

# GSACPC Service Team Quarterly

## Explore Leadership Opportunities within your Service Unit!

### June- August 2026

Thank you for supporting girls throughout the school year. Summer is the perfect time to prepare your Service Team for a successful 2027 membership year. One of the best ways to begin is by strengthening your team dynamic, which helps volunteers enjoy their roles, build their skills, and create meaningful opportunities for Girl Scouts in your area. Strong Service Teams foster a culture of feedback, inclusion, honest communication, openness to innovative ideas, and shared empowerment.

We created this resource to give you a clear overview of key Service Team roles. Please use it alongside the [Service Unit Planning Packet](#).

### ANNOUNCEMENTS

**Service Team Connections: There are lots of opportunities coming up to learn and connect with other Service Team Members. Click on the links below to register:**

- June 2 - [STLS: Finance Specialist Check-In \(virtual\)](#)
- June 9 - [Event Planning Community \(in-person\)](#)
- June 18 - [26-27 Recruitment Training - Option 1 \(virtual\)](#)
- July 7 - [Service Team Manager's Touchbase \(virtual\)](#)
- July 15 - [26-27 Recruitment Training - Option 2 \(virtual\)](#)
  
- **Fall 2026 Recruitment** - It's time to start planning for the fall 2026 recruitment season. This is a wonderful opportunity to thank community partners and schools with a cookie appreciation basket (contact council staff if needed) and to check whether they would like our council to participate in teacher orientations and back-to-school events in July and August.

- **New! Council-wide community service opportunities for Service Units!**  
GSACPC is partnering with St. Vincent de Paul Food Bank for a council-wide food drive during the month of October. Service Units are invited to collaborate as we collect food donations to support families and individuals in need across Arizona and the greater Phoenix area.
  - Each Service Unit interested in participating should designate one or two volunteers to serve as the Food Drive Lead.
  - Food Drive Leads much complete the interest form by **June 10:** <https://gsacpc.org/food-drive>
  - Questions? Contact Glenn Carson – [gcarson@girlscoutsaz.org](mailto:gcarson@girlscoutsaz.org)
- **Fall Product Dates** – Please take note of the important Fall Product Program dates below:
  - June 12 | Fall Product Position Agreements due
  - Aug. 19 | Virtual Fall Product Program training
  - Oct. 1 | Fall Product sale begins
- **Move Over Bob Partnership** | GSACPC’s Girl Scout Mobile Building Space has teamed up with *Move Over Bob* magazine to offer free copies to our council. *Move Over Bob* highlights women working in trade professions across Arizona and showcases their experiences in traditionally male-dominated fields. [Learn more about Move Over Bob here.](#) If you would like free copies for your troop or service unit, please contact Glenn Carson at [gcarson@girlscoutsaz.org](mailto:gcarson@girlscoutsaz.org).
- **New Recruitment Assets** for fall will be available in June. Assets include Meet the Teacher packets for each school where GSACPC has a table, Bridge to Membership Fund (BTMF) discount cards, new flyers for events and basic recruitment event materials. Join us for one of our recruitment-themed Service Team Leadership Series events in June or July to learn more about what’s available.
- **GSACPC Partnering with AZ250** | We are excited to announce that our council is officially partnering with Arizona America250, a statewide initiative honoring Arizona’s untamed spirit of independence and the 250th anniversary of the signing of the Declaration of Independence. Through this partnership, Girl Scouts and families are encouraged to participate in Arizona America250 events, including the signature Road to 250: Arizona Traveling Museum, featuring Arizona’s replica Liberty Bell and interactive exhibits highlighting Arizona’s past, present, and future. Additional opportunities can be found at [america250az.org/events](http://america250az.org/events).

### Reminders/Important Dates

- Jun. 2 | [Service Team Leadership Series – Finance Specialist Check-In](#)
- Jun. 4 | [Financial Literacy Night for Older Girl Scouts](#)
- Jun. 9 | [In-Person & Virtual: Event Planning Community in Phoenix](#)
- Jun. 10 | Final day to [register for council-wide food drive](#)
- Jun. 12 | Fall Product Program Position Agreements due
- Jun. 18 | [26-27 Recruitment Training](#)
- Jun. 24 | [In-Person & Virtual: Troop Leader Circle – Troop Money Earning](#)

- Jun. 30 | Core Service Team Position Agreements due for Outstanding Service Team Awards
- Jun. 30 | Annual Finance Reports for Service Units and Troops due
- Jul. 11-12 | [Small Watercraft Training at Shadow Rim Ranch](#)
- Jul. 15 | [26-27 Recruitment Training](#)
- Jul. 30 | Cookie Program Position Agreements due
- Jul. 31 | Adult Recognition Submissions due

## Resources

- [Service Team Resources](#), [Service Team Manual](#)
- [Authentic Leadership Community](#) – check out the blogs and the [Authentic Girl Scout Leadership book](#)
- [BOX Drive](#) for updated flyers and resources (Password: Bigfun2024)
- Recruitment Team – [recruitment@girlscoutsaz.org](mailto:recruitment@girlscoutsaz.org)
- Member Placement – [memberplacement@girlscoutsaz.org](mailto:memberplacement@girlscoutsaz.org)
- [Brand Marketing and Publicity Guidelines](#)

## RECRUITMENT

### Recruitment Manager Girl Champions

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

### June

- Attend one of the Recruitment Service Team Leadership Series to learn more about your role and the current materials available on Thursday, June 18 from 6-7:30pm or Wednesday, July 15 6:30-8pm. This workshop is your required annual recruitment training.
- Continue marketing Summer Box Program (Pre-K – 2 grade) - Last day of registration is July 10
  - Continue fall recruitment planning.
  - Work with GIRL Champions to determine priority schools for Meet the Teacher/curriculum night tables in July, August and September.
  - Identify volunteers to support back-to-school recruitment events.
  - Research and consider building additional troops at schools where we already have a presence and cooperation from the site, for example if a site doesn't have a Junior or Daisy troop but has a Brownie troop, that's a great place to start.
  - Consider placement options/events for Summer Box Program participants.
  - Consider where it is best to market the Daisy and Brownie Experience Box Program to new and potential Daisy/Brownie troops and bridging Brownie troops.

## July

- Coordinate, confirm, train GIRL Champions and volunteers to support back-to-school events.
- Review the updated Recruitment material in the Recruitment BOX Drive (Password: Bigfun2024).
- Work with council staff to contact schools to confirm tables at Meet the Teacher/curriculum night events. Introduce yourself to the principal, office staff and PTA/PTO president (if possible).
- Plan how much recruitment material you will need by June 26 for back-to-school tables and coordinate picking everything up with the Recruitment Team at [recruitment@girlscoutsaz.org](mailto:recruitment@girlscoutsaz.org).
- Find locations/dates for troop placement parties (post school tabling events).
- Begin identifying and planning for site/grade specific recruitment events to form new troops in key areas of your Service Unit. These should begin late August and early September.
- Identify volunteers and older girls to help support Fall SU recruitment events and parties.
- Submit your list of fall recruitment events to have them added to the GSACPC Join Calendar.
- Create a plan regarding how your SU will follow up with leads that come in from your Meet the Teacher Night's & events. Ensure all event paper lead and registration forms collected are followed up with, entered into the QR code form or submitted within 48 hours to council for follow-up if you or your SU team is not doing the follow-up.

## August

- Help support GIRL Champions and volunteers with back-to-school events & flyer distribution.
- Host Parent Information Night Events/Troop Placement Parties.
- Plan and host site specific recruitments at priority schools. Coordinate with GIRL Champion to host school rallies the week prior if possible.
- Connect with the [Member Placement Team](#) about new troops forming in your Service Unit (SU) and priority formation areas.
- Work with your Registrar to ensure the Meeting Detail Update form is completed for each troop in your SU. <https://bit.ly/MDUGs>
- Review the waiting for placement list and check the open troop list for placement options for new incoming girls and those waiting to be placed.
- Check with your council staff regarding Girl Scouts Center locations (staff led programming) near your SU that could help support girls waiting for placement.
- Ensure all event paper lead and registration forms collected are followed up with, entered via the QR code form or submitted **within 48 hours** to council for follow-up. Use the specific QR code lead collection form process whenever possible, and input paper leads into this system.

- Market recruitment events/general Girl Scouts information anywhere you can within your SU. Consider where you can post virtually and physically.
- Look for community events oriented towards kids/families where the SU can host a table.
- Start attending school organization meetings such as the PTO/PTA to promote Girl Scouts or collaborative events.

## **RETENTION/TROOP SUPPORT**

### **Older Girl Advocate**

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

### **June**

- Inform Troop Leaders of [Financial Literacy Night for Older Girl Scouts | Jun. 4 – 5pm-8pm at Parsons](#). Girl Scout Cadettes, Seniors and Ambassadors are invited to an evening designed just for them—combining real-world financial skills with relaxation, reflection, and fun. Girls will enjoy:
  - A movie night
  - Sunset lawn games
  - Spa activities
  - Creative crafts
  - Quiet journaling and reflection time
  - Financial Literacy Badge completion
- Promote Gold Award support opportunities:
  - Jun. 18 – [Gold Award Training \(virtual\)](#)
  - Jul. 16 – [Gold Award Training \(virtual\)](#)
  - Aug. 20 – [Gold Award Training \(Phoenix\)](#)
- Promote Older Girl Training & Program opportunities:
  - Jun. 6 | [Blended: Babysitting Course \(Phoenix\)](#)
  - Jun. 13 | [Blended: First Aid/CPR Course \(Phoenix\)](#)
  - Jul. 11 | [Blended First Aid/CPR Course \(Phoenix\)](#)
- Announce the following Older Girl-exclusive summer programs available:
  - Jun. 6 | [Girl Scouts at the Arboretum in Flagstaff](#) - Learn about biodiversity and changing ecosystems during a beautiful day at the Arboretum in Flagstaff. Girl Scout Seniors will be able to earn the Eco Explorer Badge.
  - Jun. 7 | [Pearls of Wisdom: From Cup to Core](#) - Girls are invited to gather, create, and reflect in a fun and welcoming environment designed to spark connection and self-discovery. Participants will build their own ramen bowls, customize boba flavors, and explore what makes them uniquely them.

### **July**

- Promote Gold Award and Older Girl Training opportunities. *Refer to programs and events listed above.*
- Inform parents and leaders of Older Girls of summer programs available:

- o Jul. 3 | [Girl Scout Night with the Arizona Diamondbacks](#)
- o Jul. 18 | [Verve Studios Screenwriter Workshop](#)
- o Aug. 1 | [Explore the Lava River Cave with Girl Scouts](#)
- o Aug. 28-30 | [Family Weekend at Camp Maripai](#)

### **August**

- Host a back-to-school event for Older Girl Service Team members. Set goals and purpose of Service Team participation. Invite new Seniors and Ambassadors to join.
- Ask Older Girl Service Team members and their parent/caregiver to [complete their position agreement](#). Agreements are required for Service Team Retreat participation and to earn the Service Team pin.
- Promote Gold Award training and Older Girl programs. *Refer to programs and events listed above.*

### **IGM Advocate**

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

### **June**

- Assist in securing a Fall Product Program IGM Specialist and Cookie Program IGM Specialist for the upcoming membership year. Active IGM parents are great candidates for these positions. It is vital these roles are filled by active and engaged volunteers familiar with the IGM experience.
- Follow up with any independent girl and adult members who have not completed membership renewal.
- Throughout the summer, review the Looker report, “New in the Last Two Weeks” and contact new IGM’s to introduce yourself and connect them to the Service Unit.

### **July**

- Throughout the summer, review the Looker report, “New in the Last Two Weeks” and contact new IGM’s to introduce yourself and connect them to the Service Unit.
- Reach out to new IGM caregivers and share resources with them, including the [IGM Experience Guide](#) and the [IGM Facebook Group](#).
- Review the Fall Product Program IGM Specialist resources to offer support throughout the fall product season.

### **August**

- Connect IGM’s with upcoming opportunities to join troops during Service Unit events or other outings as available. Make special efforts to offer support in helping IGM’s attend upcoming Service Unit encampments.
- View the [Council Events Calendar](#) and market relevant upcoming events to all IGM’s in your Service Unit.
- Get in touch with the council IGM Coordinator, [Carole Glenn](#), to discuss recommendations for your role in the upcoming membership year.

## **Volunteer Support Coach**

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

### **June**

- Support and communicate with new troop leaders and newly forming troops within the Service Unit throughout the summer.
- Connect with existing leaders who are bridging to new program levels to offer guidance and training.
- Assist the Finance Specialist in supporting all troops to submit their Annual Finance Reports by June 30.

### **July**

- Communicate upcoming TCC2 and First Aid/CPR/AED dates with new leaders.
- Schedule dedicated events for new leaders throughout the upcoming membership year.
- Mentor new leaders through the onboarding process and encourage them to complete council online training.

### **August**

- Call new troop leaders in your area. New leaders will need extra support to feel connected to the Service Unit.
- Remind new leaders that they can plan out their scouting year by using the Volunteer Toolkit (VTK)
- Inform new leaders of the following optional training courses that are available:
  - 607 – [Food Allergy Awareness](#)
  - 607 – [Including Girl Scouts with ADHD](#)
  - GSUSA Behavior Management for Girl Scouts – found in the content library
  - Girl Scout Uniform Basics – found in the content library

## **Bilingual Specialist**

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

### **June**

- Collaborate with Volunteer Support Coach to ensure new troop leaders are supported, especially those with Spanish-speaking parents and girls.
- Connect with the [Council Multicultural Team](#) to discuss resources and opportunities for support throughout your community.

### **July**

- Reach out to Spanish-speaking volunteers and caregivers in the Service Unit. Ask how bilingual support can improve their Girl Scout experience.

### **August**

- Work with the Fall Product Team to offer bilingual support throughout the Fall Product Program.
- Explore [GSUSA multicultural resources](#) for ideas to celebrate diverse Girl Scouts.

### **Adult Recognitions Coordinator**

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

#### **June**

- Plan a celebration and appreciation event for the 2025-2026 Service Team if you have not done so already.
- Finalize any outstanding Service Unit Awards and [submit order](#) for pins from council (at least 3 weeks in advance of Service Unit event).
- Promote Council and National Award [Adult Recognition](#) submissions (Due July 31).
- Share the [Writing a Strong Endorsement](#) document with your Service Unit volunteers in preparation of Council and National Award submissions.

#### **July**

- At the leaders' meeting, discuss the different [Council and National Awards and FAQs](#) to address any questions.
- Coach volunteers through Council and National Award [Adult Recognition](#) submissions (Due July 31).
- Request volunteers submit the number of girl and adult years they have been in Girl Scouts. Update your records and share with [recognitions@girlscoutsaz.org](mailto:recognitions@girlscoutsaz.org) so they may receive their Membership Guards and Years of Service pins.

#### **August**

- Follow up on Adult Recognition submissions and help inform awardees of National and Council Awards Ceremony – Oct. 24.
- Promote peer recognition throughout the year to keep morale high. Encourage volunteers and caregivers to utilize the [Peer Recognition Form](#) to cheer on their peers and recognize jobs well done.

## **EVENTS**

### **Events Manager**

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

#### **June**

- Assist the Recruitment Manager in event planning for the upcoming recruitment season.
- Plan an event as an incentive for early registration in your Service Unit.
- Submit resources to the [Event Directory](#) for other Service Units to utilize ideas. Those who submit events will be entered into a drawing for a reward!

## **July**

- Check the council [Events Calendar](#) for potential events to promote within your Service Unit. Remember to utilize the [SU Program and Event Promotion](#) to add your Service Unit events to the Events Calendar.
- Meet with the IGM Advocate to seek opportunities to improve IGM participation at Service Unit events in the upcoming year.

## **August**

- Invite Older Girl Service Team Members to participate in event planning for the year. Coordinate with the Older Girl Advocate to ensure older girl participation in all events.
- Plan an investiture/rededication event for your Service Unit.

## **Event Coordinators & Encampment Coordinators**

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

## **June**

- No matter when your event is, take time to review your plan to keep it girl-focused and girl-led.
- Review the updated [607 GSACPC Preparing for Activities & Trips](#) training in gsLearn. Utilize the new [Chaperone Agreement](#) and [Non-Member Adult Participant Agreement](#), found in the [Forms and Documents](#) section of our website for your event.
- Work with the IGM Advocate to ensure IGM's are invited to your event and supported in attending.

## **July**

- Collaborate with the Older Girl Advocate to plan Program Aide and Volunteer-In-Training opportunities at your encampment or event.
- Review [Safety Activity Checkpoints](#), the [Event Planning Manual](#), and the [Encampment Guide](#) prior to your event to ensure compliance with the latest policies and procedures.
- Promote TCC2, First Aider, and outdoor trainings among Service Unit volunteers to ensure your events have the required leaders present.
- Touch base with the [Reservation Specialist](#) on any upcoming fall events on council properties to ensure all information is accurate.

## **August**

- Add your event or previous events to the new [Event Directory](#) for other Service Units to utilize ideas. Those who submit events will be entered into a drawing for a reward!

- Utilize the [SU Program & Event Promotion](#) to add your event to the Events Calendar, especially if registration numbers are low.
- Reach out to local businesses that may be willing to donate small “thank you” gifts to show appreciation to your event planning team once the event is complete.

## **Outdoor Advocate**

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

### **June**

- Encourage leaders throughout your Service Unit to get certified in outdoor elements! Promote the outdoor skills weekends to help Service Unit events to always have facilitators.
- Encourage Volunteers to become a part of the Outdoor Education Team! Do you know volunteers that are passionate about sharing their love for the outdoors with others? The GSACPC Outdoor Education team is recruiting outdoor instructor volunteers: [Outdoor Education Team Interest Form](#)
- Promote Outdoor Training Opportunities:
  - June 28 | Encampment Studio at Parsons Leadership Center
  - July 11-12 | [Small Watercraft Training at Shadow Rim](#)
  - August 21-23 | Outdoor Education Skills Training at Maripai

### **July**

- Survey girls and volunteers in your Service Unit to determine outdoor-related needs. Ask about needs for specific trainings, gaps in programming, and promotion opportunities.
- Connect with the Outdoor Education Manager to discuss the Outdoor Education Team responsibilities and recommendations for the upcoming membership year. [Outdoor Education Team meeting on Thursday, July 16.](#)
- Promote Outdoor Training Opportunities:
  - July 11-12 | Small Watercraft Training at Shadow Rim
  - August 21-23 | Outdoor Education Skills Training at Maripai

### **August**

- Promote outdoor training opportunities:
  - Aug. 15-17| Outdoor Skills Weekend at Maripai
- Promote fall council outdoor events throughout the Service Unit. Find more details on the [Events Calendar](#).
  - Aug. 1 | [Explore the Lava River Cave with Girl Scouts](#)
  - Aug. 28-30 | [Family Weekend at Camp Maripai](#)
  - Sep. 25-27 | [Fall Harvest at Shadow Rim Ranch](#)
  - Oct. 9-11 | [Camp Half-Blood at Willow Springs](#)

**Product Program – [productprogram@girlscoutsaz.org](mailto:productprogram@girlscoutsaz.org)**

## **June**

### **SU Fall Product Team Members**

- Build your fall product team to secure positions filled moving into this season.
- Have position agreements completed to council no later than June 12.
- Emphasize that the same person should not hold Fall Product positions.

## **July**

### **SU Cookie Product Team Members**

- Build your cookie team to secure positions filled into the season.
- Have position agreements completed to council no later than July 30.
- Emphasize that Girl Scout Cookie Program positions should not be held by the same person.

## **August**

### **Fall Product Program Team Members**

- Receive a welcome email on August 5.
- Receive Fall Product training materials the week of August 3.
- All Fall Product Program Team members attend virtual council training on August 19.
- Encourage and support troop participation in the program with council website resources.
- Plan and communicate appropriate dates for training and distribution of Fall Product materials to troops.

## **MANAGEMENT**

### **Communications Specialist**

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

## **June**

- Verify contact information for leaders within your Service Unit using Looker. Submit any corrected information to [reghelp@girlscoutsaz.org](mailto:reghelp@girlscoutsaz.org).
- Assist the Recruitment Manager with marketing for recruitment events throughout your Service Unit.
- Send reminder with information to leaders on how to complete and submit Troop Finance Reports (Due June 30).

## **July**

- Connect with other Service Team positions at monthly meetings to assist with any upcoming communication needs.
- Collect any photos or stories from your Service Unit this year and submit them to the Marketing and Communications Team at [girlscoutsaz.org/stories](http://girlscoutsaz.org/stories).
- Ensure you receive all council communications – Council Connect (Monthly), Troop Leader Connection (Monthly), and Service Team Newsletter (Quarterly). Read these publications regularly to share relevant information.

## **August**

- Check the [Events Calendar](#) to share opportunities with the Service Unit.
- Work with the Older Girl Advocate to partner with Older Girl Service Team members on communications strategies.
- Partner with the Service Team Manager to develop a communications plan for your Service Unit.

## **Registrar**

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

## **June**

- Using Looker reports of current troop renewals, promote and follow up with existing members during on-time renewal campaign.
- Connect with troop leaders in the Troop Catalog to ensure meeting details are accurate for summer. Assist with any updates using the [Meeting Detail Update Form](#).
- Work with council staff to manage disbanded, merged, or split troops and guide leaders through the [Troop Transition Form](#).
- Talk with the [Member Placement Team](#) to discuss a plan for new member management throughout the summer/fall recruitment season.

## **July**

- Talk about renewal/registration incentives from council to set goals.
- Using Looker, follow up with troops who have not renewed throughout the month.
- Assist Troops with updating their meeting details and affiliations using the [Meeting Detail Update Form](#).
- Continue to ask volunteers in your Service Unit if they know of any free meeting spaces to add to the [Troop Meeting Locations form](#).

## **August**

- Connect with troop leaders in the Troop Catalog to ensure meeting details are accurate for back to school.
- Using Looker reports, follow up with troops who have not renewed throughout the month. All troops that have not renewed by Sept. 30 should complete the Troop Transition Form.
- Assist the Recruitment Manager and council [Member Placement Team](#) in entering recruitment leaders, completing follow-ups, and placing new members into troops.

## **Finance Specialist**

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

## **June**

- Promote upcoming financial literacy events for all levels:
  - Jun. 2 | [Dollars and Splash: A Girl Scout Pool Party with Purpose](#)
  - Jun. 4 | [Financial Literacy Night for Older Girl Scouts](#)
- Host Q&A opportunities or provide training on completing the annual Troop Finance Report for all troop leaders in your Service Unit.
- Ensure Service Unit Finance Report is completed and submitted before June 30.
- Check your access to your Service Unit Finance Records on BOX. Email [volunteerlearning@girlscoutsaz.org](mailto:volunteerlearning@girlscoutsaz.org) with any issues or questions.
- If you haven't already, plan your budget for the upcoming membership year. Be sure to include all Service Unit events, fundraisers, supplies, incentives, awards, etc.

### **July**

- Review the updated [607 Troop Money Management – GSACPC](#) course on gsLearn to refresh yourself.
- Assist troops with the [Signer Change Request](#) form when leadership changes.
- 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](#).

### **August**

- Review the [Banking](#) page and [Troop Finances](#) page on the GSACPC website to ensure you are up-to-date on all policies and procedures.
- Plan a finance workshop for the upcoming membership year for any troop leaders or volunteers in the Service Unit to review proper finance procedures.
- Consider hosting a finance workshop for Older Girl Service Team Members to demonstrate budgeting, accounting, or other finance skills.

### **Service Team Manager**

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

### **June**

- Finalize volunteers for Fall Product Team – due June 12.
- Encourage Service Team Members to attend the upcoming Service Team opportunities:
  - June 2 - [STLS: Finance Specialist Check-In \(virtual\)](#)
  - June 9 - [Event Planning Community \(in-person\)](#)
  - June 18 - [26-27 Recruitment Training - Option 1 \(virtual\)](#)
  - July 7 - [Service Team Manager's Touchbase \(virtual\)](#)
  - July 15 - [26-27 Recruitment Training - Option 2 \(virtual\)](#)
  - July 21 - [Volunteer Support Coach Quarterly Check-In \(virtual\)](#)
- If you haven't already, host your annual Service Team Planning session. Include dates/locations for future service team meetings; monthly, bimonthly or quarterly

leader meetings; as well as dates/locations for encampment(s) and other major/signature Service Unit events.

- Reach out to Friends and Family Volunteers to help fill vacant Service Team positions.
- Check in with your Recruitment Team to ensure they have all the support they need for school recruitment nights.

### **July**

- Finalize volunteers for the Cookie Team – due July 30.
- Connect with the Registrar and Volunteer Support Coach to report on retention efforts and where Service Team members can support.
- Check in with your Recruitment Team to ensure they have all the support they need for school recruitment nights.

### **August**

- Seek feedback from your Service Team and discuss morale. Make adjustments in leadership style, plan team-building activities, and celebrate your Service Team members to improve morale as needed.
- Check in with your Recruitment Team to ensure they have all the support they need for school recruitment nights.
- Promote the [New Service Team Member Training in gsLearn](#). Encourage all Service Team members to take the 15-minute training as a good refresher on Service Team participation.