

Service Unit Team Yearly Cycle

June

- Host a planning session for major service unit events that will take place during following school calendar. Include dates/locations for future service team meetings; leader meetings; as well as, camporee(s) and other signature events
 - Plan recruitment events for the beginning of school (July/August/September) with support of Community Managers
 - Identify volunteers to help with school recruitment nights and School Representatives
 - Recruit service unit volunteers to run Fall Take Action Program
 - Promote Council and National [Adult Recognition submissions](#) - due June 30
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July

- Host an event (like a pool party) for those troops who early registered in your service unit (incentive for early registration)
 - Finalize Recruitment Flyers
 - Plan recruitment events for the beginning of school (August/September) with support of Community Managers
 - Identify volunteers to help with school recruitment nights
 - Reserve Camporee locations
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Aug.

- Plan recruitment events for the beginning of school (September) with support of Community Managers
 - Identify volunteers to help with school recruitment nights
 - Connect with Community Managers about new troops forming
 - Connect with new Leaders
 - Plan a Fall Take Action Program Rally for the upcoming season
 - Plan parent information follow up from Back to School recruitment events (September/October)
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Sept.

- Analyze membership numbers on SU Plan for Success
 - Host training events for fall product service team members
 - Promote Fall Take Action Program to troops
 - Ongoing recruitments. Consider hosting a back-to-school event for troops or “bring a friend” to add a recruitment element
 - Share information on investiture and rededication of girls/leaders
 - Host New Volunteer orientation/training
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Oct.

- Fall Take Action Program Begins
- Host a neighborhood Juliette Gordon Low birthday celebration
- Identify cookie product volunteers for the service unit
- Host a CSA activity (Cadettes, Seniors, Ambassadors only)
- Volunteer Appreciation/Welcome Back Event
- Follow up with troops not renewed
- Ongoing recruitments.
- Plan Spring recruitment events with support of Community Managers and identify volunteers to help.



Nov.

- Ongoing recruitments
 - Fall Take Action Program Ends
 - Identify volunteers to lead and execute a cookie rally for the SU (held in early January prior to cookie start)
 - Start Organizing a holiday party for leaders (think about adding an ornament exchange, white elephant)
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Dec.

- Cookie training sessions for new and returning cookie program volunteers
 - Organize a holiday party for leaders (think about adding an ornament exchange, white elephant/evil elf gift)
 - Consider hosting a holiday bazaar where troops can make and sell holiday goods/crafts
 - Ongoing recruitments & finalize spring flyers
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Jan.

- Planning for any World Thinking Day (Feb. 22) and Girl Scout Week (in March) activities
 - Host a cookie rally and share cookie info
 - Consider organizing a “Cookies and Coffee” gathering to share cookie tips among leaders
 - Call for nominations/elections of annual meeting delegates
 - Spring recruitment begins (consider adding Kindergarten round ups in spring)
 - Cookie Delivery and Program Begins
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Feb.

- Continue cookie-related education/tips/opportunities for Cookies for Community donations
 - Share Council-sponsored summer camp registration information
 - Share Council-sponsored high awards ceremony info
 - Identify volunteers for Kindergarten roundup recruitment events
 - Identify and secure volunteer run day camp volunteers
 - Plan a Girl Scout Birthday event for 3/12
 - Plan parent information follow up from Spring recruitment (March/April)
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Mar.

- Plan a service unit bridging event to take place in late April or May
 - Begin plans for a Volunteer/Leader Appreciation event to be held in May/June
 - Host a CSA (Cadette/Senior/Ambassador) activity
 - Review membership numbers on SU Plan for Success
 - Identify volunteers and plan Kindergarten Round Ups
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April

- Begin talking about early renewal/registration incentives
 - Finalize plans for a service unit incentive like a summer pool party
 - Share information with leaders on how to complete and submit troop finance reports
 - Send delegates to annual meeting
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May

- Host bridging ceremony with high awards recognition
- Host volunteer/leader appreciation event
- Reminders: Troop Finance Reports Due June, Early Bird Renewals
- Promote Adult Recognition submissions
- Begin Plan for Success for next year