

# Community Service Team Checklist

Month by Month Checklist for Community Leaders  
and Service Teams

Revised 4/2022



## ESSENTIAL FUNCTIONS OF COMMUNITIES

### 1. RECRUITMENT AND PLACEMENT

- ✓ Recruit adults for troop leadership and other volunteer positions
- ✓ Offers a variety of girl membership opportunities

### 2. SUPPORT = RETENTION

- ✓ Supports adult volunteers with on-going mentoring, appreciation, skill-building, communication, and networking opportunities
- ✓ Ensures quality troop program
- ✓ Promotes & coordinates council product sales
- ✓ Promotes beyond-the-troop program opportunities for girls (Community events)

### 3. COMMUNITY / COMMUNICATION

- ✓ Creates local community awareness and visibility
- ✓ Develops relationships, partnerships, and collaborations within the local community
- ✓ Promotes Girl Scouting through local media and community education (publicity)

### 4. TRACKING

- ✓ Oversees Community finances (*treasurer*) and troop finances (*financial specialist*)
- ✓ Tracks adult and girl membership registration

### List Important Community Dates Here

#### Dates for Summit Meetings:

October Summit \_\_\_\_\_

February Summit \_\_\_\_\_

December Summit \_\_\_\_\_

April Summit \_\_\_\_\_

#### Other Essential "All Members" Community Dates:

Returning Leaders Meeting \_\_\_\_\_ Volunteer Appreciation Event \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### Dates for New Leader Cafés:

#1 Welcome to Our Community \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

#2 Troop Finances 101 \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

#3 Recruiting a Troop Committee \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

#4 Troop Meetings - Where to Begin \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

#5 Online Resources: VTK and More! \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

#6 Adventure Beyond the Meeting \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

#### Dates for Community Cafés:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

#### Community Events:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

## Essential Functions of a Community: JUNE

<b>Recruitment and Placement</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Recruit and appoint service team members with June 1 thru May 31 term. Work with staff partners to ensure candidates are registered and in good standing. Share expectations for completing appropriate training and dates.</li> <li><input type="checkbox"/> Review position description and <i>Volunteer Agreement Code of Conduct (F-905-7)</i> with volunteer for each role to ensure each service team member understands their part in the work of the Community.</li> <li><input type="checkbox"/> Recruit a volunteer team to plan and conduct Girl Scout recruitment events. Consider a fall team and a spring team. Locate sites &amp; set dates for in-person recruitment events and set dates for virtual recruitment events. Prepare volunteer signups.</li> <li><input type="checkbox"/> Review area demographics and identify underserved areas.</li> <li><input type="checkbox"/> Finalize plans for a rising kindergarten troop formation event for those families who joined with Daisy Launch. Check with your CEM for current theme and resources, as well as an alternate virtual strategy if in-person recruitment events are not suitable.</li> </ul>
<b>Support = Retention</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Continue to promote on-time renewal.</b> Check your rosters for members who have not yet renewed for MY23</li> <li><input type="checkbox"/> Determine what type of mentoring program you will have (team or individual) and recruit volunteers. Send volunteers to training (See <i>The Golden Link</i> for training courses offered).</li> <li><input type="checkbox"/> Schedule Community Summits, New Leader Cafés and Community Cafés for the year and secure appropriate meeting location sites if in-person. *Build in plenty of New Leader Cafés to ensure new leaders are supported and connected to the Community. Remember volunteers are added throughout the year.</li> <li><input type="checkbox"/> Make sure new leaders recruited from the Daisy Launch events and new leaders for existing troops have taken their required online training and know about optional program level classes.</li> <li><input type="checkbox"/> Assign new leaders to an experienced Girl Scout volunteer to support them while getting started in Girl Scouting. If you use a team mentoring approach, ensure the team has reached out to welcome them.</li> <li><input type="checkbox"/> Remind troop leaders that opt-out requests from having their troop opened to 12 girls for online registration, typically begin in June. Opt-outs are granted by request to Girl Scout Senior and Ambassador troops and troops with special needs or circumstances (evaluated on a case-by-case basis).</li> </ul>

<b>Community / Communication</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Investigate new options for troop and/or Community meeting sites in the local community as needed.</li> <li><input type="checkbox"/> With Community communication specialist, determine and set up communication vehicles you will be using. Think about a survey to determine how volunteers want to get updates.</li> <li><input type="checkbox"/> Use social media to keep members informed and excited about Girl Scouts. Highlight trainings taken, planning meetings, day/twilight camps, and girls attending resident camp. Review the social media guidelines in communication specialist training and think about a pinned post outlining appropriate content and goals of the sharing.</li> <li><input type="checkbox"/> Promote On-Time Membership Registration. (Early Bird ended May 31<sup>st</sup>.)</li> <li><input type="checkbox"/> Promote program leadership trainings for troop leadership. Trained leaders are happy leaders!</li> <li><input type="checkbox"/> Promote administrative training courses and Membership Kickoff Event to your volunteers and CST.</li> <li><input type="checkbox"/> Forward any Council news (received via email from your Community Coordinator) to your CST. Share appropriate news with troop leaders via communication platform.</li> </ul>
<b>Reporting / Tracking</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Follow up to be sure the <i>Community Annual Financial Report</i> (F-450) has been turned into the financial management coordinator via email <a href="mailto:communityfinances@sigs.org">communityfinances@sigs.org</a> . Due May 31.</li> <li><input type="checkbox"/> Ensure financial specialist is following up with troops that have not turned in their year-end <i>Troop/Group Annual Financial Report</i> (F-31). Make a plan to collect any outstanding reports from troops.</li> <li><input type="checkbox"/> Develop a Community budget for the upcoming year. * Deadline: Aug. 1.</li> </ul>
<b>CST Planning</b>	<p><b>Promote Important GSSJC Dates*:</b>  June 1      New Community Leadership Team (CLT) term begins</p> <p><b><i>*Check for important national and religious dates on the calendar found on the last page of this document.</i></b></p> <p><b>Reminders:</b></p> <ul style="list-style-type: none"> <li>✓ <b>Schedule the Plan of Action meeting for the service team.</b> Use the <i>Plan of Action Meeting Guide</i> to plan for and facilitate that meeting for the service team and Member Experience Team (VEM, CEM, PSS). Complete the pre-work on page 2 of the guide so that everyone is prepared for a successful meeting. The recruitment team should begin planning for summer and fall recruitment events.</li> <li>✓ Promote administrative training for service team members.</li> <li>✓ CLT attend Chatty Hour on Facebook (if scheduled).</li> </ul>

**CST Planning Notes:**

## Essential Functions of a Community: JULY

<b>Recruitment and Placement</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Recruit a volunteer team to plan and conduct Girl Scout recruitment events. Consider a fall team and a spring team. For in-person recruitment events, locate sites &amp; set dates. For virtual recruitment events, set dates.</li> <li><input type="checkbox"/> Sign up volunteers for “Meet the Teacher” events.</li> <li><input type="checkbox"/> Plan a mini-recruitment event planning session/training for volunteers (adults &amp; girls) helping at recruitment/sign-up events. This could take place at a returning leader kick off. *</li> <li><input type="checkbox"/> Remind troop leaders to complete opt-out requests (opening troops with fewer than <b>12</b> active members online for new girls to join).</li> </ul>
<b>Support = Retention</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Continue to promote on-time renewal.</b> Check your rosters for members who have not yet renewed for MY23</li> <li><input type="checkbox"/> Make plans for a returning leader kick-off of the new membership year for August or an Early Bird Incentive Event if you plan to have one. *</li> <li><input type="checkbox"/> Continue to recruit and appoint service team members and ensure they register, take appropriate training, and are members in good standing.</li> <li><input type="checkbox"/> Assign new leaders to an experienced Girl Scout volunteer to support them in getting started in Girl Scouting or provide mentors’ contacts. If you use a team mentoring approach, ensure the team has reached out to welcome them.</li> <li><input type="checkbox"/> Develop fall schedule for New Leader Cafés and Community Cafés for leader retention. Check the Dropbox (link provided by your Community Coordinator) or GSSJC website under <i>Online Community</i> (CLT group) for New Leader Cafés and Green Apples to present throughout the year.</li> <li><input type="checkbox"/> Provide local “<i>The Magic of Mentoring</i>” Green Apple training for newly recruited mentors. *</li> </ul>
<b>Community / Communication</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Discover service opportunities within your local community.</li> <li><input type="checkbox"/> Maintain a list of friendly banks for new leaders.</li> <li><input type="checkbox"/> (Idea) Survey troops for girls who are willing to participate in local community flag ceremonies. Train and practice with the girls. Connect with adults in charge of town/city meetings, school meetings, etc. to announce that Girl Scouts are available for this honor.</li> <li><input type="checkbox"/> Develop a communication strategy. **The suggestion is for 3 touches. Plan to use a combination of vehicles which could be a combination of email blasts, social media, texting, online platforms or a website, phone calls, and snail mail.</li> </ul>

<b>Reporting / Tracking</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Check the current Council Debt List to identify if any returning troop leadership team members are listed.</li> <li><input type="checkbox"/> Make sure new leaders have taken required training and are aware of program level trainings.</li> <li><input type="checkbox"/> The roster specialist should develop roster for renewal specialist in order to review and be aware of troops who did not Early Bird, if needed. In addition, building a roster of troops by level with troop leadership team members will be a useful tool for the product sales managers, financial specialists, mentor team, and event chairs.</li> <li><input type="checkbox"/> Continue to promote registration of returning girl and adult members.</li> <li><input type="checkbox"/> Deliver Community budget to financial management coordinator via email <a href="mailto:communityfinances@sjgs.org">communityfinances@sjgs.org</a> no later than Aug. 1. Community Coordinator and VEM should also receive a copy.</li> </ul>
<b>CST Planning</b>	<p><b>Important GSSJC Dates*:</b></p> <p><i>*Check for important national and religious dates on the calendar found on the last page of this document.</i></p> <p><b>Reminders:</b></p> <ul style="list-style-type: none"> <li>✓ Promote Membership Kickoff Event August 13.</li> <li>✓ Continue recruitment team planning meetings.</li> <li>✓ CLT attend Chatty Hour on Facebook (if scheduled).</li> </ul>

\* Items that are discussed during the Plan of Action meeting

## CST Planning Notes:

## Essential Functions of a Community: AUGUST

<b>Recruitment and Placement</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Finalize plans for a troop formation event for rising kindergarteners and those families who joined with Daisy Launch. Check with your CEM for current theme and resources, as well as an alternate virtual strategy if in-person recruitment events are not suitable.</li> <li><input type="checkbox"/> Participate in “Meet the Teacher” to promote recruitment events.</li> <li><input type="checkbox"/> Distribute recruitment flyers to the local community to advertise recruitment events.</li> <li><input type="checkbox"/> Finalize recruitment of volunteers to conduct Girl Scout recruitment/ sign-up events.</li> <li><input type="checkbox"/> Conduct a recruitment training for volunteers (adults and girls) helping at recruitment/sign-up events.</li> <li><input type="checkbox"/> Conduct recruitment events and organize troops.</li> <li><input type="checkbox"/> Plan and conduct parent meetings to secure leadership for returning or new girls who do not have troop leadership.</li> <li><input type="checkbox"/> Look for opportunities to represent and promote Girl Scouts within schools such as flag ceremonies and service.</li> </ul>
<b>Support = Retention</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Continue to promote on-time renewal.</b> Check your rosters for members who have not yet renewed for MY23</li> <li><input type="checkbox"/> Meet with service team to review Community Plan of Action. Evaluate what has been accomplished towards the plan and what still needs to be done.</li> <li><input type="checkbox"/> Ensure newly recruited troop leaders have completed their online <i>Volunteer Basics</i> (required training) and are aware of optional program level training courses.</li> <li><input type="checkbox"/> Ensure mentor team lead is trained in “<i>Mentoring Team Lead or The Many Faces of Mentoring.</i>”</li> <li><input type="checkbox"/> Recruit experienced leaders to mentor new troop leadership teams to provide support in getting started in Girl Scouting. If you use a team mentoring approach, ensure the team has reached out to welcome them.</li> <li><input type="checkbox"/> Provide local “<i>The Magic of Mentoring</i>” Green Apple training for newly recruited mentors. *</li> <li><input type="checkbox"/> Finalize fall schedule for New Leader Cafes and Community Cafés for leader retention. Check the Dropbox (link provided by your Community Coordinator) or GSSJC website under <i>Online Community</i> (CLT group) for applicable resources.</li> <li><input type="checkbox"/> Troops, who have not been approved for an opt-out exception, will automatically have girl spots displayed to meet a 12-girl minimum on August 1.</li> </ul>

<b>Community/ Communication</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Prepare roster with contact information for all Community service team members (determine plan for distribution). <b>Use F-35C and send to VEM and Community Coordinator.</b></li> <li><input type="checkbox"/> Establish a plan to support the Annual Giving Campaign with troops and volunteers in the spring.</li> <li><input type="checkbox"/> Ask Community members to send information about Girl Scout summer activities to the press corps representative to be submitted to the local press.</li> <li><input type="checkbox"/> Promote fall recruitment events.</li> <li><input type="checkbox"/> Publicize the October Community Summit and upcoming New Leader Cafés to volunteers in the Community.</li> <li><input type="checkbox"/> Fall Product Sale trainings begin – ensure all troops are informed of product sale timeline/dates.</li> <li><input type="checkbox"/> Promote the Fall Volunteer Conference at Camp Arnold – check for dates – typically held in Nov. The event will be available for registration late summer.</li> <li><input type="checkbox"/> Promote GSSJC 100<sup>th</sup> Birthday celebration on December 3<sup>rd</sup> at our Treelake camps (Conroe area). Include information on the 100<sup>th</sup> year patch and charms.</li> </ul>
<b>Reporting / Tracking</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Confirm re-registration of returning girl and adult members and register newly recruited volunteers.</li> <li><input type="checkbox"/> The roster specialist should continue to perform a roster review. In addition, building a roster of troops by level with troop leadership team members will be a useful tool for the product sales managers, financial specialists, mentor team, and event chairs.</li> <li><input type="checkbox"/> Deliver the Community budget to the financial management coordinator, if not already done.</li> </ul>
<b>CST Planning</b>	<p><b>Important GSSJC Dates*:</b>  Aug. ___ Health and Safety Weekend  Aug. 13 Membership Kickoff Event</p> <p><b><i>*Check for important national and religious dates on the calendar found on the last page of this document.</i></b></p> <p><b>Reminders:</b></p> <ul style="list-style-type: none"> <li>✓ Finalize plans for fall recruitment.</li> <li>✓ Promote administrative training for service team members.</li> <li>✓ Hold service team meeting.</li> <li>✓ Plan for October Summit using the planning guide (planning guide available mid to late August).</li> <li>✓ Promote the Fall Product Sale to troops and individually registered girls.</li> <li>✓ CLT attend Chatty Hour on Facebook (if scheduled).</li> </ul>

\* Items that are discussed during the Plan of Action meeting



## **CST Planning Notes:**

## Essential Functions of a Community: SEPTEMBER

<b>Recruitment and Placement</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Plan and conduct parent meetings to secure leadership for girls who do not have a troop.</li> <li><input type="checkbox"/> Finalize plans for waitlist IRG meetings. (See guide in <i>Online Community – Recruitment</i> for both in-person and virtual meeting plans.)</li> </ul> <p><b>Continue to:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Distribute recruitment flyers and promotional materials to the local community to advertise recruitment events.</li> <li><input type="checkbox"/> Conduct recruitment events.</li> <li><input type="checkbox"/> Look for opportunities to represent and promote Girl Scouts within schools such as flag ceremonies and service.</li> </ul>
<b>Support = Retention</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Continue to promote on-time renewal.</b> Check your rosters for members who have not yet renewed for MY23</li> <li><input type="checkbox"/> Ensure all adult volunteers in the Community (new and returning) have taken the appropriate training for their positions. Encourage volunteers to renew their roles and update their membership profiles in their MYGS/My Account portal on the GSSJC website.</li> <li><input type="checkbox"/> Meet with service team for October Summit planning.</li> <li><input type="checkbox"/> Finalize schedule for fall New Leader Cafés and Community Cafés for leader retention.</li> <li><input type="checkbox"/> If planning a Community campout weekend for the next membership year, submit the <i>Community/Region Camp Reservation</i> (F-126). Deadline: Oct. 1<sup>st</sup> for camping March through August 2023. Always check form for date changes.</li> <li><input type="checkbox"/> Assign newly recruited leaders to a mentor (an experienced volunteer) to support them in getting started in Scouting. If you use a team mentoring approach, ensure the team has reached out to welcome them.</li> <li><input type="checkbox"/> Host New Leader Cafés along with presenting the <i>Community 3Cs</i> (F-15) to any new leaders who did not attend initial New Leader Cafés to insure they are off to a good start. Repeat New Leader Cafés until all new leaders have attended or connected with mentor if unable to attend.</li> </ul>

<p style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>Community/Communication</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Publicize the October Community Summit and all Cafés to all new and returning leaders.</li> <li><input type="checkbox"/> Share Community service team roster with contact information with all volunteers. <b>Use F-35C and send to VEM and Community Coordinator.</b></li> <li><input type="checkbox"/> Share opportunities for fall service projects in the local community.</li> <li><input type="checkbox"/> Ask Community members to send information about their Girl Scout activities to press corps representative for articles to submit to the local press.</li> <li><input type="checkbox"/> Connect with your Region to find out about upcoming opportunities for older girls and adults.</li> <li><input type="checkbox"/> Continue to promote the <i>Fall Volunteer Conference</i> held in Nov. at Camp Agnes Arnold – check for dates. The event will be available for registration in July.</li> <li><input type="checkbox"/> Forward any Council news (received via email from your Community Coordinator) with your CST. Share appropriate news with troop leaders via communication platforms.</li> <li><input type="checkbox"/> Invite new volunteers to join Community communication platforms.</li> <li><input type="checkbox"/> Promote GSSJC 100<sup>th</sup> Birthday celebration on December 3<sup>rd</sup> at our Treelake camps (Conroe area). Include information on the 100<sup>th</sup> year patch and charms.</li> </ul>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>Reporting / Tracking</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Have returning volunteers update their <i>Adult Volunteer Service Record</i> (F-122).</li> <li><input type="checkbox"/> Fall Product Sale begins.</li> <li><input type="checkbox"/> Assess where you have met the criteria for the <i>President's Award</i> (F-76). Deadline: Dec. 15.</li> <li><input type="checkbox"/> Verify submission of <i>Registration of Bank Account and ACH Debit/Credit Acknowledgement</i> (F-36) from new troops or returning troops who have made changes to their accounts. (Submission via <i>Online Community</i> or manually by paper following directions on the form.)</li> </ul> <p><b>Continue:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Registration of returning girl and adult members by Sept. 30.</li> <li><input type="checkbox"/> Ensure all new adult volunteers for the troop leadership team have completed online registration, selected their troop role, completed their online volunteer application process and receive a clear criminal background check, completed new volunteer training and are in good standing.</li> <li><input type="checkbox"/> The roster specialist should continue to perform a roster review to be aware of troops who did not early bird and provide roster to renewal specialist. In addition, building a roster of troops by level with troop leadership team members will be a useful tool for the product sales managers, financial specialists, mentor team, and event chairs. Alert CLTs of any troops who do not have two registered leaders.</li> </ul>

<b>CST Planning</b>	<p><b>Important GSSJC Dates*:</b> Sept __ Fall Product order taking begins</p> <p><b><i>*Check for important national and religious dates on the calendar found on the last page of this document.</i></b></p> <p><b>Reminders:</b></p> <ul style="list-style-type: none"><li>✓ Plan for October Community Summit using the planning guide received from Community Coordinator via email in early September.</li><li>✓ Consider holding a returning leader's meeting to train for recruitment and mentoring.</li><li>✓ Continue recruitment events.</li><li>✓ Hold service team meeting.</li><li>✓ CLT attend Chatty Hour on Facebook.</li></ul>
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### **CST Planning Notes:**

## Essential Functions of a Community: OCTOBER

<b>Recruitment and Placement</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Evaluate initial recruitment efforts and conduct recruitment events in areas that were underserved or had little response to initial efforts.</li> <li><input type="checkbox"/> Launch your waitlist IRG meetings for families waiting for troops to join or begin. Include IRG girls who wish to attend. (See guide in <i>Online Community – Recruitment</i> for both in-person and virtual meeting plans.)</li> <li><input type="checkbox"/> Continue forming troops and placing girls on the waitlist or who have signed in at recruitment events.</li> <li><input type="checkbox"/> Plan and conduct parent meetings to secure leadership for troops without leadership teams.</li> <li><input type="checkbox"/> Recruit a spring recruitment team to plan &amp; conduct Girl Scout recruitment events for the spring (recruitment team lead). For in-person recruitment events, locate sites &amp; set dates for recruitment events. For virtual recruitment events, set dates.</li> <li><input type="checkbox"/> Continue to look for opportunities to represent and promote Girl Scouts within schools such as flag ceremonies and service.</li> </ul>
<b>Support = Retention</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Continue hosting New Leader Cafés along with presenting the <i>Community 3Cs</i> (F-15) to any new leaders who did not attend initial New Leader Cafés to insure they are off to a good start. Repeat New Leader Cafés until all new leaders have attended or connected with mentor if unable to attend.</li> <li><input type="checkbox"/> Hold leader investiture and rededication ceremony at Community Summit.</li> <li><input type="checkbox"/> Celebrate Juliette Gordon Low's Birthday.</li> <li><input type="checkbox"/> Follow-up with leaders who were not in attendance at October Summit.</li> <li><input type="checkbox"/> Follow-up with lapsed members</li> </ul>
<b>Community / Communication</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Publicize the October Community Summit and all Cafés to Community members.</li> <li><input type="checkbox"/> Remind all troops to have a cookie manager in place prior to training.</li> <li><input type="checkbox"/> Forward any Council news (received via email from your Community Coordinator) with your CST. Share appropriate news with troop leaders via communication platforms.</li> <li><input type="checkbox"/> Review communication platforms and delete members who have not renewed, and ensure new volunteers are added.</li> <li><input type="checkbox"/> Promote the Fall Volunteer Conference held in Nov. at Camp Agnes Arnold – check for dates. Great opportunity for returning or newly recruited troop leadership to receive enrichment training in all topics (outdoors, program, traditions, etc.).</li> <li><input type="checkbox"/> Promote GSSJC 100<sup>th</sup> Birthday celebration on December 3<sup>rd</sup> at our Treelake camps (Conroe area). Include information on the 100<sup>th</sup> year patch and charms.</li> </ul>

<b>Reporting / Tracking</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Have returning volunteers update their <i>Adult Volunteer Record</i> (F-122) and fill out records for new volunteers.</li> <li><input type="checkbox"/> Verify submission of <i>Registration of Bank Account and ACH Debit/Credit Acknowledgement</i> (F-36) from new troops or returning troops who have made changes to their accounts.</li> <li><input type="checkbox"/> Check to see that all new adult volunteers for the troop leadership teams have received an appointment letter.</li> <li><input type="checkbox"/> Ensure all adult volunteers in the Community (new and returning) have taken the appropriate training for their positions and are aware of optional program level training.</li> <li><input type="checkbox"/> Identify and contact girl members who have not reregistered for the new membership year.</li> <li><input type="checkbox"/> Reminder: All troops should have a bank account.</li> <li><input type="checkbox"/> Begin work on the <i>President's Award</i> application (F-76), if applicable. Deadline: Dec. 15.</li> <li><input type="checkbox"/> The roster specialist should continue to perform a roster review and provide roster to renewal specialist who will communicate with troops and volunteers who have not reregistered. Continue updating a roster of troops by level with troop leadership team members which will be a useful tool for the product sales managers, financial specialists, mentor team, and event chairs.</li> </ul>
<b>CST Planning</b>	<p><b>Important GSSJC Dates*:</b></p> <p>Oct.____ Fall Product Sales Ends  Oct. 31 Juliette Gordon Low's Birthday  Oct. 31 Halloween</p> <p><b>*Check for important national and religious dates on the calendar found on the last page of this document.</b></p> <p><b>Reminders:</b></p> <ul style="list-style-type: none"> <li>✓ Hold Community Summit.</li> <li>✓ Hold service team meeting.</li> <li>✓ CLT attend Chatty Hour on Facebook.</li> </ul>

**CST Planning Notes:**

## Essential Functions of a Community: NOVEMBER

<b>Recruitment and Placement</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Continue executing waitlist IRG meetings for girls who have not been placed in a troop and IRGs. (See guide in <i>Online Community – Recruitment</i> for both in-person and virtual meeting plans.)</li> <li><input type="checkbox"/> Evaluate initial recruitment efforts and conduct recruitment events in areas that were underserved or had little response to initial efforts.</li> <li><input type="checkbox"/> Evaluate progress towards membership goal. (Aim for &gt; 90% of goal by December 31).</li> <li><input type="checkbox"/> Participate in evaluation of troop opportunity development with CEM and plan for spring recruitment.</li> </ul>
<b>Support = Retention</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Continue hosting New Leader Cafés along with presenting the <i>Community 3Cs</i> (F-15) to any new leaders who did not attend initial New Leader Cafés to insure they are off to a good start. Repeat New Leader Cafés until all new leaders have attended or connected with mentors if unable to attend.</li> <li><input type="checkbox"/> Mentors - contact new leaders to ensure troops are meeting and that they have a trained cookie manager for their troop.</li> <li><input type="checkbox"/> Explain national and council recognitions and collect nominations. (See F-183 <i>Volunteer Recognition Awards</i>)</li> <li><input type="checkbox"/> Provide troop service project ideas that are appropriate for the holiday season. Have troops complete the <i>Community Service or Take Action Girl Project Report</i> (F-269) and submit to Community service project organizer or to council as noted on the form.</li> <li><input type="checkbox"/> Service teams to review Plans of Action. Evaluate what has been accomplished towards the plan and what still needs to be done.</li> <li><input type="checkbox"/> Follow up with lapsed members</li> </ul>
<b>Community / Communication</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Publicize the December Community Summit and all Cafés to Community members.</li> <li><input type="checkbox"/> Publicize any upcoming Community events and activities.</li> <li><input type="checkbox"/> Communicate Cookie Training and important dates.</li> <li><input type="checkbox"/> Forward any Council news (received via email from your Community Coordinator) with your CST. Share appropriate news with troop leaders via communication platforms.</li> <li><input type="checkbox"/> Promote GSSJC 100<sup>th</sup> Birthday celebration on December 3<sup>rd</sup> at our Treelake camps (Conroe area). Include information on the 100<sup>th</sup> year patch and charms.</li> </ul>

<b>Reporting / Tracking</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Review records to ensure all girls have been placed and volunteers have been through the council approval process.</li> <li><input type="checkbox"/> Cookie Sale trainings begin (Community &amp; troop cookie managers).</li> <li><input type="checkbox"/> Begin work on the <i>President's Award</i> application (F-76), if applicable. Deadline: Dec. 15.</li> <li><input type="checkbox"/> The roster specialist should continue to perform roster reviews.</li> </ul>
<b>CST Planning</b>	<p><b>Important GSSJC Dates*:</b> Nov. _____ Fall Volunteer Conference</p> <p><b><i>*Check for important national and religious dates on the calendar found on the last page of this document.</i></b></p> <p><b>Reminders:</b></p> <ul style="list-style-type: none"> <li>✓ CLT attend Chatty Hour on Facebook.</li> <li>✓ Plan for December Summit using planning guide from Community Coordinator arriving via email in early November.</li> <li>✓ Hold service team meeting.</li> </ul>

**CST Planning Notes:**



## Essential Functions of a Community: DECEMBER

<b>Recruitment and Placement</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Continue executing waitlist IRG meetings for girls who have not been placed in a troop and IRGs. (See guide in <i>Online Community – Recruitment</i> for both in-person and virtual meeting plans.)</li> <li><input type="checkbox"/> Announce progress towards membership goal. (Aim for &gt;90% of goal by December 31).</li> <li><input type="checkbox"/> Plan spring recruitment with CEM, including Girl Talks, events, and volunteer sign up. *</li> </ul>
<b>Support = Retention</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Conduct Community Summit and ensure all members are invited to attend.</li> <li><input type="checkbox"/> <i>President's Award</i> application (F-76) due Dec. 15.</li> <li><input type="checkbox"/> Assign nominations and supporting letters to be written for nominations for national and council recognitions (i.e., Family Award, Community Award, Appreciation Pin, etc.). Deadline: Feb. 15. (See F-183 <i>Volunteer Recognition Awards</i>.)</li> <li><input type="checkbox"/> Explain World Thinking Day (Feb. 22) to new volunteers. Consider planning a World Thinking Day event for Community.</li> <li><input type="checkbox"/> Recognize leaders for trainings taken. Service teams to review Plans of Action.</li> </ul>
<b>Community / Communication</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Publicize the December Community Summit and all Cafés to Community members.</li> <li><input type="checkbox"/> Communicate Cookie Training and important dates.</li> <li><input type="checkbox"/> Ask Community members to send information about Girl Scout service projects or activities to the press corps representative to be submitted to the local press. Remind troops to complete the F-269 form.</li> <li><input type="checkbox"/> Publicize any upcoming Community events and activities.</li> <li><input type="checkbox"/> Forward any Council news (received via email from your Community Coordinator) with your CST. Share appropriate news with troop leaders via communication platforms.</li> </ul>

<b>Reporting / Tracking</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure Community cookie manager has up-to-date roster for cookie sales from the roster specialist.</li> <li><input type="checkbox"/> Remind troop leaders to ensure all girls selling cookies are registered and use the name, as reflected for membership registered, in ABC SMART COOKIES.</li> <li><input type="checkbox"/> Ensure all parents who will help with cookie booths are registered and have been background checked per GSSJC Way of Work #2.</li> </ul>
<b>CST Planning</b>	<p><b>Important GSSJC Dates*:</b> Dec. 3 GSSJC 100<sup>th</sup> Birthday celebration</p> <p><b><i>*Check for important national and religious dates on the calendar found on the last page of this document.</i></b></p> <p><b>Reminders:</b></p> <ul style="list-style-type: none"> <li>✓ CLT attend Chatty Hour on Facebook.</li> <li>✓ Hold December Summit.</li> <li>✓ Hold service team meeting.</li> <li>✓ Review membership goals.</li> <li>✓ Deadline for President's Award December 15.</li> <li>✓ Deadline for Council Recognition Nominations February 15.</li> <li>✓ Register for Administrative Summit, January ____.</li> </ul>

**CST Planning Notes:**

## Essential Functions of a Community: JANUARY

<b>Recruitment and Placement</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Work with the CEM to recommend recruitment team lead and placement liaison for appointment by the C-W coordinator. Refer to the <i>Community Handbook</i> for process and form. Recommendations due Feb. 1.</li> <li><input type="checkbox"/> Continue executing waitlist IRG meetings for girls who have not been placed in a troop and IRGs.</li> <li><input type="checkbox"/> Finalize plans and conduct spring recruitment events along with CEM including Girl Talks, events, and volunteer sign ups.</li> <li><input type="checkbox"/> Plan troop development opportunity (TOD) meeting date with CEM for April. *</li> <li><input type="checkbox"/> Review progress towards membership goal.</li> </ul>
<b>Support = Retention</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Promote cookie sale program.</li> <li><input type="checkbox"/> Promote resident camp.</li> <li><input type="checkbox"/> Finalize nominations and supporting letters for national and council adult recognitions to Volunteer Experience by Feb. 15. (See F-183 <i>Volunteer Recognition Awards</i>.)</li> <li><input type="checkbox"/> Review plans for mentoring and New Leader Cafés for spring recruitment.</li> <li><input type="checkbox"/> Encourage Café team to plan Green Apple Training on “<i>Bridging Basics</i>.”</li> <li><input type="checkbox"/> Meet with service teams to review Plan of Action. Evaluate what has been accomplished towards the plan and what still needs to be done.</li> <li><input type="checkbox"/> Plan Community Summit for February using planning guide arriving via email in late December from Community Coordinator.</li> <li><input type="checkbox"/> Consider celebrating World Thinking Day with ceremony.</li> </ul>
<b>Community / Communication</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Publicize the February Community Summit and all Cafés to Community members.</li> <li><input type="checkbox"/> Ask Community members to send information about Girl Scout service projects or activities to the press corps representative to be submitted to the local press. Remind troops to complete the F-269 form.</li> <li><input type="checkbox"/> Forward any Council news (received via email from your Community Coordinator) with your CST. Share appropriate news with troop leaders via communication platforms.</li> </ul>

<b>Reporting / Tracking</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Track Take Action projects and service projects done over the holidays. Use information in future articles. Troops need to complete the F-269 to report projects to council.</li> <li><input type="checkbox"/> Identify opportunities for spring service projects in the local community.</li> <li><input type="checkbox"/> The roster specialist should continue to perform roster reviews.</li> <li><input type="checkbox"/> Ensure all parents who will help with cookie booths are registered and have been background checked per GSSJC Way of Work #2.</li> </ul>
<b>CST Planning</b>	<p><b>Important GSSJC Dates*:</b> Jan. ___ Administrative Summit</p> <p><b><i>*Check for important national and religious dates on the calendar found on the last page of this document.</i></b></p> <p><b>Reminders:</b></p> <ul style="list-style-type: none"> <li>✓ CLT attend Chatty Hour on Facebook.</li> <li>✓ Hold service team meeting.</li> <li>✓ Begin planning for February Summit using planning guide.</li> <li>✓ Begin planning for CLT (if applicable) and service team succession using referral committee and interest indicator cards.</li> <li>✓ Promote spring administrative training for service team members.</li> </ul>

**CST Planning Notes:**

## Essential Functions of a Community: FEBRUARY

<b>Recruitment and Placement</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Work with the CEM to recommend recruitment team lead and placement liaison for appointment by the C-W coordinator. Refer to the <i>Community Handbook</i> for process and form. Due Feb. 1.</li> <li><input type="checkbox"/> Conduct spring recruitment events.</li> <li><input type="checkbox"/> Plan Troop Development Opportunity (TOD) meeting date with CEM for April. *</li> <li><input type="checkbox"/> Execute waitlist IRG meetings for girls who have not been placed in a troop and IRGs.</li> <li><input type="checkbox"/> Prepare for Mar. 1 appointment for the school liaison team lead and renewal specialist.</li> </ul>
<b>Support = Retention</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Conduct February Community Summit.</li> <li><input type="checkbox"/> Promote cookie sale and ensure all troops stay informed about important dates and updates.</li> <li><input type="checkbox"/> Promote Resident and Day Camps.</li> <li><input type="checkbox"/> Celebrate World Thinking Day.</li> <li><input type="checkbox"/> Encourage café team to plan Green Apple Training on “<i>Bridging Basics</i>.”</li> <li><input type="checkbox"/> Referral Committee distributes <i>Community Recommendation Prospect Cards</i> (F-552) to recommend CLT for upcoming year (if applicable).</li> <li><input type="checkbox"/> Implement the Community selection process to select four delegates to attend the Annual Meeting, April 15 or 22, 2023.</li> </ul>
<b>Community / Communication</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Discuss Girl Scout Sunday/Sabbath.</li> <li><input type="checkbox"/> Request inserts for Girl Scout Sunday/Sabbath and make them available at the Community Summit and service team meeting. Promote Girl Scout week.</li> <li><input type="checkbox"/> Support cookie sale deliveries in the area by enlisting volunteers to help on delivery day.</li> <li><input type="checkbox"/> Distribute <i>Community Interest Indicator Cards</i> at all leaders’ meetings for Community service team positions. Cards are available in the <i>Documents</i> section of the CLT Online Community.</li> <li><input type="checkbox"/> Forward any Council news (received via email from your Community Coordinator) with your CST. Share appropriate news with troop leaders via communication platforms.</li> </ul>

<b>Reporting / Tracking</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure all girls selling cookies are registered.</li> <li><input type="checkbox"/> Finalize all award applications. Deadline: Feb. 15.</li> <li><input type="checkbox"/> The roster specialist should continue to perform roster reviews.</li> <li><input type="checkbox"/> Ensure all parents who will help with cookie booths are registered and have been background checked per GSSJC Way of Work #2.</li> </ul>
<b>CST Planning</b>	<p><b>Important GSSJC Dates*:</b>  Feb. 15          Deadline for submitting nominations for national and council awards  Feb. 22          World Thinking Day</p> <p><b><i>*Check for important national and religious dates on the calendar found on the last page of this document.</i></b></p> <p><b>Reminders:</b></p> <ul style="list-style-type: none"> <li>✓ Hold Community Summit meeting.</li> <li>✓ Hold service team meeting.</li> <li>✓ Promote spring administrative training for service team members</li> <li>✓ CLT attend Chatty Hour on Facebook.</li> </ul>

**CST Planning Notes:**

## Essential Functions of a Community: MARCH

<b>Recruitment and Placement</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Prepare for Daisy Launch and extended membership as information becomes available.</li> <li><input type="checkbox"/> Conduct spring recruitment events.</li> <li><input type="checkbox"/> Review TOD webinar to prepare for troop opportunity development (TOD) meeting with CEM for April.</li> <li><input type="checkbox"/> Execute waitlist IRG meetings for girls who have not been placed in a troop and IRGs. (See guide in <i>Online Community – Recruitment</i> for both in-person and virtual meeting plans.)</li> <li><input type="checkbox"/> Promote Recruitment and Placement trainings.</li> </ul>
<b>Support = Retention</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Plan for April Community Summit.</li> <li><input type="checkbox"/> Plan how to encourage participation in Early Bird registration with renewal specialist.</li> <li><input type="checkbox"/> Plan leader appreciation/recognition activities for possible end of year recognition event.</li> <li><input type="checkbox"/> Order membership numerals, years of service pins, “Fearless Leader” patches, and continuing leader rockers to have in April/May for adult recognition.</li> <li><input type="checkbox"/> Help troops with extra cookies transfer product to troops in need of cookies.</li> <li><input type="checkbox"/> Plan for court of awards (Community bridging) ceremony.</li> <li><input type="checkbox"/> Continue to implement the Community selection process to select four delegates to attend the Annual Meeting in April – make sure delegates receive their delegate packets.</li> <li><input type="checkbox"/> Ensure referral committee is meeting and working towards CLT nominations, if applicable.</li> </ul>
<b>Community / Communication</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Plan how to encourage participation in the Annual Giving Campaign.</li> <li><input type="checkbox"/> Plan communication campaign to encourage participation in Early Bird registration with renewal specialist.</li> <li><input type="checkbox"/> Explain bridging and consider planning Community bridging event.</li> <li><input type="checkbox"/> Forward any Council news (received via email from your Community Coordinator) with your CST. Share appropriate news with troop leaders via communication platforms.</li> <li><input type="checkbox"/> Promote lifetime memberships to graduating Girl Scout troops and adult volunteers.</li> </ul>

<b>Reporting / Tracking</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Notify VEM of your Community's delegates to the Annual Meeting, April 15 or 22, 2023.</li> <li><input type="checkbox"/> Ensure all girls selling cookies are registered. Have roster specialist provide roster.</li> </ul>
<b>CST Planning</b>	<p><b>Important GSSJC Dates*:</b>  March 12 Girl Scout Birthday  March 12-18 Girl Scout Week  March 12 Girl Scout Sabbath</p> <p><b><i>*Check for important national and religious dates on the calendar found on the last page of this document.</i></b></p> <p><b>Reminders:</b></p> <ul style="list-style-type: none"> <li>✓ Plan April Community Summit meeting using planning guide received from the Community Coordinator in early March.</li> <li>✓ Celebrate Girl Scout Birthday.</li> <li>✓ Hold service team meeting.</li> <li>✓ Promote spring administrative training for service team members.</li> <li>✓ CLT attend Chatty Hour on Facebook.</li> </ul>

**CST Planning Notes:**



## Essential Functions of a Community: APRIL

<b>Recruitment and Placement</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Hold TOD planning meeting with CEM. Review TOD webinar to prepare.</li> <li><input type="checkbox"/> Prepare for Daisy Launch and extended membership campaign.</li> <li><input type="checkbox"/> Conduct spring recruitment events, including local Kindergarten sign up days.</li> <li><input type="checkbox"/> Execute waitlist IRG meetings for girls who have not been placed in a troop and IRGs.</li> <li><input type="checkbox"/> Follow up to ensure the recruitment team lead and placement liaison receive their appointment letter by the end of the month so they will have access to tools and resources.</li> <li><input type="checkbox"/> Recruit a fall recruitment team to plan &amp; conduct Girl Scout recruitment events for the new membership year (recruitment team lead). For in-person recruitment events, locate sites &amp; set dates. For virtual recruitment events, set dates.</li> <li><input type="checkbox"/> Recruit school liaisons (school liaison team lead)</li> <li><input type="checkbox"/> Promote Recruitment and Placement trainings.</li> </ul>
<b>Support = Retention</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Hold Community Summit.</li> <li><input type="checkbox"/> Encourage participation in Early Bird Registration with renewal specialist.</li> <li><input type="checkbox"/> Plan leader appreciation/recognition activities for possible end of year recognition event. Recognize Leaders at Summit; recognize adults for training they've taken.</li> <li><input type="checkbox"/> Ensure delegates have received their delegate packet.</li> <li><input type="checkbox"/> Encourage leaders to take enrichment training offered during summer months.</li> <li><input type="checkbox"/> Celebrate Volunteer Appreciation Day (April 22).</li> <li><input type="checkbox"/> Mentors should make plans/set dates for end of the year conferences with leaders.</li> <li><input type="checkbox"/> Discuss summer program opportunities and promote summer day/twilight camps.</li> <li><input type="checkbox"/> Promote program leadership training to volunteers moving to the next program level.</li> </ul>
<b>Community / Communication</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Promote opportunity to recognize outgoing CLTs and graduating troops with a commemorative "brick" at one of the camps.</li> <li><input type="checkbox"/> Provide details for Community bridging event and court of awards ceremony or provide information to troops on conducting these activities for their troops.</li> <li><input type="checkbox"/> Ask Community members to send information about Girl Scout service projects, Take Action projects or activities to the press corps representative to be submitted to the local press. Remind troop leadership to complete the F-269 for service and Take Action projects.</li> <li><input type="checkbox"/> Promote Lifetime Memberships with graduating Girl Scout troops and adult volunteers.</li> <li><input type="checkbox"/> Promote participation in the Leader Year End Survey (online).</li> <li><input type="checkbox"/> Forward any Council news (received via email from your Community Coordinator) with your CST. Share appropriate news with troop leaders via communication platforms.</li> </ul>

<b>Reporting / Tracking</b>	<ul style="list-style-type: none"> <li>❑ Have all volunteers update <i>Adult Volunteer Service Record (F-122)</i>.</li> <li>❑ Have leaders and volunteers fill out the <i>Volunteer Self-Assessment Form</i> to be reviewed with mentors and volunteer supervisors.</li> <li>❑ Remind troop leaders that year-end financial reports are due May 31. Consider having a fun Community mini-event for leaders as an incentive to submit their financial statements on-time as “admission” to the event.</li> <li>❑ Promote the online re-registration of girls and adults by the end of the Early Bird Registration campaign.</li> </ul>
<b>CST Planning</b>	<p><b>Important GSSJC Dates*:</b>  April 1      Early Bird Registration Begins (check with VEM for any date changes)  April 15 or 22      Adult Recognition Event  April 15 or 22      Annual Meeting at Agnes Arnold  April 22      Girl Scout Volunteer Appreciation Day</p> <p><b><i>*Check for important national and religious dates on the calendar found on the last page of this document.</i></b></p> <p><b>Reminders:</b></p> <ul style="list-style-type: none"> <li>✓ CLT attends Chatty Hour on Facebook.</li> <li>✓ Hold April Summit.</li> <li>✓ Hold service team meeting.</li> <li>✓ Promote spring administrative training for service team members.</li> </ul>

**CST Planning Notes:**

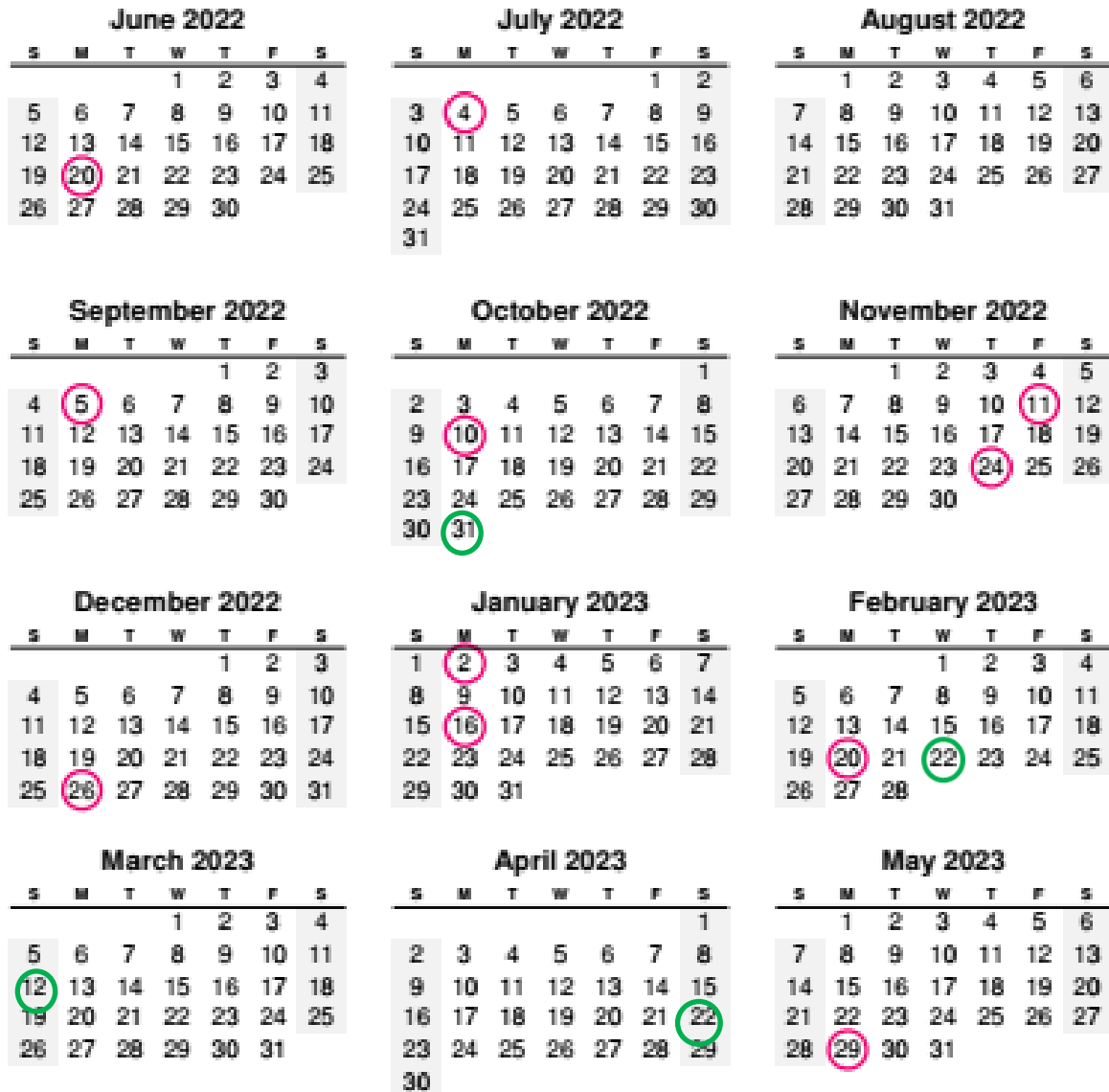
## Essential Functions of a Community: MAY

<b>Recruitment and Placement</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Attend Kindergarten roundup/orientation at area schools to promote Girl Scouts.</li> <li><input type="checkbox"/> Execute Daisy Launch and extended membership campaign.</li> <li><input type="checkbox"/> Continue to recruit a fall recruitment team to plan &amp; conduct Girl Scout recruitment events for the new membership year (recruitment team lead). For in-person recruitment events, locate sites &amp; set dates. For virtual recruitment events, set dates. *</li> <li><input type="checkbox"/> Recruit school liaisons (school liaison team lead)</li> <li><input type="checkbox"/> Promote Recruitment and Placement training.</li> <li><input type="checkbox"/> Review position description and <i>Volunteer Agreement and Code of Conduct (F-905-7)</i> with volunteer for each role to ensure each service team member understands their part in the work of the Community.</li> </ul>
<b>Support = Retention</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Identify any troop leadership team which might not be planning to continue in that role; plan and conduct parent meetings to secure leadership for girls whose leaders are not returning.</li> <li><input type="checkbox"/> Follow-up with troops not participating in Early Bird Registration. Roster specialist to provide roster for renewal specialist.</li> <li><input type="checkbox"/> Meet with service teams to review Plan of Action. Evaluate the year.</li> <li><input type="checkbox"/> Conduct Community leader appreciation/recognition event – distribute recognitions.</li> <li><input type="checkbox"/> Hold Community bridging event.</li> <li><input type="checkbox"/> If planning a Community campout weekend for the next membership year, submit the <i>Community/Region Camp Reservation (F-126)</i>. Deadline: March 1<sup>st</sup> for camping September through February 2024. Always check form for date changes.</li> <li><input type="checkbox"/> Send thank you cards to volunteers and leaders for their support of Girl Scouts.</li> <li><input type="checkbox"/> Promote program leadership training.</li> </ul>
<b>Community / Communication</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Press corps representative to submit article to local press regarding volunteers who have received special recognition and/or girls who earned their Girl Scout Bronze, Silver or Gold Awards, their Take Action projects and/or graduating Girl Scout Ambassadors.</li> <li><input type="checkbox"/> Provide suitable thank you and/or other recognition for the local communities who have sponsored troops or other Community meetings with a place to meet.</li> <li><input type="checkbox"/> Forward any Council news (received via email from your Community Coordinator) with your CST. Share appropriate news with troop leaders via communication platforms.</li> </ul>

<b>Reporting / Tracking</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Contact all leaders in the Community to determine status of returning troops.</li> <li><input type="checkbox"/> Community financial specialist follow-up with leaders who are disbanding to provide information on how to close out troop bank accounts and transfer money to the Community bank account for redistribution when girls are placed.</li> <li><input type="checkbox"/> Community financial specialist communicates with troops to ensure <i>Troop/Group Annual Financial Reports</i> (F-31) is submitted by May 31. This can be done through the VTK Finances Tab or manually (paper) to the financial specialist.</li> <li><input type="checkbox"/> Complete and submit the <i>Community Annual Financial Report</i> (F-450) by May 31 to the financial management coordinator via email <a href="mailto:communityfinances@siggs.org">communityfinances@siggs.org</a> .</li> <li><input type="checkbox"/> Announce any new members of Community Leadership Team who will begin their term of office June 1, if applicable.</li> </ul>
<b>CST Planning</b>	<p><b>Important GSSJC Dates*:</b></p> <p>May 1 CLT nominations due (if applicable)</p> <p>TBA 2023 Last day for Early-Bird registrations (May 31 in 2022)</p> <p>May 31 Troop financial reports due to be submitted via VTK or to financial specialist</p> <p>May 31 Community financial report due to financial management coordinator via email <a href="mailto:communityfinancials@siggs.org">communityfinancials@siggs.org</a></p> <p><b>*Check for important national and religious dates on the calendar found on the last page of this document.</b></p> <p><b>Reminders:</b></p> <ul style="list-style-type: none"> <li>✓ CLT attends Chatty Hour on Facebook.</li> <li>✓ Hold Community appreciation event.</li> <li>✓ Hold service team meeting.</li> <li>✓ Promote spring and summer administrative training for service team members.</li> </ul>

### CST Planning Notes:

# June 2022–May 2023 (United States)



<b>Jun 14, 2022</b> • Flag Day <b>Jun 19, 2022</b> • Father's Day <b>Jun 19, 2022</b> • Juneteenth <b>Jun 20, 2022</b> • 'Juneteenth' day off <b>Jul 4, 2022</b> • Independence Day <b>Sep 5, 2022</b> • Labor Day <b>Oct 10, 2022</b> • Columbus Day <b>Oct 31, 2022</b> • Halloween <b>Nov 8, 2022</b> • Election Day <b>Nov 11, 2022</b> • Veterans Day	<b>Nov 24, 2022</b> • Thanksgiving Day <b>Nov 25, 2022</b> • Black Friday <b>Dec 24, 2022</b> • Christmas Eve <b>Dec 25, 2022</b> • Christmas Day <b>Dec 26, 2022</b> • 'Christmas Day' day off <b>Dec 31, 2022</b> • New Year's Eve <b>Jan 1, 2023</b> • New Year's Day <b>Jan 2, 2023</b> • 'New Year's Day' day off <b>Jan 16, 2023</b> • Martin Luther King Jr. Day <b>Feb 14, 2023</b> • Valentine's Day	<b>Feb 20, 2023</b> • Presidents' Day <b>Mar 17, 2023</b> • St. Patrick's Day <b>Apr 9, 2023</b> • Easter Sunday <b>Apr 10, 2023</b> • Easter Monday <b>Apr 18, 2023</b> • Tax Day <b>May 5, 2023</b> • Cinco de Mayo <b>May 14, 2023</b> • Mother's Day <b>May 29, 2023</b> • Memorial Day
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<b>Girl Scout Dates:</b>	
Oct. 31, 2022	Juliette Low Birthday
February 22, 2023	World Thinking Day
March 12, 2023	Girl Scout Sabbath
March 12, 2023	Girl Scout Birthday
April 22, 2023	Volunteer Appreciation (Leader's Day)



**Girl Scouts of San Jacinto Council  
Diversity, Equity, Inclusion and Belonging Statement**

Girl Scouts of San Jacinto Council fosters belonging and respect for *all* girls. We empower *all* girls, volunteers and staff to fulfill their potential and make the world a better place. Our Girl Scout Promise drives us to provide diverse, equitable and inclusive experiences where *all* girls, volunteers and staff are confident they belong. We stand firm in these commitments and united by these ideals.

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Thanks to proceeds from Girl Scout product sales and generous donations to our annual giving campaign, adult training is provided free of charge or at a nominal fee.



**4/2022**