: Individual Troop Travel Ideas

- Reach out to new leaders to tell them about VolCon on Jan. 11. Consider organizing a meeting at VolCon for new leaders to gather together to discuss sessions and ask questions.

## **January**

- Communicate upcoming TCC2 and First Aid/CPR/AED dates with new leaders. Work with the Cookie Program – Training Specialist to have a table at the January leaders meeting to allow new leaders to ask questions about all things cookies.

## **February**

- Promote online training in gsLearn for all adult volunteers.
- Call new troop leaders in your area. New leaders will need extra support to feel connected to the Service Unit.

## **Bilingual Specialist**

Council Support – [multicultural@girlscoutsaz.org](mailto: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 on the multicultural experience of our world. Spanish World Thinking Day materials can be found [here](#).

## **Adult Recognitions Coordinator**

Council Support – [recognitions@girlscoutaz.org](mailto:recognitions@girlscoutaz.org)

## **December**

- 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 2024 Volunteer Awards and Recognitions Ceremony.

## **January**

- If you haven't already, begin to 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 on 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.

## **February**

- 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 3 weeks prior to the event, so plan nominations and the Recognitions Committee accordingly.

# Events

## **Events Manager**

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

## **December**

- Attend the [Event Planning Community on December 11 in Phoenix](#) (Zoom option available for extended area)
- Consider hosting a holiday bazaar where troops can make and sell holiday goods/crafts.

- Support the Cookie Program – Contact Rally Specialist with any event planning questions.
- Promote current events at Service Unit meetings and through Service Unit communications.

## **January**

- 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.

## **February**

- Identify potential encampment dates/locations for the following year as you prepare for reservations to open.
- Meet with Finance Specialist and Event Coordinators to ensure all budgets and records are up-to-date and accurate.

Begin planning for Girl Scout Week (March 5-11) activities.

## **Event Coordinators**

Council Support – [volunteerlearning@girlscoutsaz.org](mailto: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.

## **January**

- Review Safety Activity Checkpoints as a refresher in 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 – [op@girlscoutsaz.org](mailto:op@girlscoutsaz.org) ; [mgalindo@girlscoutsaz.org](mailto:mgalindo@girlscoutsaz.org)

## **December**

- Promote outdoor training opportunities
  - Dec. 14 – Blended First Aid/CPR
  - Dec.14 – Blended TCC2
  - Jan.4 – Blended TCC2
  - Jan. 11 – Blended First Aid/CPR at VolCon
  - Jan. 26 – Babysitting Course
- Promote council outdoor events throughout Service Unit. Find more details on the [Events Calendar](#).
  - Dec. 6-8 – Intro to Backpacking at Shadow Rim Ranch
  - Dec. 7-8 – Desert Dreams Overnight at Parsons
  - Jan. 11 – Outdoor Activity Day at Parsons
  - Jan. 24-26 – Winter Wonderland at Camp Maripai

## **January**

- Register for the Outdoor Skills Weekend on February 7 – 9. Promote outdoor training opportunities:
  - Jan. 4 – Blended TCC2
  - Jan. 11 – Blended First Aid/CPR at VolCon
  - Feb. 8 – Full Day TCC2
  - Feb. 7 – 9 – Program Aide/Volunteer-In-Training
- Promote council outdoor events throughout Service Unit:
  - Jan. 11 – Outdoor Activity Day
  - Jan. 24-26 – Winter Wonderland at Camp Maripai
  - Feb. 1-2 – Overnight Explorers
  - Feb. 28-March 2 – Service Weekend at Shadow Rim Ranch
  - March 1 – Camp Half-Blood

## **February**

- Promote outdoor training opportunities:
  - Feb. 8 – Full Day TCC2
  - Feb. 7 – 9 – Program Aide/Volunteer-In-Training March 15 – Blended First Aid/CPR
  - April 27 – Blended First Aid/CPR at Safety Day
  - May 10 – Blended First Aid/CPR
- Promote council outdoor events throughout Service Unit:
  - Feb. 1 – 2 – Overnight Explorers
  - Feb. 28 – March 2 – Service Weekend at Shadow Rim Ranch
  - March 1 – Camp Half-Blood
  - March 29 – 30 – Willow Springs 55<sup>th</sup> Anniversary Celebration

## Cookie Program Manager

Product Program Council Support - [productprogram@girlscoutsaz.org](mailto:productprogram@girlscoutsaz.org)

### December

- Check in with Cookie Team to ensure they have reviewed new materials, including the GSACPC Cookie Training Powerpoint (Password: Cookies2025).
- Please evaluate troop initial orders to report questionable orders to the Cookie Team.
- Communicate with troop leaders and assist with initial cookie orders due Dec. 8.
- Service Unit initial order is due Dec. 10.
- Cookie Booth Rounds (January dates starting Tuesday Jan. 14)
  - Exclusive Booth Round – Dec. 2, 8:00pm
    - 1 pick for early registration
    - 1 pick for \$1500+ by 10/27/2024
  - Cookie Booth Round 1 starts Dec. 3, 8pm-four slots
  - Cookie Booth Round 2 starts Dec. 4, 8pm-four slots
  - Cookie Booth Round 3 starts Dec. 5, 8pm-six slots
  - Cookie Booth Round 4 starts Dec. 6, 8pm-eight slots

### January

- Check-in with Cookie Team to offer support where needed.
- Assist with Cookie Rally.

### February

- Continue cookie-related education/tips/opportunities.
- Remind troops to come celebrate their success at the Bring Home the Cookies 5K.
- Cookie booths are available during the month of February.
  - Remind Troops about cookie booth etiquette.
  - Remind Troops that “no shows” are not permitted.

## Cookie Program - Training Specialist

### December

- Work with 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.
- 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 opted 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.
- Encourage troop leaders to attend the Council Cookie Chat.



## **February**

- Continue cookie-related education/tips/opportunities.
- Remind troop leaders about ACH dates:
  - Feb. 3 – Money due for first ACH
  - Feb. 15 – Money due for second ACH

## **Cookie Program – IGM Specialist**

### **December**

- Make sure you are covering goal setting with girls.

### **January**

- Connect with and support IGMs with planning for the Girl Scout Cookie Season.
- Host a meet and greet in-person or via zoom with the IGM girls and parents to discuss the cookie training expectations.
- Inform parents/guardians that they can pick-up cookie packages.

### **February**

- Remind IGM's to come celebrate their success at the Bring Home the Cookies 5K.
- Continue to be a resource to IGM girls and parents for cookie questions.

## **Fall Product – Girl Reward Specialist**

### **January**

#### **Fall Product Girl Reward Specialist**

- Distribute Fall Product Girl Rewards.

## **Cookie Program – Rally Specialist**

### **December**

- Utilize the [2025 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 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:
  - Extended Area Delivery: Jan. 8 – 20
  - Metro Phoenix Delivery: Jan. 18

## February

- Communicate details about Cookie Cupboards and assist as needed – Cupboards will be open on Jan. 21– March 2.

# Latino Community Advocate, Bilingual Specialist

- Work with the Cookie Team to ensure all materials and events have resources to reach the entire community.

## Management

# Communications Specialist

Council Support – [marcom@girlscoutsaz.org](mailto:marcom@girlscoutsaz.org)

## December

- 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 out 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.

## January

- Promote GSACPC Summer Camp – registration opens Jan. 7.
- Look into Rallyhood as a potential communication platform for your Service Unit, that is free and designed for Girl Scouts. While not required, it is encouraged for Service Units to try this tool.
- 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](http://girlscoutsaz.org/stories).

## February

- Check [Activities Calendar](#) to share opportunities to the Service Unit.
- Work with the IGM Advocate to ensure IGM's are receiving all communications in a relevant manner.

# Registrar

Council Support – [reghelp@girlscoutsaz.org](mailto:reghelp@girlscoutsaz.org)

## December

- 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 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.

# Finance Specialist

Council Support – [banking@girlscoutsaz.org](mailto:banking@girlscoutsaz.org)

## December

- Check your access to your Service Unit Finance Records on BOX. Email [volunteerlearning@girlscoutsaz.org](mailto: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.

## 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 – [volunteerlearning@girlscoutsaz.org](mailto:volunteerlearning@girlscoutsaz.org)

## December

- 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](mailto: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 Latino Community Advocates and Bilingual Specialists where appropriate.

## February

- Meet 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 member on progress towards goals. Offer assistance and support where needed.