



Service Unit Meetings

What makes for a good Service Unit meeting? ATTENDEES! Attendees interacting, mentoring, volunteering for projects, smiling and laughing! How can you achieve this? Bring this Zippy Tip to your Service Team or Service Unit Leader meeting so your group can brainstorm how to get better attendance.

Sample Service Unit Meeting Agenda

6:30 Opening - GS Promise and GS Law

6:35 Welcome and Introductions

6:40 SU Treasurer's Report

6:45 Membership Staff Report

6:55 Old Business Report on summer day camp Other

7:05 New Business **Upcoming Recruitment Nights** Leader Investiture/Rededication Teen Pizza Party Other

Zippy Tip Enrichment 7:20

Friendship Circle Closing 7:30 Next Meeting is XX/XX/XX

What are Zippy Tips?

Zippy Tip trainings are quick (10-20 minute) information segments provided at a meeting. Any interested volunteer can lead a Zippy Tiptry one out today!

ESTABLISH AN EXPECTATION

- Communicate to troops that the Service Unit (S.U.) would love to have at least one volunteer from each troop attend the monthly meetings—troops may need to ask and schedule troop committee members (03s) to fill the gaps
- Send out electronic invitations two weeks before each SU meeting (eVite is a fun website to use)
- Schedule your meeting only one hour long—busy families appreciate this. If you have more business to cover perhaps you should have Service Team meetings with key positions making major decisions separate from your SU meetings.
- 6:30-7:30 p.m. is often a good time frame for SU meetings—it allows volunteers to be able to scoot home to see kids before bedtime OR continue the fun with other volunteers and go out for refreshments.
- Always provide a printed agenda unless your whole group has tablets and other electronic note taking gadgets.
- Have a designated greeter—some people may be new and feel awkward—you will be too busy to greet—ask an outgoing person to take this role, and even sit next to newcomers.

Call us toll-free at (844) 476 - 4787 Or email us at mvp@gsmists.org



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SPICE UP THE SERVICE UNIT MEETINGS

- * Provide cider and a small snack; ask the group if they'd like to take turns bringing a beverage/snacks.
- * Determine who will provide cups/plates/etc. Designate a 'hospitality' point person.
- * Provide a small token of appreciation to each volunteer—a handmade item, a pen or small notepad, a wrapped piece of candy; use seasons or holidays for inspiration. Designate a 'recognitions' point person.
- * Hold a fall Investiture and Rededication Ceremony for volunteers (budget for GS pins) as part of your Opening/Closing.
- * Have door prizes (random; mark the bottom of a chair; volunteer who lives the furthest away; pick a number from 1-? Use your sign in sheet to pull a name, etc.
- * There's a 'method to the madness'—involving others might help you transition small roles/fun times into future Service Team members!
- * Ask other Service Unit Directors (SUDs) at Leadership ConnectionMeetings (LCMs) what they do to have fun at their SU meetings.
- * Post committee sign up sheets on the wall for various events (Harvest Fun, Winter Wonderland, Spring Fling, Bridging Ceremony, etc.) If you have a hard time recruiting one person as a 'point' person (Event Manager), post committee sign up lists and when you get at least two people, you have a committee! Request the two hour Event Manager/Event Planning training for your volunteers for a separate meeting held in your area.
- * Have an end of year volunteer celebration dinner at a local restaurant in a separate room. Give \$1 off the price of the meal for every meeting a volunteer attended. Give recognition thank you gifts for those who served in various roles (Bandana for Day Camp Manager; Fun Sticky Notes for SU Treasurer; or Volunteer Position Bars (light blue for Service Team members).

LOGISTICS—IF YOU CAN GET ORGANIZED FROM THE GET GO, IT WILL BECOME NATURAL AND YOUR EASE WILL PUT EVERYONE ELSE AT EASE, SO YOU CAN ENJOY THE BEHIND THE SCENES EFFORTS TO SUPPORT GIRL SCOUTING IN YOUR COMMUNITY

- Purchase a small file box and equip it with hanging and manila folders. Label by troop numbers (both types of folders). When volunteers come to the meeting they pull the whole manila folder and replace at end of meeting. Inner folder might contain agenda, patches from last SU event, thank you recognition item, etc.
- Have a sign in sheet so you can track who is coming; papers built up in files also indicate non-attendance.
- Start a private Facebook account and/or Service Unit webpage. See your SUD Manual—PR/Marketing/Social Media section. Post council and SU flyers on your webpage for families to stay informed.
- Start SU meetings on time and end on time.
- Group meeting tables in a U shape or big round or square/rectangular shape, as opposed to separate free standing tables with a head table/lectern. Group dynamics improve when everyone feels they are on equal footing and side chit chat decreases.
- When requesting assistance/point person from the group, it's okay to have silent pauses when no one steps forward; give at least ten seconds (it will seem like 30!) for a response; or put on the wall for committee sign up.
- Smile! If something riles you, speak with your membership staff person for clarification so you can represent yourself as a positive administrative volunteer and others will have respect for you taking the high road. Thank you for serving in this role!