



Service Unit Troop Organizer Checklist

Suggested Timeline

Role Onboarding

- Work with Council's Membership Manager to understand the Service Unit Troop Organizer role and the importance of having an accurate Participation Catalog. Be trained on the usage of the Participation Catalog.
- Complete and sign the Service Unit Troop Organizer Position Description

August-September: Know the Service Unit membership goal

- Communicate with Council's Membership Manager to know the membership goal for the service unit.
- Request a current roster of active troops in the service unit. Confirm with each troop that the displayed information is correct – girls' grades, leader status, program level, displayed in catalog yes/no, number of girls requested, etc. Help leaders create a troop description. This description should describe what the troop's focus will be for the year. Ensure that this description and any information that needs to be corrected is passed on to your Council's Membership Manager
- Introduce yourself at the service unit meeting and connect with each troop leader to understand their troop needs (more girls, additional parent help, a second leader, etc.)
- Communicate troop needs to the Service Unit Recruiter and Council's Membership Manager
- If existing leadership needs to be trained, connect them with the Service Unit Mentor or Council's Membership Manager
- Provide support to the Service Unit Recruiter for recruitment efforts

September-November: Assist with new troop start-up

- If girls join Girl Scouts and cannot yet be placed, they will be registered as IRG (Individually Registered Girls). Ensure that they are included in all service unit communication about service unit, community, and Council events
- If you have new or existing troops that have not yet re-registered by October 1st, and continue to hold meetings, inform your Council's Membership Manager of this.

Dec-Feb: Mid-year snapshot of Service Unit membership goals

- Check in with new troops to make sure they have completed all the required training and have started meeting. If they haven't, notify the Service Unit Mentor and your Council's Membership Manager
- Know the service unit membership numbers and work with the Service Unit Recruiter or Council's recruitment team to identify additional recruitment opportunities (Jan)
- Continue to place IRG girls by asking existing troops to take on the "awaiting placement" girls

March-June: End of year

- Determine if current Girl Scout leaders plan to return to troop leadership in the fall (April service unit meeting). If troops plan to disband or retire (12th-grade troops bridging to adulthood), inform the Service Unit Treasurer and your Council's Membership Manager
- Assist in Spring Early Bird registration. Promote Early Bird timeline and incentives at the service unit meetings.

Throughout the year: Strive to meet the membership goals of the service unit and Council

- Know all the troops in your service unit
- Communicate with service unit members on the status of troops
- Go through the "Awaiting Placement" girls each month during the service unit meeting and ask existing leaders if they can accept the girl(s) in their troop.
- Work closely with the Service Unit Recruiter to report on target areas:
 - Where do we need to form new troops since existing troops are full?
 - Which troops will be disbanding or retiring and where new troops are needed?

Thank you for volunteering!