

Girl Scouts Hearts of New Jersey Council
Service Unit #90, Warren Hills
Nina Schwab, Service Unit Manager

Service Unit Leaders' Meeting

October 25, 2013

7:00 – 9:30

(Please arrive by 6:50 to get settle)

Service Unit Meeting Goal

"Coming together is a beginning; keeping together is progress; working together is success."

I. Prior to meeting

- a. Due to technical problems with Registration web site, please do a "test check" as leaders. Check to see if you can get to the "Troop Management Report", also check to make sure that you and your co-leader are listed as both 01's or one as a 01 and the other as an 02. Only 01's can manage the Troop Management Report. A list will be created of who can/cannot access their "Troop Management Report"
- b. Did your troop go somewhere fun? Do something interesting? Please be prepared to share the information with other troops your level at our Leaders' Meeting. We will have 3 x 5 cards at your disposal to use to record your fond memory. Or if you have a list of awesome activities/trips your troop has participated in - please send the list (w/contact information, if possible) to Thia prior to the meeting

I. Sign-in:

I. See your Level Consultant

- a. Pick up name tag
- b. Nut Manager, Cookie Manager, Leader Appreciation Parent (ATTACHMENT)
- c. Donation; ALL TROOPS – (ATTACHMENT)
- d. SU Program Fee - \$3.00 per girl
- e. If you can/cannot access your Troop Management Report
- f. Complete 1 or more Trip/Activity cards
- g. Check if Scoutlander contact is correct, make corrections

II. Call to order: Investiture/Rededication (words attached)

III. SUM's report: Nina Schwab (gssum@comcast.net) 908-229-2171

- a. Introduction of Team Member
- b. Line of Communication
 - i. SUM will send/forward agendas and handouts to Consultants and to be distributed to Leaders

- ii. beginning in November Scoutlander will be used. Please make sure that you are registered
 - iii. Secretary will post these items on Scoutlander
 - iv. Handouts/Attachments will be in PDF form. Please let your consultant know if you have trouble opening items or not receiving information
 - v. Troop Event flyers
 - vi. see notes below on what needs to be completed and the time frame
 - vii. once the event flyer is approved by Event Coordinator, hosting troop may forward to appropriate Level Consultants for distribution, copy to be sent to the SUM
- c. Safety-Wise/GS Essentials
 - i. all troops must check and adhere to Safety-Wise. DO NOT put GS or yourself at risk.
 - ii. Copies of each can be found online at gshnj.org
 - iii. When not sure, ASK - start with your Level Consultant or appropriate Team Member
- d. Corporate Donations
 - i. Troop cannot accept Corporate Donations or Corporate Volunteer programs where corporations are giving back to a non-profit org. when their employees volunteer their time
 - ii. Donations must be forwarded to Council or benefitting organization
 - 1. examples: employee volunteers as a GS Leader - benefitting org is GS - money goes to Council; employee volunteers with a troop at the MS Walkathon, benefitting org is MS Society, doation goes there
 - iii. When in doubt ask, do not put the GS non-profit status at risk or our Unit
- e. Troop/Parent/Girl Issues
 - i. Do not wait or allow a problem parent/girl to continue for months/years before asking for assistance. SUM cannot step unless steps are taken.
 - 1. document in letter form when attempting to rectify problems
 - 2. problem continues ask consultant to step in or copy consultant in communication
 - 3. still continues, reach out to Consultant again who in turn will reach out to SUM.
- f. SU Event vs. Troop Events
 - i. SU Event - SU is contributing to the cost, Hosting troop is expected to follow through with the guidelines set by the SU TEAM
 - ii. Troop Event - being held by a Troop/(s) as a service or as a troop fundraiser. Is NOT funded by the SU

IV. **Treasurer's Report:** Mary McAdams

- a. Amend Budget (vote to be taken)
 - i. Add in a line item for Level Cookie Prize 150.00

- ii. Money to be used for a pizza party for each level troop that has the sales of boxes of cookies per girl
 - b. Payment/online payments
- V. **Team reports: (Action Items are in the format: Motion, Second, Discuss, Vote.)**
- VI. Team reports
 - a. Registrar – Thia
 - b. Delegate - Marion
 - c. Nut Manager – Teri DeTore
 - i. Product orders due
 - ii. ACH MUST be completed
 - d. Consultants
 - i. Patty
 - ii. Fran
 - iii. Marion
 - e. Training Coordinator – Cathy T.
 - f. Event Coordinator – Sarah Payne
 - i. SU Camp
 - g. Service Coordinator - Michelle Z.
 - i. Letter from Washington Township Police Dept - Nat'l Night Out (attached)
 - ii. Make A Difference Day
- VII. New Upcoming Events/Activities
 - a. Cookie Rally (see hand out at meeting)
 - b. Older Girl Thinking Day - Education
- VIII. Leader input from the floor
 - a. Problems with QSP
- IX. Meeting Schedule
 - a. Leader Meetings: 11/12, 12/5
 - i. Team Meetings: 11/5
 - b. Location: First Presbyterian Church, Washington, NJ
 - c. Please print copy of agenda and attachments for the meeting.
- X. **Closing: DROP OFF NAME TAG AT SIGN IN TABLE**

REMINDERS

Leader Attendance

A leader/co-leader should attend each Leader Meeting or send a troop representative.
Consultants or another troop leader should not be your representative

Scoutlander Website – still in effect. Only the Recording Secretary and Event Coordinator are to post information. If you want something posted, see the appropriate team member. Leaders can send messages thru the site, please keep this to a minimum and only Girl Scout related information.

- a. If not a member let me know and I will send an invite.
- b. Invites are only good for 5 days, please make sure you sign up as soon as it is received.

Proper Channels of Communication (org. chart attached)

Parent – Leader – Consultant – Team Member - SU Manager – Council

1. Know your leader and have contact info
2. Daisy Consultant, Patty Smith, fafsmith@verizon.net
3. Brownie Consultant, Patty Smith, fafsmith@verizon.net, 908-619-0549, 908-835-8719, 908-689-4123
4. Junior Consultant, Fran T, fran.tag@verizon.net, 908-835-8691
5. Upper Level Consultant, Marion Sampaio, marionscout@yahoo.com, 908-735-7337
6. Registrar, Thia Mclean, lemclean@aol.com, 908-835-7823
7. Service Unit Manager, Nina Schwab, gssum@comcast.net, 908-229-2171
8. Field Representative, Justine Garcia, jgarcia@gshnj.org

Planning an Event

- a. Event information ie dates/times and type of event should be given to the coordinator 8 weeks in advance. This way it will be put on the calendar and leaders will be made aware of the event
- b. Flyers CANNOT be distributed to leaders without prior approval from the Event Coordinator
- c. Please note: when there is a fee for an event the troop check is made out to: GSHNJ SU#90
- d. Reimbursement – Troops will be reimbursed for any SU event according to the budgeted amount that they step up to host (see list). If a troop foresees going over budget, they must request additional funds from the Team prior to the event or making any purchase that will cause them to run over. If a troop hosting a SU Event earns a profit, money earned must be turned over to the SU.
- e. Reimbursement will be made after the event.
 1. Troop must submit receipts with reimbursement request form.
- f. If you would like events emailed to other SUs, please let your Field Executive know

UPCOMING EVENTS

10/16 NEW LEADER TRAINING

HOSTED BY: CATHY TIETZ – TRAINING COORDINATOR

TIME: _____ LOCATION: _____

FOR LEVEL(S): _____ COST: _____

OTHER: _____

10/25 LEADER MEETING - TROOP 94356 BABYSITTERS

10/26 MAKE A DIFFERENCE DAY

CO-HOSTED BY: MICHELLE ZIGNOLI, TROOP #94750 AND NINA SCHWAB TROOP #4885

TIME: _____ LOCATION: _____

FOR LEVEL(S): _____ COST: _____

OTHER: _____

10/22 LEADER MEETING – INVESTITURE/REDEDICATION CEREMONY

TROOPS SHOULD BE HOLDING THEIR OWN CEREMONY

10/31 JULIET LOW'S BIRTHDAY – TROOPS SHOULD DO SOMETHING

11/5 TEAM MEETING

11/12 LEADER MEETING - TROOP 95042 AS BABYSITTERS/FLAG CEREMONY

11/16 HUNGER BANQUET

SENIOR TROOP 94269 EVENT

TIME: 10 - 11:30 LOCATION: ST. THEODORE'S CHURCH

FOR LEVEL(S): BROWNIES AND ABOVE, AS WELL AS THE PUBLIC

COST: 5.00 OTHER: FOOD DONATION

RSVP BY 11/1

FLYER WAS SENT AND AVAILABLE AT SEPTEMBER'S MEETING

11/23 DAISY DAYS

HOSTED BY: TROOP 95042 - TANYA K

TIME: _____ LOCATION: _____

FOR LEVEL(S): New and interested Daisy level girls COST: _____

OTHER: _____

FATHER DAUGHTER BOWLING

HOSTED BY: VANIECE SWEET TROOP #94258 and OAKWOOD LANES

TIME: _____ LOCATION: OAKWOOD LANES, WASHINGTON

FOR LEVEL(S): ALL COST: _____

OTHER: _____

PICTURE TAKING BY TROOP: _____

1/18 COOKIE RALLY

HOSTED BY: TROOP 94269 - THIA/DEBBIE

TIME: _____ LOCATION: _____

FOR LEVEL(S): ALL LEVELS COST: _____

OTHER: _____

2/22 THINKING DAY

HOSTED BY: Junior Troops

Facilitated by: Nicole Sawyer/Denice Kohn/Fran T. _____

TIME: _____ LOCATION: _____

FOR LEVEL(S): Daisy to Juniors COST: _____

OTHER: _____

?/?? OLDER GIRL THINKING DAY

HOSTED BY: TROOP 94885 - NINA/HELEN & TROOP

TIME: _____ LOCATION: _____

FOR LEVEL(S): Cadettes and Above _____ COST: _____

OTHER: _____

3/12 GIRL SCOUT WEEK EVENT

HOSTED BY: TROOP 94252 - SANDI/MARION

TIME: _____ LOCATION: _____

FOR LEVEL(S): _____ COST: _____

OTHER: _____

4/? LEADER APPRECIATION EVENT

HOSTED BY: TROOP 94269

TIME: _____ LOCATION: _____

FOR LEVEL(S): _____ COST: _____

OTHER: _____

6/? BRIDGING CEREMONY

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