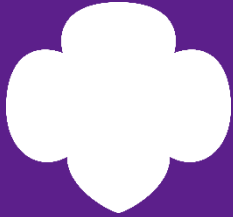


Service Team Monthly Overview November 2025



The purpose of this resource is to provide you with an overview of each volunteer position within the service unit so that you can stay updated with what everyone is focusing on during this month. This overview should be used in conjunction with your service unit annual plan so that you can customize resources and ideas to meet the specific needs of your service unit.

TIP OF THE MONTH

- Help volunteers feel like their presence and contributions truly matter. Invite them to take part in planning, decision-making, or small leadership roles within the Service Unit—just like we want them to do with girls in their troops. When volunteers are included in shaping what happens, they feel ownership and connection.

SERVICE UNIT MEETING

- Provide networking opportunities during service unit meeting.
- Encourage troops/volunteers to allow newly recruited girls to join their troop.
- Conduct an investiture/rededication ceremony if you haven't done one already.
- November is a great time to show appreciation to our volunteers, both new and experienced. There are so many ways to acknowledge people: Rallyhood, Facebook posts, thank you notes, and recognition during a service unit meeting. Be sure to recognize people, the tasks accomplished, and the value of their support.
- Discuss ways that troops plan to give back to their communities during the upcoming holiday season.
- Treasurer provides update on service unit finances.
- Share key takeaways from October's Roundtable

SERVICE UNIT CHAIR

- In partnership with the service team and Volunteer Experience Specialist continue to connect with troops that have not yet registered.
- Reach out to troop leaders who have not attended a service unit meeting yet this year and invite them to attend this month.
- Share info on open service team positions and committee help needed.
- Review submitted troop financial reports (request list from your Volunteer Experience Specialist).
- Partner with Recruitment Chair/School Coordinators and Recruitment Specialist to promote second chance events.
- Continue promoting Volunteer Appreciation Awards! Visit gswo.org/awards for nomination link, webinar dates, and more.
 - Consider hosting a Nomination Night to assist with award nominations. Ask your Volunteer Experience Specialist for more information!
 - Ask your Volunteer Experience Specialist for your Volunteer Award submission goal.
- Review Service Unit Looker reports and discuss with the service team.

- Mark your calendar for our Virtual Roundtable Meeting – State of the Movement - on Monday, November 17, 2025 at 6:30 p.m. This is for Service Unit Team Members only. Join our CEO, Aimée Sproles, and the GSWO Board for a current update on the state of our movement. RSVP Here: www.gswow.org/roundtable

GSLE CHAIR

- Call new volunteers to follow up on:
 - Parent/caregiver meeting
 - Family engagement
 - Bank account setup
 - Connecting them to the SU
- Work with new leaders to ensure completion of Troop Start-Up Training (options: gsLearn, in-person individual/group, or Virtual).
 - Remind all Troop Start Up Trainers to turn in any surveys.
 - Volunteers wanting to facilitate Troop Start-Up Trainings must be certified. Check with your Volunteer Experience Specialist.
- Discuss service unit enrichment needs and request enrichments at: gswow.org/volunteer-learning
- Facilitate a Fast Fundamental at the SU meeting (based on the season). List available at: gswow.org/volunteer-learning
 - New to these? Ask your Volunteer Experience Coordinator to show you how easy it is to facilitate one!
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DATA CHAIR

- Develop a plan with the service team and volunteer experience specialist to reach out to troops who have not registered.
- Follow up with troops (new and renewing) to confirm all adults and girls are registered for the 2024-2025 membership year.
- Review service unit roster and confirm each troop has the required number of leaders and girls.
- Follow up with disbanding troops:
 - Help place girls who want to continue
 - Assist in finding new troop leaders
 - Ensure closure of troop bank accounts and submission of final finance reports
 - Notify your Volunteer Experience Specialist
- Check Looker report (Service Unit Roster: gsLearn Summary) to see who has completed Youth Protection Training.
- Review and update the Troop Opportunity Catalog. This includes their meeting days, times, and how many girls they are accepting. Demonstrate how leaders can verify and update troop info.
 - [Troop Information JotForm](#)
- Encourage troop leaders to review their troop roster.
 - Tutorial here: <https://youtu.be/LgpFAdIRN-0>.
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RECRUITMENT CHAIR

- Continue to ensure timely follow-up after hosting recruitment events, working with your Recruitment Specialist to make certain new troops are prepared and starting.
- Work with your Recruitment Specialist to determine gaps and host second-chance recruitment opportunities.
- Create a support plan for troops (new and existing) that only have one leader. Set up Meet the Leader events or help support Starter Troops, make caregiver calls to obtain additional leadership, etc.
- Help new volunteers begin the adult registration process and get connected to an opportunity.
- Work with troop leaders to identify possible meeting locations for new troops.
- Promote events via:
 - Social media
 - Yard signs
 - Community flyers*(Note: Paper flyer distribution may be limited. Ask your Recruitment Specialist for resources.)*

SERVICE UNIT FALL PRODUCT COORDINATOR

- **Fall Product Program Pick Up: Thursday, November 6 2025 -Saturday, November 8 2025**
- **Fall Product last day to choose rewards: Monday, November 10 2025**
- **Fall Product money needs deposited by: Wednesday, December 3 2025**
- The Sweet Set Up Giveaway:
 - We're thrilled to announce a bonus opportunity for troop fall product managers! Troops that wrap up the Fall Product Program with 100% girl participation (that's every registered girl in the troop either has sales OR has set up her M2 storefront *and* sent 22+ emails) will be entered into a drawing to win one of four "Sweet Set Up" kits — perfect for upcoming cookie booths and cookie season prep! This kit will include a cookie cart, tablecloth, table display, chalkboard, and some fun props for girls including headbands, megaphones, and pom poms. One troop per region will be selected.
- Meet the Bears! An Extra Special Reward is Here!
 - Get ready for something wildly amazing! The Toledo Zoo has offered Girl Scouts of Western Ohio four (4) super-exclusive Kodiak Ridge Brown Bear Encounter experiences—one for the top seller in each of our four regions!
 - How to win:
 - All sales from October 1 through November 9 count!
 - The top seller in each region gets a certificate for herself and up to five family members to enjoy this once-in-a-lifetime behind-the-scenes adventure with the bears!
 - This is a chance for our top super sellers to see the bears up close, learn their secrets, and make unforgettable memories so be sure to share with your girls and encourage them to reach out to their customers

SERVICE UNIT COOKIE COORDINATOR

- Work with the SU team to identify a volunteer to plan Cookie Rally (with SU or a neighboring SU).
- Schedule your cookie training in late November or December and invite your troops to attend so they can receive their cookie materials in-person and learn about the exciting updates for this year's program!
- Mark your calendars for the SU Cookie Coordinator Training on November 11 at 6:30 pm. This will be a council wide virtual webinar via zoom for all service unit cookie coordinators.