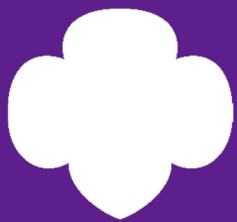


Service Team

September Monthly Overview

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

Whether you are welcoming a new volunteer, answering a parent's question, attending a troop formation event, or attending a troop meeting for a new troop, a simple "We're glad you're here!" can make a big difference.

When you meet someone new this month, don't just give them information, make a connection. Ask their name, learn what brought them to Girl Scouts, and help them identify their next steps.

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.
 - Volunteer Essential Addendums are available and were handed out at Kickoff events.
- 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.
- 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, Virtual, or In-Person).
 - Volunteers wanting to facilitate virtual or in-person 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, 2026). 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.
 - Have troop's update their Troop Information here: <https://gswo.jotform.com/form/81915189999177>
- 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.gswo.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: Friday, October 2nd.**
- Conduct **in-person training** and distribute fall product materials.
- Remind troops:
 - New incentives!
 - Early Bird troops with 3 girls selling with 10 item PGA = extra \$.05/package of cookies
 - Early Bird troops with 3 girls selling with a 20 item PGA = free MY27 adult membership
 - Early Bird troops with 3 girls selling with a 30 item PGA AND have 60% of girls set up their M2 storefront and send at least 10 emails by October 8th.
 - Troops that sign both fall product manager and cookie manager agreement form and participate in the fall program will get access to one early cookie booth sign up.
 - 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: gsw.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**: gsw.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 28th at 11:59 p.m.**
- **Mark your calendar** for the **in-person September Roundtable meeting**. Details:
www.gsw.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

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