

SERVICE UNIT PLANNING CALENDAR 2009 - 2010



GIRL SCOUTS HEART OF CENTRAL CALIFORNIA 3005 GOLD CANAL DRIVE RANCHO CORDOVA, CA 95670

When planning the service unit calendar, consider all holidays, religious holidays, school schedules and activities, and community festivals.

August 2009

Distribution of "fall" supplies

Fine tune recruitment plans

Service team training – August 15/Elk Grove-August 18/25 Modesto-

SU Fall Products Program Manager training – August 29 – Rancho, August 15- **Modesto**

Event Calendar will be mailed to leaders.

Adult Education calendars will be distributed at Leader Meetings.

September

Service Team training - September 21/23 - Rancho

Troop re-registration due by September 30

Hold recruitment events

Identify day camp director for next year

Develop SU goals and finalize budget

Complete Service team roster

Complete Volunteer Agreements (ongoing)

Plan Investiture/Rededication Ceremony for leaders

Contact all girls from disbanding troops

October

"Forever Green" October 1 (1st Wednesday annually)

Fall Product Program - October 5-25

Review status of recruitment/placement of girls and adults/continue recruitment activities

Develop Leader Roster

Review status of re-registering troops & Follow up done with troops not registered

SU Treasurer's Quarterly report due to leaders (to reflect July - Sept)

Juliette Gordon Low's Birthday - October 31

November

WOW - Fleming Lodge - November 6-8

Training- SU Cookie Product Program Managers - November 7 - Modesto, November 14 - Rancho

Day Camp Basic Training - November 21 – Rancho (AM)

Day Camp Administrative training- November 21 - Rancho (PM)

Consider creative plans for World Thinking Day

GSUSA recognitions requiring approval of the council board of directors are due November 10

Fall Product Program product delivered November 19-20

Gold/Silver/Rose Awards proposals due November 15

December

SU Training for Troop Cookie Managers - December 1-17 (Locations TBD)

January 2010

Cookie Product Program Presales January 8-27, (Site Sales February 19- - March 14)

SU Recognitions Manager training-January 27 - Rancho

Daisy recruitment recommended

Review SU goals

SU Treasurer's Quarterly report due to leaders (to reflect Oct. - Dec.)

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February

Council Annual Meeting - February 6 (first Saturday in Feb)
Cookie Delivery February 10-17 and Site Sales February 19 - March 14

World Thinking Day - February 22

Begin planning adult recognition event and administering recognition paperwork for SU awards
Begin planning spring troop/service unit camping events
Day Camp/Summer Camp brochures mailed

March

Girl Scout Birthday - March 12

Girl Scout Week - prior to March 12
Cookie Site Sales end March 14, Troop reports due March 19
Plan end of year recognitions event
Take nominations for Outstanding Leader/Volunteer and Leadership Development pin
Delegate Elections (even or odd units depending on the year, 2009 odd) (due by May 1)

April

Girl Scout Leader's Day - April 22

Recruit Fall Sales Manager for following year
Distribute Spring Registration packets to troops
Distribute End of the Year Financial report and performance reviews to troops
Encourage troops with bridging girls to begin bridging activities

SU Organizer Roundtable April 27

Turn in Recognition Order 6 weeks prior to Recognitions event
SUM Recognition Dinner - April 26- Sacramento, April 29 - Modesto
SU Treasurer's Quarterly report due to leaders (to reflect January - March)

May

Recruit service team for next year (register for training)
Secure SU cookie manager
Begin recruitment plans for following year
Secure site for meetings for following year
Prepare draft of budget for following year
Cookie incentives distributed
Schedule end of year SUM/MD reviews
Delegate training
Girl Scout Gold/Silver Award & Recognition of Excellence Ceremony (TBA)

June

Bridging ceremonies
Conduct year-end reviews; troop financial reports (Due June 11)
Day Camp
Spring Registration due to SU registrar
Service Team training- June 26 - Sacramento
SU Recognitions report due to council

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July

RAP packet recap/reviews due to membership director
Service Unit Financial Report Due with proposed budget July 12
Start organizing at year round schools
Develop plan of work for coming year
Day Camp
Contact families of girls in disbanding troops