

SERVICE AREA LEADERSHIP TEAM:

Service Area Team Lead _____

Service Area Treasurer _____

Service Area Product Sales Team Lead _____

Service Area Program Team Lead _____

Service Area Mentor Team Lead _____

Service Area Adult Learning Lead _____

Service Area Recruitment Team Lead _____

Service Area Registrar & Placement Lead _____

Service Area Communications Coordinator _____

Service Area Adult Recognitions Coordinator _____

Service Area Friends & Family Chair _____

SERVICE AREA SUPPORT POSITIONS:

Service Area Product Sales Team _____

Service Area Mentor Team _____

 Daisy _____

 Brownie _____

 Junior _____

Service Area Adult Learning Facilitators _____

Service Area Recruitment Team _____

Service Area Registrar & Placement Team _____

Service Area Program Team _____

 Day Camp Director(s) _____

 Event Director(s) _____

Service Area Council Delegate Nominee _____

Service Area Hispanic Coordinator (where needed) _____

MEMBERSHIP: Goal is to reach 10% of Service Area girl potential.

Previous Year Actual: # _____ girls / # _____ adults

20____ / 20____ Membership Goal: # _____ girls

Previous Year Early Bird Actual: # _____ girls / # _____ adults

20____ / 20____ Early Bird Goal: # _____ girls / # _____ adults

Recruitment Plans

Summer Recruitment Ideas/Plans: _____

Back to School Recruitment Ideas/Plans: _____

Winter Recruitment Ideas/Plans: _____

Spring/Early Bird Recruitment Ideas/Plans: _____

VOLUNTEER DEVELOPMENT

Suggested Adult Learning Opportunities:

Fall/Winter

Spring/Summer

Mini Modules	_____	_____
New Leader Orientation	_____	_____
Daisy Grade Level	_____	_____
Brownie Grade Level	_____	_____
Junior Grade Level	_____	_____
First Aid/CPR	_____	_____
Outdoor Skills	_____	_____
Other	_____	_____

All new volunteers must receive Girl Scout 101 Online Training and New Leader Orientation. All volunteers must also sign the Acknowledgement of Mandated Child Abuse Reporter Status annually. All returning volunteers must update their training as required and must complete an updated volunteer application and background screening every three years.

What steps will be taken to ensure all volunteers and service area team members have been trained for their positions? _____

Please list trainings/topics/workshops you would like help presenting in your service area: _____

ADULT RECOGNITIONS

What steps will you take to promote Adult Recognitions in your service area? _____

PROGRAM

The Service Unit will sponsor a ☐ Day Camp ☐ Twi-Camp ☐ Weekend Camp (Encampment)
Camp(s) and date(s): _____

The Service Area will sponsor _____ events this year. Please list events and possible dates:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Other Program Goals: _____

FAMILY & FRIENDS

Service Area Friends Goal \$ _____ Previous Year's Actual \$ _____

(Friends Goal: number of girl members from the prior year divided in half, times \$10 per girl.)

Describe plans and methods to publicize the Friends Campaign to families and achieve your goal:

SERVICE AREA FINANCES

Beginning Balance as of date of previous year end bank statement \$ _____

Anticipated Income:

Product Sales (Fall Product and Cookies) \$ _____

Service Unit Events (# of events _____) *Detail on SU Event Budget.* \$ _____

Other _____ \$ _____

Total Anticipated Income: \$ _____

Anticipated Expenses:

Postage \$ _____

Copying \$ _____

Supplies (list) \$ _____

Take Action/Service Projects \$ _____

Adult Recognitions \$ _____

Service Unit Events (# of events _____) *Detail on SU Event Budget.* \$ _____

Patches \$ _____

Other _____ \$ _____

Total Anticipated Expenses \$ _____

Difference between Income and Expenses \$ _____

Use additional sheets if necessary.

I have discussed these goals and budget with my Membership Manager/Program Manager and my Service Area Team and agree to accept these attached goals to be achieved during the _____
(date) Girl Scout year.

Service Area Team Lead Signature _____ Date _____

Membership Manager Signature _____ Date _____

Program Manager Signature _____ Date _____

SERVICE AREA EVENT PLANNING BUDGET

Use this planning budget sheet to estimate income and expenses for each event.
Complete the Event Report at conclusion and submit to the appropriate staff member.

Program Name: _____

Location: _____ **Quarter:** _____

Anticipated Income

(# of girls x fee)

(grant money/in kind donations/etc.)

\$ _____

Anticipated Expenses

Transportation \$ _____

Site Fee \$ _____

Advertising/Printing \$ _____

Equipment \$ _____

Food/Ice \$ _____

Program Supplies \$ _____

Program Fees \$ _____

Patches \$ _____

Other: _____ \$ _____

Total Anticipated Expenses \$ _____

Difference between Income and Expenses \$ _____

Balance should be Zero (0) if possible.