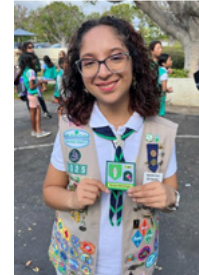
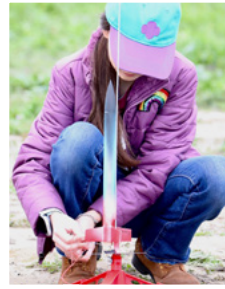


girl scouts of orange county



2024-2025 Service Unit Planning Packet



INCLUDED IN THIS PACKET:

Service Unit Plan for Success

Service Unit Honor Award

Service Unit Mid-Year Check-In

Service Unit End-of-Year Check-In

Service Unit Budget

Service Unit Annual Planning Tool



Service Unit Annual Vision Plan

Service Unit



Essential responsibilities of the Service Unit

Recruit volunteers and girls reflective of the diversity of the community:

- ◆ Service Unit team members
- ◆ Troop Leaders and program volunteers
- ◆ Girls

Assist leaders and other troop volunteers in promoting the delivery of the Girl Scout Leadership Experience (GSLE):

- ◆ Provide essential enrichment training and Service Unit networking and discussion
- ◆ Support all volunteers through the Service Unit meetings and other communication and support initiatives
- ◆ Coordinate girl-planned Service Unit events
- ◆ Participate in council and community events
- ◆ Volunteer recognition and appreciation

Service Unit goals for 2024-25 membership year

1. Membership goals (New girl/Retention)
2. Events (at least four per year)
3. Cookie participation (75% of Girls in Smart Cookies participate in Cookie Program)

Service Unit Plan for Success

Service Unit

Important Dates

GS Love State Parks | Sept. 10, 2024
 Fall Kickoff | Sept. 14, 2024
 Fall Product Program | Sept. 15 - Nov. 15, 2024
 Field Meeting | Oct. 1, 2024
 Founder's Day | Oct. 31, 2024
 Recognition Nominations Due | Nov. 11, 2024
 Cookie Kickoff | Jan. 12, 2025
 Cookie Program | Jan. 14 - March 16, 2025
 Mega Delivery | Jan. 25, 2025

World Thinking Day | Feb. 22, 2025
 Girl Scout Week | March 9-15, 2025
 Girl Scouts Birthday | March 12, 2025
 GSOC Annual Meeting | March 19, 2025
 Renewal Begins | April 1, 2025
 Field Meeting | April 1, 2025
 Volunteer Appreciation Day | April 20, 2025
 Green & Gold Celebration | June 2025 TBD
 Volunteer Conference | Aug. 2025 TBD

Service Unit Team Plan for Success—Membership Goals

| | 2023-24 Actual | 2024-25 Goal | 2024-25 Actual (Cumulative) | | Notes |
|---------------------------------------------------------------------------|----------------|--------------|--------------------------------|----|-------|
| New Girls | | | Q1 | Q2 | |
| | | | Q3 | Q4 | |
| New Adults | | | Q1 | Q2 | |
| | | | Q3 | Q4 | |
| Girl Retention | | | Q1 | Q2 | |
| | | | Q3 | Q4 | |
| Adult Retention | | | Q1 | Q2 | |
| | | | Q3 | Q4 | |
| Volunteer Toolkit: percentage of year plans created | | | Q1 | Q2 | |
| | | | Q3 | Q4 | |
| Spring Renewal: percentage of troops for Spring 2025 Renewal | | | | | |
| Cookie Program Bonus | | | | | |
| Other | | | | | |
| | | | | | |
| | | | | | |

Service Unit Honor Award

Welcome to the 2024- 2025 Service Unit Honor Award! THANK YOU for working towards Girl Scouting excellence, and for all your efforts as volunteers!

Each Honor Award task you complete will make the Girl Scout experience even better for girls, volunteers, and families in Orange County.

Award Levels:

Achieve Platinum, Gold, Silver or Bronze status and earn up to \$500 for your Service Unit!

Platinum = 95-100 Points (\$500)

Silver = 77-84 Points (\$75)

Gold = 85-94 Points (\$100)

Bronze = 65-76 Points (\$50)

Scoring Guidelines:

Complete as many of the steps as you can in each section, including Membership Growth, Programming, Team Building, and Volunteer Training and Support.

- You can earn partial points in each section – it’s not all or nothing.
- Checkboxes indicate a task that can be completed.

Please document the steps your Service Unit completes in the Excel spreadsheet provided, and email it to your Volunteer Manager by the submission deadline.

Deadline:

Due to your Volunteer Manager by **June 15, 2025.**

Membership

(33 points possible)

Points for 1-4:

75% to goal = 2 points

85% to goal = 3 points

95% to goal = 5 points

Meeting/exceeding goals = 7 points

1. Recruit _____ of new girls.
2. Recruit _____ of new adults.
3. Renew _____ of girls.
4. Renew _____ of adults.
5. Keep graduating girls engaged in Girl Scouts: encourage girls to become Lifetime members, get 85% of graduating seniors to complete the alum contact form by June 1 (5 points) .

Service Unit Honor Award, *Continued...*

Program

(33 points possible)

1. Host at least 4 local activities for your SU with a Girl Scout program component (badge or fun patch) by June 1.
(4 points for the first 4 activities, 1 point for each additional activity, max 7 points)
2. Build community by hosting at least 1 family event per year or by hosting a booth at a GSOC Community event such as, Fall Kickoff or Cookie Kickoff by June 1.
(5 points for the first event, 1 point for each additional event, max 7 points)
3. Meet Fall Product Stretch Bonus.
(7 points)
4. Meet Cookie Stretch Bonus.
(7 points)
5. Host an I'm a Philanthropist badge workshop.
(5 points)

Volunteer Support

(34 points possible)

1. Fill all three lead positions with unique volunteers.
(2 points per position, max 6 points)
2. Host monthly or quarterly meetings to build community, build skills, and share best practices amongst leaders in your community.
(1 point for each quarterly meeting, 1 point for each additional meeting, max 6 points)
3. Complete at least 1 nomination for a volunteer in your SU for a council or GSUSA level recognition.
(2 points for the first nomination, 1 point for each additional nomination, max 6 points)
4. Achieve 85% completion of administrative requirements for Troop Leaders, using the Troop Health Report by June 1. Volunteer Agreement, Mandated Reporter and Fingerprinting, Troop Banking Form, Troop Finance Report.
(2 points for each category, Mandated Reporter and Fingerprinting are a combined percentage, max 8 points)
5. Create and implement a plan to welcome and engage new Troop leaders in your community.
(5 points)
6. Identify and host an event for Girl Scout Alums in your community.
(3 points)

Mid-year Check-in

Your Service Unit will meet with your Volunteer Manager in early 2025, to check-in and see how your Girl Scout year is progressing. This is a great time to review the Service Unit Goals listed at the bottom of page two of this packet, and to see if you're on track to earn a medal for the Service Unit Honor Award!

Date

Service Unit

GOALS

Review each goal in the Plan for Success

Identify what helped you meet any of the goals.

What will you do differently to achieve the remaining goals?

TEAM

I'm proud of our team because:

I would like us to change:

ACTION STEPS

Steps we are taking to reach our goals:

Who is responsible for coordinating these steps and when?

IDEAS

Great ideas for the remainder of this year:

Have you picked delegates? If yes, have their names been submitted to council?

1. _____
2. _____

RECOGNITION

Who in your Service Unit meets award criteria for Council and National awards?

Review award criteria for the President's Award. Does your Service Unit team meet this criteria?

End-of-Year Check-In

Your Service Unit will meet with your Volunteer Manager in late April or early May 2025, to check-in and see how your Girl Scout year went.

Date

Service Unit

GOALS

Review each goal in the Operation Plan

Identify what helped you meet any of the goals.

What will you do differently to achieve remaining goals?

TEAM

I'm proud of our team because:

I would like us to change:

COUNCIL SUPPORT

I really appreciated Girl Scouts of Orange County because:

I wish that Girl Scouts of Orange County would:

IDEAS

List of great ideas to use in the upcoming year:

RECOGNITION

Review award records for past award recipients prior to completing nominations. Have any of your potential nominees received a Council or National award in the past? Which ones?

Which volunteers meet the criteria to be nominated for an Orange Owl Award? Spotlight Award?

Service Unit Budget

Service Unit _____

| INCOME | Proposed Budget | Actual | +/- |
|----------------------------------------------------|-----------------|--------|-----|
| CARRY-OVER BALANCE (from prior year) INCOME | | | |
| Service Unit Fall Bonus | | | |
| Service Unit Cookie Bonus | | | |
| Service Unit Spring Renewal Incentive | | | |
| Service Unit Honor Award | | | |
| Event registration | | | |
| Event registration | | | |
| Other: | | | |
| Other: | | | |
| Other: | | | |
| Total income | | | |
| EXPENSES | | | |
| Administration | | | |
| Start-up funds (new troop) | | | |
| Resources (Journeys/guides) | | | |
| Spring renewal Materials & Fees | | | |
| Adult development—training (supplies, fees) | | | |
| Adult development—recognitions | | | |
| Adult development—end-of-year event | | | |
| Adult development | | | |
| Programs/events | | | |
| Programs/events—Thinking Day | | | |
| Programs/events | | | |
| Programs/events | | | |
| Assistance—destinations | | | |
| Assistance—camperships (date sent:) | | | |
| Assistance—Member Assistance (date sent:) | | | |
| Assistance | | | |
| Total expenses | | | |
| GRAND TOTAL (income minus expenses) | | | |

For actual or proposed amounts over \$500, please explain: _____

Expenses

The Finance Coordinator, Service Unit Leads, and Volunteer Manager work together to develop an annual budget to support the team's Plan for Success. Typically, expenses are distributed according to these percentages:

1. **Program services—45%** This includes all expenses for providing programming for girls such as Service Unit events and other activities. Must include event deposit funds.
2. **Volunteer development and recognition—20%** This includes informal and formal recognitions such as, years of service pins, numeral guards, and other expenses associated with the support of leaders.
3. **Assistance to individuals—15%** This includes requested support for individual girls, such as money for a destination trip. Note: Membership assistance is offered by GSOC. Whenever possible Service Unit teams are encouraged to help with the cost of requests for: day camp camperships, Lifetime membership assistance, highest award assistance (Gold Award, Silver Award, and Bronze Award), or Level 1 or Level 2 First Aid training for a Day Camp first aider.
4. **Resources/New Troop Support—10%** Appropriate use of money would include expenses such as providing resources for new troops, a one-time small startup sum for new troops, maintaining Service Unit libraries, and providing assistance to existing troops as needed.
5. **Administration of the Service Unit—10%** This includes expenses for administrative costs, including photocopies, certificates, paper, postage, and meeting place rental or janitorial fees.

Service Unit Annual Planning Tool

Recruitment/Engagement goal: Increase girl membership | Increase adult membership

Task: Encourage Service Unit participation in all membership campaigns.

Who: _____ When: _____ Date: _____

How: _____

Task: Work with Recruitment Specialist to promote Girl Scouts and joining on social media, with schools and PTAs, and with banners and lawn signs.

Who: _____ When: _____ Date: _____

How: _____

Task: Collaborate with Recruitment Specialist to identify and recruit Membership Leads and School Liaisons to SU Membership Team

Who: _____ When: _____ Date: _____

How: _____

Task: Recruit Membership Lead and School Liaisons who will commit to year-long active engagement with council team.

Who: _____ When: _____ Date: _____

How: _____

Retention: Increase retention, both girls and adults

Task: Service Unit participates in and encourages troops to renew during Spring Renewal including converting graduating girls or other adult members to Lifetime Membership.

Who: _____ When: _____ Date: _____

How: _____

Task: Nominate volunteers for Council and National awards.

Who: _____ When: _____ Date: _____

How: _____

Task: Work with your Data Management Coordinator (DMC) to reach out to lapsed members.

Who: _____ When: _____ Date: _____

How: _____

Task: Introduce volunteers to the Volunteer Toolkit (VTK).

Who: _____ When: _____ Date: _____

How: _____

Task: Provide clear, timely, and regular communication.

Who: _____ When: _____ Date: _____

How: _____

Task: Ensure that new Troop Leaders complete training and ensure that bridging Troop Leaders complete Level Essentials training at their new Girl Scout level.

Who: _____ When: _____ Date: _____

How: _____

Entrepreneurship Goal: Increase girl participation | Increase adult support

Task: Host Nutty Newbie and Cookie Rookie sessions.

Who: _____ When: _____ Date: _____

How: _____

Task: Encourage all troops to participate in Fall Product program.

Who: _____ When: _____ Date: _____

How: _____

Task: Host a Cookie Initial Order support session.

Who: _____ When: _____ Date: _____

How: _____

Task: Ensure Service Unit Fall/Cookie Team have time on SU meeting agenda to share fun tips & girl program ideas.

Who: _____ When: _____ Date: _____

How: _____

Task: Celebrate fall/cookie program girl achievements and adult volunteer efforts.

Who: _____ When: _____ Date: _____

How: _____

Task:

Who: _____ When: _____ Date: _____

How: _____

Events and Activities: Ensure that Girl Scout program pieces (badges or Journeys) and processes (girl-led, learning by doing, and cooperative learning) are incorporated into every event

Task: Host a family inclusive event, such as World Thinking Day, Family Camp, or a Family Skills Day.

Who: _____ When: _____ Date: _____

How: _____

Task: Create sister troops for connection and to encourage joint activities for fun, bridging and retention.

Who: _____ When: _____ Date: _____

How: _____

Task: Engage troops and families in National Service Projects, Girl Scouts Give Back: Honoring our Everyday Changemakers and our Girl Scout Tree Promise tree planting and conservation initiative.

Who: _____ When: _____ Date: _____

How: _____

Task:

Who: _____ When: _____ Date: _____

How: _____

Service Unit Reference Information

| Service Unit name: | Service Unit #: |
|--------------------------------|-----------------------------------------------------------------|
| GS staff partners: | |
| Cities/towns served: | |
| Public school district(s): | Private/parochial/religious school districts (or list schools): |
| Service Unit meeting location: | Time: |
| Meeting schedule: | |
| Number of troops: | |