

# SU406 Leader Meeting

## November 1<sup>st</sup>, 2016

Please sign in.

Please fill out the following forms:

- Health History
  - Why? We need to be sure we have the information in the event of an emergency during our meetings.
  - Fillable .pdf here: [http://www.girlscoutsgcnwi.org/content/dam/girlscouts-girlscoutsgcnwi/documents/forms/AdultHealthHistory\\_Fillable.pdf](http://www.girlscoutsgcnwi.org/content/dam/girlscouts-girlscoutsgcnwi/documents/forms/AdultHealthHistory_Fillable.pdf)
- Cookie Contacts
  - If you were not there at the meeting, please send your cookie volunteer information to Chris at [su406cookies@gmail.com](mailto:su406cookies@gmail.com)
- Volunteer Service Record
  - Help us keep our (and council's) records up to date. We will keep this on file at the Service Unit meetings. Fillable .pdf here: <http://www.girlscoutsgcnwi.org/content/dam/girlscouts-girlscoutsgcnwi/documents/adult%20volunteer%20service%20record.pdf>

# Opening

- Promise:

On my honor, I will try

To serve God\* and my country

To help people at all times

And to live by the Girl Scout Law

# Troop 40172

- Troop 40172 has ornaments for sale
  - If you would like to order them, they are still available from Denise. Look for her post on the Facebook page!
- Girl Scout Birthday
  - Troop 40172 is hosting the Girl Scout Birthday on Friday, March 17<sup>th</sup>. This is a fundraiser for the troop for their European tour later in the year. See the flyer on <http://su406.org>

# Team

- Team Introductions
  - Please see the team handout for contacts. If you did not get a team handout, please e-mail Donna-Marie at [su406registrar@gmail.com](mailto:su406registrar@gmail.com) and she will be happy to send one to you.
- Team Openings
  - School Organizers for many schools
  - Cookie Team Help – e-mail [su406cookies@gmail.com](mailto:su406cookies@gmail.com)

# 2016-2017 Overview

- Theme of this meeting: Planning and Preparation
- Goals
  - Girl membership: 1,036
    - Actual as of 10/31: 900
  - Adult membership: 628
    - Actual as of 10/31: 507
  - Fall Product: \$97,467.12
    - Actual: \$95,813 – we beat last year's #!!!
  - Cookies: 11,053 cases
  - Family Partnership: \$2,140

# Cards/Holder

We gave all leaders a 3x3 trading sheet protector with cards. If you did not get one, see Selena (experienced leaders) or Liz (new leaders). One per leader.

New cards coming monthly!

GS Info	Websites and eMails	SU & MyGS
Field Trips	Flag Ceremony	
New Leader Memb. Pin	Yellow Leader Bar	Vol. Awards

# Training Updates

- Volunteer Toolkit
  - This is a useful tool to help you plan and organize. You can also use this to keep track of your finances and submit your end of year report.
  - Find it under MyGS at [www.girlscoutsgcnwi.org](http://www.girlscoutsgcnwi.org)
  - Demos here: <http://www.girlscoutsgcnwi.org/en/for-volunteers/training/online-support-for-volunteers.html>
- New! GCNWI Training Portal
  - Thank you Rebecca, for demonstrating both systems
  - Sign up for all of your training here: <http://gsgcnwittraining.org/login/index.php>
  - You will need to create your login the first time
- First Aid and CPR
  - Kim will be sending out information about training or you can look for training through the park district, townships, or any other training offered within the council at the portal above.
- Grade Level and Volunteer Essentials Trainings
  - There are a lot of trainings available within our council for face to face, also webinars and self-study. Search on the portal above. It is our plan to provide this within the service unit, but we do not have the bandwidth to do it ourselves and will be requesting council support.

Websites  
and  
eMails

SU &  
MyGS

# Training Updates

- New Leaders:
  - Create your login to the Learning Portal.  
<http://gsgcnwittraining.org/login/index.php>
  - Click on your volunteer role to see what trainings are required and offered for your level.
  - We also have a dedicated page on our service unit website: <https://su406.org/new-leaders>
  - If you need help, reach out to the team. You should have a contact list from your welcome session. If you need a new one, please e-mail Donna-Marie at [su406registrar@gmail.com](mailto:su406registrar@gmail.com)



# **Bronze/Silver**

- New Trainings:
  - There are brand new Bronze Advisor and Silver Advisor self study trainings available. If your troop is going to be doing one of these, please do yourself a favor and view the training!
  - You can find these on the Training Portal!

# Recruitment

- Looking for a 3<sup>rd</sup> grade troop (or more) who is willing to make calls/send e-mails to interested girls. – We have a volunteer!!!
- If you actively want more girls in your troop, please send an e-mail to Jen at [su406info@gmail.com](mailto:su406info@gmail.com). We don't ever turn a girl away, but have some who are struggling to find troops near them.
- Please add [su406info@gmail.com](mailto:su406info@gmail.com) to your e-mail address book. Jen has been sending out requests for placement, but isn't getting a lot of responses. If you do get an e-mail from her, please acknowledge receipt and let her know what your progress is so she isn't continually bugging you.

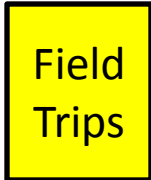
# Fall Product

- Michaela Shafar, [su406fallproduct@gmail.com](mailto:su406fallproduct@gmail.com)
  - Delivery is Saturday, November 12<sup>th</sup>
    - Winston Churchill Elementary School, Schaumburg
    - Drive Through Delivery
      - Troops bring a volunteer to help load other troops. Thank you for helping out with this. You can pick the time before or after your pick up. If you want to hang with us the entire day and be a super volunteer, please send an e-mail to Michala with your contact information so she can make you one of our captains!
      - Troop picks up nuts and candy and then sorts to the girl level.
    - Look for a sign up for both pick up and volunteering.
  - ACH is Friday, November 4<sup>th</sup>
    - Troops with no ACH authorization were contacted by Michaela.
    - Please make sure all of your deposits have been made. We are past the deadline to request a change in payment.

# Fall Product

- New Leaders/Volunteers:
  - The nut and candy product from the Fall Product order cards is delivered to the service unit delivery station. (Magazines and on-line orders are sent directly and the donated items are not included in delivery).
  - We ask that each troop coming to the pick up provide a volunteer to help us for a minimum of 30 minutes. We get 8 troops through every 15 minutes and have 16 products to unload. At any point, we need approximately 20 volunteers helping out. Those troops who participated will get an e-mail from Michaela with volunteer information.
  - At the pick-up, you will receive your order card product. You will then take it with you and sort it to the girls and they will pick up from you. There are receipt books that were given to each troop for you to have the parents sign that they received their product.

# Field Trips



- Field Trips and Council Activities
  - Field Trip Team: [su406fieldtrips@gmail.com](mailto:su406fieldtrips@gmail.com)
    - Shelly Valenzia and Tricia McCoy
  - The team will be sending out a separate e-mail with detailed information about the Field Trip Process. Here are some links for you to use:
    - Our service unit website: <https://su406.org/trips-travel/>
    - Council Events and Programs:
      - By Grade level: <http://www.girlscoutsgcnwi.org/en/events/programs-ages.html>
      - All Programs: <http://www.gcnwiprograms.org/>
      - General Program information: <http://www.girlscoutsgcnwi.org/en/events/program-department.html>
      - Digital Resource Wall with flyers: <http://www.gcnwiprograms.org/content/digital-resource-wall>

# Field Trips

- New Leaders
  - Field trips can be one of the most confusing processes when you are a new leader (even an experienced one).
  - For your first field trip, let the team work with you through the process. They will be more than happy to help you out.
  - Permission slips are ALWAYS required if your troop is going on a field trip, to an activity, etc. Think of it as any time you have girls who are not related to you with you. You need to be secure that you have permission for that exact moment. The permission slip has information for that specific event. The parents keep the left half so they know the date, time, where to meet, what to wear, what to bring, cost, etc., and they return the right half with permission and alternative contact information to you. Any time the Service Unit has an event, we will provide a permission slip for you to use with your families.
  - Finally, don't think you have to have a ton of field trips. Let your badge determine if you need a field trip and consider the age, skills, and individual needs of your troop. There is no set number of field trips you have to take.

# Events

- Donna-Marie Advani – [su406events@gmail.com](mailto:su406events@gmail.com)
  - If you want to plan an event for the SU, contact Donna-Marie!
- See the website: <http://su406.org> for all of the flyers
  - February 4<sup>th</sup>: Thinking Day [su406thinkingday@gmail.com](mailto:su406thinkingday@gmail.com)
    - Hosting Troops: you may submit your request to be a hosting country starting now to the TD e-mail above
    - Visiting Troops: rosters and payment information coming shortly.
  - March 17<sup>th</sup>: Girl Scout Birthday
  - April 21<sup>st</sup> – 23<sup>rd</sup>: White Pines (Junior and above):
  - Daisy/Brownie Frozen series: 11/19, 1/21, 2/11, 3/11, 4/8
  - Junior/Cadette Harry Potter series: 11/19, 1/21, 2/11, 3/11, 4/8

# Events

## New Leaders

- Our events team leader is Donna-Marie Advani [su406events@gmail.com](mailto:su406events@gmail.com). Donna-Marie is “in charge” of the service unit events, meaning she works with the particular event chairperson to set it up, make sure we have proper insurance, etc. Contact the chairperson for event specific information.
- Thinking Day: Tricia McCoy – [su406thinkingday@gmail.com](mailto:su406thinkingday@gmail.com)
  - Service Unit Event celebrating the global Thinking Day event (Founder’s birthdays of Boy Scouts and Girl Guides and the global organization we belong to: the World Association of Girl Guides and Girl Scouts – WAGGGS)
  - Troops may choose to participate in one of two ways:
    - As a VISITOR – troops come and circulate through the tables set up by hosting troops.
    - As a HOSTING troop – your troop decides on a country and submits a request to host a booth representing that country. They have Girl Scout/Girl Guide information, crafts and/or SWAPs (Something Wearable Attached to a Pin)



# Events

## New Leaders, con't

- Events as a troop:
  - All of our service unit events are troop events. They require troop supervision of girls to the adult:girl ratio requirements.
  - You will submit your roster to the chairperson with ONE troop check (deposit any family payments to your bank account)
  - The troop determine if the troop will pay for the event or if you will ask for parent contribution. (Or a combination of both).
- Events as individuals:
  - Most of the council events can be either troop or individual girl attendees.
  - The troop can choose to register for everyone or can give the registration website to parents for payment.
  - If only one girl from your troop wants to do a service unit event, she needs to be “adopted” by another troop for the event, meaning they are responsible for her, or she needs to be accompanied by her parent/guardian.
- Events as families:
  - Any time we have a family event (or council has a family event), the family should accompany the girl and will be responsible for supervising her. Troops can choose to bring girls, but then it is a Troop field trip and you need to have permission forms.

# Community Service

- Shane Sexton,  
[su406communityservice@gmail.com](mailto:su406communityservice@gmail.com)
  - We are going to do a tie-in with the Harry Potter and Frozen series of events.
  - See the flyers on <https://su406.org/community-service> (coming shortly)
  - Bring collections to either the programs themselves or to the service unit meetings.

# Community Service

- New Leaders:
  - We try to provide many different community service options to you throughout the year. You can make them troop community projects or let your girls participate individually.
  - Shane has compiled a list of potential places to give service on our website:
    - <https://su406.org/community-service>
  - In December, we will discuss the difference between Community Service and Take Action Projects.

# Registration

- Donna-Marie Advani
  - [su406registrar@gmail.com](mailto:su406registrar@gmail.com)
    - For questions on how to register, help understanding the process, getting paper registration forms.
  - [reghelp@girlscoutsgcnwi.org](mailto:reghelp@girlscoutsgcnwi.org)
    - For help with the registration on-line system, moving members from troop to troop, correcting information.
  - Always copy Donna-Marie so she is aware of issues and can follow up.
  - Please login to your Member Profile/Volunteer Toolkit and make sure all of your girls are showing up.
    - If they are missing and you have confirmation they registered, please contact reghelp.

# Finance

- Need a bank account? See Christy before you leave.
- Need to change signers on your bank account? See Christy before you leave.
- Christy Michael: [su406finance@gmail.com](mailto:su406finance@gmail.com)
  - She will get you in contact with one of our finance partners near you.
  - Please have a date/time in mind when you ask to schedule an appointment and also make sure you have everyone available from your troop who is going to be on the account.
  - Christy has Saturday availability.
  - Selena can help during the daytime at MB Financial.

# Leader Recognition

- New Leader Investiture
  - Welcome to all of the new leaders this year!
  - We will be doing the official investiture of new leaders at our December service unit meeting.
  - Membership Pins
    - Service Unit has a membership pin for brand new leaders (who do not have a pin already from previous volunteer service or from girl membership). Criteria to receive:
      - You are a brand new leader
      - You are a registered Girl Scout adult member for this current year (2017)
      - You have selected your “role” as a Leader or Assistant Leader
      - You attend a Service Unit meeting
    - Those meeting the criteria will receive their pins once verified. Turn in your slip from the 3x3 cards!



# Leader Recognition

- Leader Bar
  - We will provide the yellow leader bar to our leaders starting this year. Criteria for us to award:
    - Registered for the current year (2017)
    - Role designated as Leader or Assistant Leader in MyGS Member Profile
    - Attend 3 service unit meetings
    - Fill out card in your 3x3 sheet protector and turn in to a team member. Once verified, we will award you your pin.

Yellow  
Leader  
Bar

# Leader Recognition

- Service Unit Approved Awards (due January 1<sup>st</sup>)
  - We are looking for nominations for the following:
    - Hidden Heroine
    - Volunteer of Excellence (on your little card, I put Outstanding Volunteer – that is an old term, it should be Volunteer of Excellence)
  - Criteria may be found here:
    - <http://www.girlscoutsgcnwi.org/en/for-volunteers/recognitions.html>
    - Send names to Tricia McCoy at [su406adultrecognitions@gmail.com](mailto:su406adultrecognitions@gmail.com)



# To Do

- Turn in your Family Partnership contribution
- Send any field trip requests to [su406fieldtrips@gmail.com](mailto:su406fieldtrips@gmail.com)
- Sign up for Fall Product pick up and volunteer time at the delivery station (November 12<sup>th</sup>)
- Send nominations to Tricia at [su406adultrecognitions@gmail.com](mailto:su406adultrecognitions@gmail.com)
- Review your troop list on your MyGS Member Profile/Volunteer Toolkit
- Ask for help if you need it! You can always e-mail Selena at [su406manager@gmail.com](mailto:su406manager@gmail.com) and she will forward to the appropriate team member to assist you.