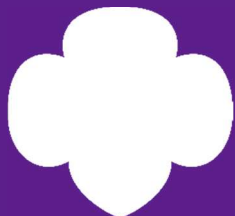


Service Team

September 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.

DIGITAL TOOLS UPDATE

- **Rallyhood:** All volunteers are invited to the Volunteer Vibe Rally in the Rallyhood app. Here, volunteers can catch up on weekly updates, share stories, celebrate wins, and support one another. Check in often for fresh info, motivation, and a community that gets what it means to lead like a Girl Scout! Invitations went out via email to all volunteers on August 7th, 2025. Join the [Volunteer Vibe Rally](#)!

SERVICE UNIT MEETING

- Welcome back to the service unit!
- Don't forget, we are reusing Volunteer Essentials from last year! Copies should only be given to new troops, one per troop.
- Distribute **Early Bird Patches** to qualifying troops (picked up at kick-off). If not yet received, your Volunteer Experience Specialist will bring them to your first SU meeting.
- Provide **networking opportunities** during meetings.
- Introduce and welcome any **new volunteers**.
- Encourage troops/volunteers (including **older girls**) to assist with **recruitment events**.
- Promote **On-Time Registration**.
- Begin discussion on pursuing the **Service Unit Founder's Award**. Not sure what this is? Ask your Volunteer Experience Specialist!
- **Treasurer** provides an update on service unit finances.

SERVICE UNIT CHAIR

- Prepare for the **first service unit** and **service team meetings**.
- In partnership with the service team:
 - Send a **welcome email** to all leaders with:
 - SU meeting details
 - Upcoming events
 - Reminder for **on-time renewal** (returning leaders)

- Share the **service unit calendar** developed during annual planning.
- 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 your **Volunteer Award submission goal**.
- **Mark your calendar** for the **in-person September 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
- Check with new leaders about completing **Troop Start-Up Training** (options: gsLearn, Live Virtual, or Group).
- Volunteers wanting to **facilitate Troop Start-Up Trainings** must be certified. Check with your Volunteer Experience Specialist.
- Discuss **service unit training needs** and request trainings at: gswo.org/volunteer-learning
- Discuss and begin planning **events for the year**; form committees as needed.
- Facilitate a **Fast Fundamental** at the SU meeting (based on the season). List available at: gswo.org/volunteer-learning
- **Mark your calendar** for the **in-person September Roundtable meeting**. Details: www.gswo.org/roundtable

DATA CHAIR

- Promote **On-Time Registration** (deadline: **September 30, 2025**). Ensure troops, leaders, and girls are registered.
- Review **service unit roster** and confirm each troop has the required number of leaders and girls.
- Review and update the **Troop Opportunity Catalog**. Demonstrate how leaders can verify and update troop info.
- 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 September Roundtable meeting**. Details: www.gsw.org/roundtable

RECRUITMENT CHAIR

- Share **school open house** results. Recognize and thank volunteers and girls who helped. Remind them to return unused materials to your Recruitment Specialist.
- Contact those who filled out **interest cards** and invite them to upcoming recruitment events.
- Encourage volunteers and **older troops** to help with recruitment nights.
- Promote recruitment 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 recruitment 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.
- **Mark your calendar** for the **in-person September Roundtable meeting**. Details: www.gsw.org/roundtable

SERVICE UNIT FALL PRODUCT COORDINATOR

- **Fall Product Program begins: Wednesday, October 1, 2025**
- Conduct **in-person training** and distribute fall product materials.
- 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.
- Remind troops to complete the **Troop Bank Information Form**: gswo.org/bankform
- Use **weekly Fall Product Manager Reports** (from your regional product manager) to track participation and contact info.
- **Fall product order deadline: Wednesday, October 22 at 11:59 p.m.**
- **Mark your calendar** for the **in-person September Roundtable meeting**. Details: www.gswo.org/roundtable

SERVICE UNIT COOKIE COORDINATOR

- Coordinate with the SU team to identify a volunteer to plan a **Cookie Rally** (with SU or a neighboring SU).
- 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 September Roundtable meeting**. Details: www.gswo.org/roundtable