

Service Team

October Monthly Overview

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 seen and valued, just like we want them to do with girls. Learn something about each leader—why they volunteer, what their troop enjoys most, or a personal milestone—and acknowledge it when you connect. Modeling this shows leaders how they can create the same sense of belonging for their girls.

SERVICE UNIT MEETING

- Provide networking opportunities during meetings.
- Introduce and welcome any new volunteers.
- Encourage troops/volunteers (including older girls) to assist with recruitment events.
- Promote setting up a year plan in the VTK to all leaders.
- Treasurer provides an update on service unit finances.
- Share key takeaways from September's Roundtable

SERVICE UNIT CHAIR

- Welcome new troop leaders to the SU meeting.
 - Make sure they:
 - Receive the service unit calendar developed during annual planning.
 - Get added to SU communications including email lists, Facebook groups, and Rallyhood
- In partnership with the service team and Volunteer Experience Specialist plan to connect with troops that have not yet registered.
- Review Service Unit Looker reports and discuss with the service team.
- 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 recruitment events.

- Volunteer Awards are open! 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.
- Mark your calendar for the in-person October Roundtable meeting. Details: www.gswo.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: gswo.org/volunteer-learning
- Facilitate a Fast Fundamental at the SU meeting (based on the season). List available at: gswo.org/volunteer-learning
 - New to these? Ask your Volunteer Experience Coordinator to show you how easy it is to facilitate one!
- Discuss and begin planning events for the year; form committees as needed.
- Mark your calendar for the in-person October Roundtable meeting. Details: www.gswo.org/roundtable

DATA CHAIR

- October 1st is the start of the new Girl Scout year!
- Follow up with troops, both new and returning, to confirm all adults and girls are registered for the new membership year.
- Work with the Recruitment Chair and School Coordinators to help support the registration process for new girls and adults.
- Review service unit roster and confirm each troop has the required number of leaders and girls.
- Encourage troop leaders to review their troop roster.
 - Tutorial here: <https://youtu.be/LgpFAdIRN-0>.
- 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](#)
- 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
- Mark your calendar for the in-person October Roundtable meeting. Details: www.gsw.org/roundtable

RECRUITMENT CHAIR

- Recognize and thank volunteers and girls who helped.
 - Remind them to return unused materials to your Recruitment Specialist.
- Share all interest cards and coordinate follow-up with your Recruitment Specialist
- Continue encouraging volunteers and older troops to help with recruitment nights.
- Contact families who filled out interest cards and invite them to upcoming events.
- Promote events via:
 - Social media
 - Yard signs
 - Community flyers

(Note: Paper flyer distribution may be limited. Ask your Recruitment Specialist for resources.)
- Ensure you have all needed recruitment materials: girl activities, interest cards, and resources.
- After each event:
 - Follow up with attendees promptly
 - Share next steps to form new troops
- Help new volunteers begin the adult registration process and connect to opportunities.
- Work with troop leaders to identify possible meeting locations for new troops.
- Mark your calendar for the in-person October Roundtable meeting. Details: www.gsw.org/roundtable

SERVICE UNIT FALL PRODUCT COORDINATOR

- **Fall Product Program begins: Wednesday, October 1, 2025**
 - Girls can set up their [M2 Digital Storefront](#) and send emails to customers on the 1st. Sending just 22 emails earns a reward!
- **Fall Product paper order deadline: Sunday, October 19**
 - Last day caregivers can enter paper orders into M2.
- **Fall Product Troop Orders Due: Wednesday, October 22 by 11:59 p.m.**
 - All orders must be entered into M2.
- **Fall Product online order deadline: Thursday, October 23 at 11:59 p.m.**
 - Last day customers can order nuts/candy online to be delivered by girls.
- Remind troops:
 - Troop product manager must be identified, registered, and background checked.
 - Once cleared, they'll receive a link to complete the online Troop Product Manager Agreement Form for M2 access. Form: gswo.org/troopagreement
 - Those handling both Fall and Cookie Programs can check both roles on the form.
 - Complete the Troop Bank Information Form: gswo.org/bankform
- Follow up with Early Bird troops without a product manager.
 - Highlight cookie proceeds bonus.
 - Assist with registration if needed.
- Mark your calendar for the in-person October Roundtable meeting. Details: www.gswo.org/roundtable

SERVICE UNIT COOKIE COORDINATOR

- Work with the SU team to identify a volunteer to plan a Cookie Rally (with SU or a neighboring SU).
- Schedule your SU cookie training and send a Save the Date to troops.
- Troop cookie managers must:
 - Be identified, registered, background checked
 - Complete the Troop Product Manager Agreement Form for access to Smart Cookies. Form: gswo.org/troopagreement
 - Those handling both Fall and Cookie programs can check both roles on the form.
- Remind troops to complete the Troop Bank Information Form if not already done: gswo.org/bankform
- Mark your calendar for the in-person October Roundtable meeting. Details: www.gswo.org/roundtable