

# Service Team Monthly Overview March 2026



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

- When volunteers feel overwhelmed, it's often not the workload itself that's causing the stress—it's uncertainty. Unclear expectations, shifting processes, or unanswered questions can make even small tasks feel heavy. Service Unit teams can reduce frustration by pausing to ask, "What feels unclear right now?" One moment of clarification can create relief, confidence, and forward momentum. This month, focus on one simple act of clarity: check in with a volunteer or troop, listen to where confusion may be showing up, and help name the next clear step.

## SERVICE UNIT MEETING

- Welcome new leaders to the service unit meeting. Service Unit Leadership should invite at least one new leader to SU Meeting personally. Introduce them to the Service Unit Team.
- Provide networking opportunities during service unit meetings.
- Promote nominations for Volunteer of the Quarter. [Awards & Recognitions | Girl Scouts of Western Ohio](#)
- Share resources from February Roundtable. Resources can be found here: [www.gsw.org/roundtable](http://www.gsw.org/roundtable)
- Begin discussions about Early Bird renewal. The campaign kicks off in April.
- Finalize plans to offer an Early Bird service unit incentive, including a service unit event.
- Check in with new leaders regarding the cookie program.
- Begin discussion about upcoming Service Unit Annual Planning and dates to meet. Service Unit Annual Plans are due 6/30/2026.
- Treasurer provides update on service unit finances. Treasurer should encourage everyone to submit receipts for SU events. SU Finance reports are due 6/30/2026.
- Service Unit teams should pencil in April Roundtable: In Person by region Planting with Purpose- Annual Planning! In this session, we will explore the process of annual planning for service units and reflect on the past year of roundtable meetings—what went well, what could be improved, and how we envision our gatherings moving forward. [Roundtable | Girl Scouts of Western Ohio](#)

**No Roundtable meeting scheduled for March so your focus can be with leaders and troops during the Cookie Program.**

## SERVICE UNIT CHAIR

- Celebrate Girl Scout Week (March 8-14, 2026) within the Service Unit.
- Review progress towards service unit girl membership goals and engage the Service Unit in planning to reach year-end goals. Partner with the Recruitment Chair to review New Girl and Renew Girl goals.
- Share troop year-end expectations, including financial reporting processes and tools. Reinforce the importance of troop record keeping.
- Brainstorm Service Unit Annual Planning. Identify open positions and potential adults to invite into leadership. Resources will be covered at April's Roundtable.
- Finalize plans for Volunteer Appreciation month (April).
- Submit a highlight for Service Unit Spotlight: <https://form.jotform.com/93245930856162>
- Review Looker reports and discuss with the Service Unit team.

## GSLE CHAIR

- Identify bridging girls and troops and offer support with resources and requirements.
- Encourage participation in Summer Overnight and Day Camp.
- Begin thinking about annual planning: What events or trainings could you bring to the service unit?

## DATA CHAIR

- Follow up with girls who participated in a staff-led series to find a sustainable troop placement. Contact your VES if you need a roster of girls in these programs.
- Monitor Youth Protection Training completion and send out reminders to volunteers to be compliant with requirements.
- Continue to review reports on Looker to ensure information is correct and troop rosters are complete.
- Check with troops to see if they will be accepting any new girls. Inform the VES of openings.
- Identify at-risk troops and begin outreach.
- Build excitement for the Early Bird Campaign, details to come. Reach out to leaders to re-register early for MY27. Memberships paid for now start 10/1/2026.

## RECRUITMENT CHAIR

- Build relationships with faith-based organizations for Girl Scout Week. Encourage faith communities to include a blurb in the church bulletin or invite Girl Scouts to participate in their service.
- Early Bird starts April 15
- Extended Year Membership (April 1 to June 30)
  - Girls: \$91 Adults: \$42.
  - Membership runs April 1, 2025, to September 30, 2026.
  - Troops accepting new members should complete: <https://form.jotform.com/81915189999177>
- Support Daisy Launch Recruitment.
  - Girls entering Kindergarten next year can join Girl Scouts starting April 1<sup>st</sup>.
  - Support recruitment, leader onboarding, and new families during this time. Ask your Recruitment Specialist how you can help!
- Connect with graduating Ambassador troop leaders
  - Begin disbanding process.
  - Promote Young Alum Lifetime Membership (\$200)

## SERVICE UNIT COOKIE COORDINATOR

- Cookie cupboards will open the week of March 3. Planned orders are due Sundays at 11:59pm for pick ups the following week. Cupboards are stocked according to troop orders with minimal extras, placing orders is crucial if troops want cookies.
- Council Secured Booths open on March 6<sup>th</sup>.
- Please remind troop cookie managers that we are hosting a “Finishing Out the Cookie Program” webinar on Wednesday, March 19, 2026, at 7:00 p.m. To join us, register at [www.gsw.org/cookie-manager#training-links](http://www.gsw.org/cookie-manager#training-links) If they register and miss the live webinar, they will receive a recording link in their email the next day.
- Remember to check out our social media toolkit for easy graphics you can share during the Cookies in Hand Phase—available at [gsw.org/cookie-resources](http://gsw.org/cookie-resources) under “Marketing Tools”
- Pass out any extra supplies as needed for your troops.
- Work with other members of your team to ensure that all troop cookie managers know where to find cookie resources and support ([gsw.org/cookie-resources](http://gsw.org/cookie-resources)).
- Remind troops that final deposits into troop accounts should happen by April 2 and any financial concerns paperwork should be submitted. Final ACH withdrawal for balance is on April 16.