

# Basic Service Unit Meeting Plan

## Arrival Activity / Snacks / Start Up

Consider adding some kind of self-directed activity leaders may do if they arrive early for the meeting. The activity should not require a lot of time to complete and little, if any, clean up. Supplies for the pre-meeting activity should be set up and ready for the leaders when they arrive. This activity gives the Service Unit Team time to greet people as they arrive and keeps attendees busy with something structured.

Some possible examples include:

- A photo album with pictures of past or the most recent SU event to look at.
- Pick a single topic such as “behavior management” or “something my troop did that I am proud of” and put out index cards. Ask leaders to write down & share one of their best practices or recent activities. Use this later in the activity section of the meeting.
- If possible, put out a veggie or cheese and cracker tray – people tend to bond over food.
- A voting station & drop box for a choice between three different kinds of SU events.
- Do a Google search for simple and quick ice breakers for meetings.

Hint: If you make this part fun, the leaders will tend to be on time.

## Opening

Have an official start to the meeting. We can never emphasize the Promise & Law enough. Some SU’s have older girls do a flag ceremony if there is time.

## Service Unit/Council Business

Have an agenda. Print it and stick to it. People feel good when they can visually see that the group is accomplishing tasks. Give them only what is necessary. Keep it short and simple and try not to just list information that could have been sent in an email.

## Activity

Activities that the leaders can take back to their troops and implement are the most popular and will tend to get more folks to come to the meeting. Some examples include: crafts, Journey ideas, games.

Short and Snappys, Service Unit Toolkits, and Table Topics are all possible meeting activities.

Other possible activities here could be related to the season, ei. Fall Product Sales, Cookie Sales, World Thinking Day, Girl Scouts Birthday, Leader Appreciation Day.

## Closing

Bring the group back together. Ask what the most valuable thing they got from tonight’s meeting was. Give them the date and time of the next meeting. Invite them to help clean up after the meeting if they’d like to stay and chat. Thank them for coming. Wish them a great night.

## Clean-up

Put the meeting place back in order. Involving others can help them make connections with each other and feel like part of the group.