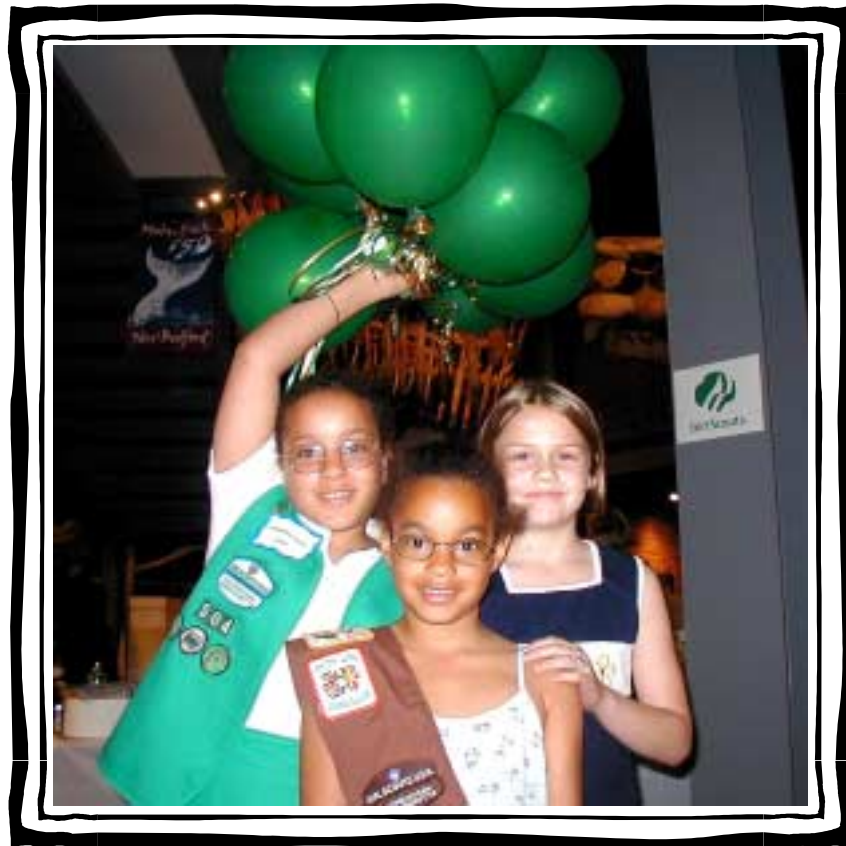




**Girl Scout Council  
of Southeastern Massachusetts**

# ***Service Unit Program Guide***



*Our 20,000th member, Junior Girl Scout Jasmine of Troop 504 in Brockton (L), with cousin Kirstie (R) and sister Jade of Brownie Troop 1280, celebrating at the Annual Meeting.*

**August 2001 - July 2002**



## **Girl Scout Council of Southeastern Massachusetts Service Center**

111 East Grove Street, Middleboro, MA 02346  
508 923 0800 . 800 242 0925  
508 923 7676 fax . [www.gscsm.org](http://www.gscsm.org)

The Service Center offices, Resource Center and retail shop are open Monday through Wednesday from 8:00 to 5:15 and Thursday from 8:00 to 8:00. They are closed Friday.



Service unit tent camping is free at GSCSM's outdoor program centers. Email [dlewis@gscsm.org](mailto:dlewis@gscsm.org) or call x25 for available dates.

### **Wind-in-the-Pines Girl Scout Center**

West Long Pond Road, Plymouth  
508 224 6039 (Balfour Lodge)  
508 224 2002 (Old Lodge)

### **Edith Read Girl Scout Center**

North Worcester Street, Norton  
508 222 2585

### **Greenbrier Girl Scout Center**

Mendall Road, Acushnet  
508 995 4059

### **Wampanoag Girl Scout Center**

Chilmark, Martha's Vineyard  
508 645 9458

### **Taupawshas Girl Scout Center**

Nantucket  
508 228 1728

## **Service Unit Be a Reader Bonus Renewed by Board**

The Board of Directors recognizes the importance of service unit programs in the progression



between troop program and council-wide events. They also recognize the outstanding management abilities of our service unit volunteers. In a move to empower those closest to our girls, they have again authorized awarding \$1.25 per subscription the girls sell in the Be a Reader program by November 1 to their service units as well as to their troops. During the 2 years in which these bonuses have been awarded, nearly \$35,000 has benefited the girls in our service units.

Although there are no fees for GSCSM's service unit programs, there are often local expenses for service project supplies, room rentals and refreshments. Instead of collecting contributions from girls to cover these, you can pay them with your Be a Reader bonus.

Promote the Be a Reader magazine sale to girls and families in your city or town! The more subscriptions you sell, the more money you'll have to support your girls. Few fund-raisers offer such a high return per item sold (including the most popular fund-raiser in the world!).

## Volunteer Support Directory

Do you have questions about council services and offerings? You'll get the fastest answers if you use email. You can also call 508 923 0800 or 800 242 0925 and the extensions listed below, but please be patient if you must leave voice mail and wait for a return call. Staff responsibilities take them away from their phones for many hours every day, and the times at which volunteers are most likely to call are the times at which staff is most likely to be working on programs for girls and volunteers. Our website is the best all-around source of information. Visit us at [www.gscsm.org](http://www.gscsm.org)!

For information about ...	Email or call extension ...
Seabreeze events, leadership training, Resource Center, Programs in a Box and traveling programs	dlewis@gscsm.org or x25
Service unit management, troop problems	sloring@gscsm.org or x21
Girl Scout Cookie and Be A Reader Sale programs	mcain@gscsm.org or x29, or pomalley@gscsm.org or x30
Girl Scout membership registration, troop placement	membership@gscsm.org or leave a voicemail message at x48 and your call will be returned
Not sure who can answer your question? Email <a href="mailto:dlewis@gscsm.org">dlewis@gscsm.org</a> .	

### Service Unit Meetings

This year, SU meetings will have a theme, which will nurture a progression to help SUs achieve community, unity and a high level of satisfaction among volunteers. This year the theme is partnership, with a different teamwork focus at each meeting.

#### October

You will present program plans for Girl Scout troops in your community, mostly Programs in a Box on various topics. Your SUA will explain a new plan for cookie sale partnerships.

#### December

Families are vital partners in Girl Scouting. They need information if they are to support your troops and the cookie sale well. Parents welcome the opportunity to "give back" to Girl Scouts and the troops by doing their part during

the cookie sale. Find ways to help your leaders show parents how the sale benefits their daughters. Explore today's family and how non-traditional families affect girls.

#### February

Girl Scouting thrives because of community. Partner with your community so girls learn about their home and learn to appreciate the support the community provides. Seek out ways for girls to serve their society.

#### April

Leaders and their daughters are among our most cherished partnerships. This is a leader's awards and appreciation night. Leaders will bring their biggest fans – their Girl Scout daughters! They will cheer as their mothers are recognized for their efforts as volunteers.

## To Service Unit Teams

If you add people, energy and enthusiasm to what's in here, you'll have everything you need for a fantastic service unit program. These are great ways to bring big events with special equipment and expertise to your area, and to offer girls a chance to have fun and adventures with other troops – to feel the warmth of friendship and belonging to an organization bigger than themselves. Service unit programs are the middle step in the progression from troop to council-wide programs, showing the power of Girl Scouts, *where girls grow strong*.

In Girl Scouts, girls discover the fun, friendship and power of girls together. Through the many enriching experiences provided by Girl Scouts, they become courageous and strong.

Girl Scout leaders guide girl power. They work, plan and grow with the girls in their troops. Troops become a special sort of family with girls leading and leaders guiding. Together they learn about themselves, learn new things, earn awards, attend council events and help other people.

Girls develop a sense of belonging to the greater Girl Scout community by coming together as a group. Service unit activities help them realize that they are part of something big and important. They see not only their twenty troop members, but often hundreds of Girl Scouts cooperating in an activity. They learn to serve the community, to care about other people and to expand their interests. Traditionally, Girl Scouts has been popular with everyone because it benefits everyone.

We show our best side when we show our girls in large numbers.

Service unit team members and other volunteers who work with them strengthen girl power. Leaders like to work together, and service unit spirit happens when they have a chance to do it often. Volunteers can meet challenges, share ideas, spark creativity, solve problems and set an example for girls by working together. They also make friends and contacts in the community that are beneficial to their lives outside of Girl Scouts.

For girls, service unit programs are the second step toward realizing that they are part of the biggest, best organization for girls in the world. Next come council-wide, Wider Opportunity and international programs.

### Expanded Resource Center

The council's Resource Center at the Service Center is still growing! Troops will find our new Brownie Try-Its to Go convenient and helpful. Everyone will appreciate how our resources have been linked to Girl Scout awards. There are hundreds of items for service unit programs, and surely something your service unit can borrow to save money and expose the troops to something new.

Free use of computers with constant internet access, copiers, scanners and other office equipment is available to our registered volunteers whenever the Service Center is open. Stop by and see us soon!

## Service Unit Program Requirements

Creating a varied and progressive SU program that offers something for every Girl Scout is an important responsibility of your team .

An excellent year's plan includes Programs in a Box, Traveling Programs and Girl Scout Celebrations, as well as special events that have become traditional over the years. The topics you choose among these should be integrated to incorporate leadership, critical thinking, problem-solving, teamwork and creativity so the girls benefit broadly. The council's Program Team requires that you include at least these events in your annual plan **and make sure to offer at least one to girls of every level:**



- **one Cookie Rally**
- **one Program in a Box**
- **two Traveling Programs**
- **one Girl Scout Celebration**

SU camping is also recommended as an excellent growth and team experience.

### **NEW!!! COOKIE RALLY PROGRAM IN A BOX**

This year your SU can plan its own cookie rally at a time and location convenient to your members. A new Cookie Rally Program in a Box will be given to each SU Program Coordinator at the mid-September round of meetings for SUA's and SUPC's. This box contains everything you'll need to plan an event that will unite and excite your members about the 2002 cookie sale!

Your Service Team should create a plan for a year of high-quality programs using your

expertise, the strengths in the SU and the resources of the council. With strength in numbers of your volunteers, specialists and trainers, your team can extend the hand of Girl Scouts further into the community than any troop can by itself.

Your SU team and other interested volunteers should meet in August or September to start planning. Assess the SU's resources, available buildings and local interests. Then follow these steps:

1. Sketch out tentative dates, locations and consultants for events throughout the year, and start to delegate tasks and responsibilities.
2. Draw up a working plan including making reservations for Traveling Programs and Programs in a Box.
3. Present the plans at the October SU meeting, announcing the programs that are already scheduled. Then update it by including suggestions from leaders. Enlist their help.
4. The SUPC should submit the plan on the form provided in this book to the Program Director by November 1. She will review it for scope, variety, content and progression. When it is approved, your SU will be eligible for the 2001 Be a Reader bonus.
5. Promote the 2001 Be a Reader bonus, which is \$1.25 per subscription (sold by girls in your SU by November 1) toward approved SU plans. This is in addition to the \$1.25 per subscription to the troop. Bonus checks will be sent after the sale.
6. By June 1, the Program Coordinator submits the Year-End SU Program Final Report to the Program Director.

# Service Unit Event Planning Guide



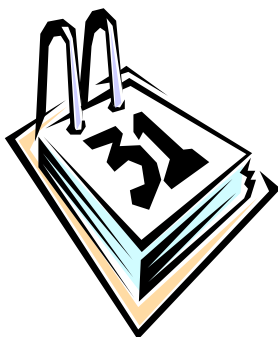
Successful events seem to run effortlessly. But that's because many people make an effort to plan and prepare well in advance. Your service unit event will go smoothly if you follow these steps.

## First Things First

- Name one volunteer as Event Coordinator.
- Select a date, find a location, and estimate the number and age of participants.
- Plan the activities and develop a shopping list.
- Set a budget, estimate the cost of your plans and figure the fees for participating troops or funds to be expended from your Be a Reader bonus.
- Develop a promotion plan and procedures for registration and confirmation.

## Prior to the Event

- Visit the site and draw a layout of the activity equipment (tables, stations, fields, campsites).
- Make an agenda of the day, considering noise level and distraction from adjacent activities.
- Engage consultants and facilitators. Review their responsibilities with them.
- Gather necessary equipment and shop for supplies and awards.
- Prepare nametags, site map, agenda, registration table materials, signs and posters.
- Create an activity to keep earlybirds busy before the event begins.
- Recruit volunteers to serve as greeters who will handle the registration procedure.
- Event Coordinator prepares a welcome, overview of schedule and description of layout including bathrooms and off-limits areas.
- Create an evaluation to determine if the event meets its purpose to benefit girls.
- Develop a closing ceremony including an evaluation, parting system and thanks.



## On the Event Day

- Relax and enjoy it, since 99% of the work is already done!

## Afterward

- Make notes on what worked and what didn't, so other volunteers can benefit from your experience when they are planning your next event.



# Programs in a Box

Do-it-yourself programs work the same way as Troop Programs in a Box — you borrow a box of everything you need, including an explanation of the program's purpose and intended outcomes, a planning kit, instructions, equipment and shopping lists or supplies. Cadettes and Seniors can coordinate Programs in a Box for themselves or as leadership-builders with younger troops. Make a date by submitting a Request for Resource Materials (form 4302). Pickup and return are at the Service Center. A \$25 refundable deposit is required for each box. For more information about the program, email [dlewis@gscsm.org](mailto:dlewis@gscsm.org) or call Debbie Lewis at 800 242 0925 x25.

Daisy Brownie Junior

## **Body Adventures II: What happens when I cut myself?**

Girls will pretend to be a white blood cell, and they'll travel through the circulatory system on their way to an injury. Scientific games and experiments show how their body works and how to keep it strong. Hygiene, nutrition and physical activity are part of the fun and games. A puppet introduces the topics. Cadettes and Seniors could conduct this program for 50 younger girls.

Daisy, Brownie, Junior, Cadette, Senior

## **Worldwide Carnival**

12 stations of activities let you discover international mysteries and brush up on your

geography. Learn about culture and history through science, art, dramatics and the Eureka game on Explorer Talking Globes. This festival is a great way to bring Girl Scouts of all ages together.

Daisy, Brownie, Junior

## **Body Adventures**

Lay our huge mat of the human body on your floor and girls will travel through the circulatory system wearing hand puppets that show how oxygen travels through the heart and lungs to the rest of the body. They'll measure out liquid to show how much blood they have in their bodies. Instructions for girls to make a lung model to take home are included.



## **Boxes Out**

A few Programs in a Box are available at the outdoor program centers. Service units can take advantage of the fields or special facilities at the camps by using the boxes there.

The list is at the top of the next page.

## Boxes Out

**Stepping Out:** Nature hikes and activities to do at our camps. At WIP, ER, GB (D,B,J)

**Sports Day:** Teamwork, practice, then play an assortment of team sports. (D,B,J,C,S)

WIP box: soccer, flag football, Ultimate Frisbee; ER box: volleyball, cricket, Ultimate Frisbee;

GB box: soccer, volleyball, cricket

**New Games Festival:** Non-competitive new games are fun for all ages, so involve the whole service unit. Works on breaking down barriers and group dynamics. At WIP, ER, GB. (D,B,J,C,S)

**Map and Compass:** Games and activities that teach use of maps and compasses. At WIP. (B,J,C,S)

**Orienteering:** advanced skills for use on the WIP orienteering course. At WIP. (J,C,S)

### Contemporary Issues in a Box

These are classic council and Girl Scouts of the USA programs that raise and explore sensitive issues in a gentle, supportive, non-judgmental way that respects each girl's ideas, opinions and values. They can be conducted together in a day-long multi-part event or in a series.

Brownie, Junior

#### What If I Couldn't?

Visual and hearing impairments, orthopedic handicaps, mental retardation, learning disabilities and emotional problems -- and common misconceptions about the people who have them -- are explained. The kit includes equipment used by people with disabilities, so girls can learn hands-on.

Brownie, Junior

#### Be Your Best

Good health and hygiene help girls be their best.

Exercise, care for the environment, stress



management and good nutrition show them the way to a healthy, happy life. Girls could earn the *Health and Fitness* patch.

Brownie, Junior

#### Everyone is Special Patch Program Guide



By exploring the cultures, traditions and heritage of people in our rich, American melting pot, girls will see how much more

there is to Japanese, Native American, Korean and Kenyan people than origami, corn husk dolls, sesame beef and Wari.

Junior

#### Positively Me

Based on Girl Scouts of the USA's *My Self Esteem* badge, this program promotes healthy appreciation of one's talents, opinions and individuality. It focuses on goals, values, peer pressure, teamwork and positive self-image in a fun and encouraging way.



# Traveling Programs

You book a date and find a site. A council facilitator comes and works with your adults, and together they conduct the program. After that the service unit takes over with follow-up activities provided by the facilitator. These programs are designed for large groups of girls and require a minimum of four troops or 50 girls of the same program level and a space large enough for the group to meet together at tables that can be moved aside for action. All are free.

## **NEW TRAVELING PROGRAM BOOKING PROCEDURE**

All programs will be scheduled through Debbie Lewis at the Service Center. Use the list of available dates you received at the August Kick-Off event in Plymouth as you begin to formulate your 2001-2002 Service Unit Program Plan with other members of your service team during the months of August and September. When you are ready to book dates for your traveling programs follow this new procedure:

1. Email [dlewis@gscsm.org](mailto:dlewis@gscsm.org) with the following, with TRAVELING PROGRAM REQUEST in the subject line of the email:
  - a minimum of 3 dates per requested traveling program (from the list)
  - convenient days and times that you can be called by the traveling program contractor if you do not communicate via email (phone requests to Debbie at 800 942 0925 x25)
2. Debbie will email you on the same business day with a confirmed date and the name, email address and phone number of the contractor. You are responsible for getting directions to the contractor and finalizing event arrangements.
3. Contractors will email you with a second confirmation within a day of receiving Debbie's initial request from you.
4. You will receive a Traveling Program Evaluation Form in a stamped, council-addressed envelope a day or two before your scheduled event. Please return this promptly so that we can continuously improve our programs.

The preferred method of communication is email. This ensures a quicker response. If you do not have easy access to email, contact Debbie Lewis at x25.

At your request, we will post the schedule of Traveling Programs on our website. You may buddy up with a neighboring SU that has already scheduled a program, or you may choose to see which dates have already been scheduled before you contact Debbie! Visit [www.gscsm.org](http://www.gscsm.org) and follow the links under Service Unit.

## **Native Americans**

Native American culture is the key to many fascinating aspects of our country's history. Girls explore the customs, traditions, recreation and beliefs of Native Americans through their dances, games and arts, all of which are woven into the fabric of their culture and ours.

## **Storytelling**

A professional storyteller will bring an enrichment program in the arts to your service unit. Stories from literature and stories passed down through generations orally will present important themes and vivid images to inspire girls' imaginations. Details of this developing program will be posted on our website soon.

## **International Folk Dance II**

This new program features folk dances from England and the United States, and some connections between them. Dances are drawn from old English round or set dances and their US counterparts (Boston Tea Party, Virginia Reel), as well as from Tex Mex dances and 1920's rags. Girls will learn the dances (45 minutes for Daisies and Brownies, followed by one hour for Juniors, Cadettes and Seniors). To book, call Marilyn Weissman at 508 778 4137.

## **The Lighthouse Mystery**

There are many eerie stories about the lighthouses that dot our coast. And there's a mystery involving one that will be solved by the girls in your town. They'll get to the bottom of it with their leaders' help by doing hands-on experiments involving chemistry, electricity and light. There will be spectacular demonstration of electrical and chemical

experiments at the end. The Safety-Wise girl/adult ratio must be followed.

## **The History Mystery**

Which is the real Susan B. Anthony autograph? Your troop and leaders will have a chance to solve the mystery using hands-on science. The program begins with stories about women's history using dolls and actual artifacts. After the mystery is solved, there will be an exciting science demo.

## **Conflict Resolution and Safety**

Through games and activities, girls learn to work out simple conflicts. They will also discuss appropriate responses to frightening and dangerous situations, like threats of violence in schools.

## **CyberArts**

There's more to using the computer than writing and playing games. You will learn how to create art with the computer. Learn how to use a digital camera and scanner. You will manipulate pictures to make interesting designs. Older girls will learn animation.

**Requirements:** For each girl to participate hands-on, you must find enough computers for the girls to use in groups of 2 or 3 and a room with sufficient electrical outlets. A school computer lab is ideal. If computers are not available, the presenter will project a demonstration for the group, which requires a table and a touch-tone (not rotary) phone jack within 50 feet. The phone line must be direct to dial tone, not requiring you to push a button besides 9 for an outside line.

## Compass Skills

Through games, girls learn how to find North, follow a bearing and return to their starting point. Experienced compass users can learn map-reading.

## Web Page Design

Basic web page creation and an intro to html. Includes online safety, how to use graphics, copyright and ethics, and how to create links.

**Requirements:** For each girl to participate hands-on, you must find enough computers for the girls to use in groups of 2 or 3 and a room with sufficient electrical outlets. A school computer lab is ideal. If computers are not available, the presenter will project a demonstration for the group, which requires a table and a touch-tone (not rotary) phone jack within 50 feet. The phone line must be direct to dial tone, not requiring you to push a button besides 9 for an outside line.

## Once Upon a Time

Our newest members will learn the Girl Scout story and all about our founder, Juliette Gordon Low, through songs, games and stories.

## Robotics

Even if your service unit has done robotics before, there's always more to do! Girls will build robotic vehicles using Legos and a micro-computer, learning how to program and the whys and hows of robotics. The facilitator will gear the program to your group's level, so it is fun and challenging.

## Making Community Ties

Caring, helping and serving people in need has been part of the Girl Scout tradition since Juliette Low founded the organization 90 years ago. Within every girl there are valuable talents that are useful and appreciated by others. This program helps service units create plans that match real community needs with resources that Girl Scout troops can offer.

## Peer Mediation

Girls learn to help people in disagreement to find their own solution to a problem by hearing each other out. This training comes in handy in solving troop conflicts.

## Pipeline to Power

Girls will schedule the US President's time while looking at all the parts of her job, then brainstorm the issues they think government should take on and create a new political party to push them. See the contributions of women in politics and their influence on US history. And what about equal pay? These points are presented through games and hands-on activities that inspire girls to create positive community change.

## Rock 'n' Video

Groups choreograph popular songs and perform and tape a music video.

## Kids on the Block Puppet Theatre

Cadettes and Seniors bring theatrical sized puppets and scripts about sensitive social issues to younger troops, to interact and educate in a gentle and supportive way. This is a great program for all participants.

## 2001 - 2002 Annual Service Unit Program Plan

Service Unit \_\_\_\_\_ Date \_\_\_\_\_

Administrator \_\_\_\_\_ Program Coordinator \_\_\_\_\_

Phone \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_ Email \_\_\_\_\_

### Programs in a Box—use Request for Resources 2208 to reserve boxes

	Troop Levels (circle)	Dates Requested			Dates Booked
		1st Choice	2nd Choice	3rd Choice	
Stepping Out at (circle) WIP ER GB	D B J				
Worldwide Carnival	D B J C S				
Body Adventures (circle) I II	D B J				
*Sports Day at (circle) WIP ER GB	D B J C S				
*New Games at (circle) WIP ER GB	D B J C S				
Orienteering at WIP	J C S				
*Map/Compass at (circle) WIP ER GB	J C S				
What if I Couldn't?	B J				
Be Your Best	B J				
Everyone is Special	B J				
Positively Me	J				

### Traveling Programs

	Troop Levels (circle)	Dates Requested			Dates Booked
		1st Choice	2nd Choice	3rd Choice	
History Mystery	B J C				
Rock 'n' Video	J				
Robotics	B J C S				
<i>Kids on the Block</i>	D B J				
CyberArts	B J C S				
Story Telling	D B J C S				
Making Community Ties	D B J C S				
Pipeline to Power	J C S				
International Dance II	D B J C S				
Lighthouse Mystery	B J C				
Native Americans	D B J C S				
Conflict Resolution and Safety	D B J				
Peer Mediation	J C S				
Compass Skills	B J C S				
Web Page Design	B J C S				
Once Upon a Time	D				

Girl Scout Celebrations			
	Troop Levels (circle)	Event Description	Event Date
Juliette Low's Birthday, 10/31	D B J C S		
Thinking Day, 2/22	D B J C S		
Girl Scout Birthday, 3/12	D B J C S		
Other	D B J C S		

Traditional Events			
Event	Troop Levels (circle)	Event Description	Event Date
	D B J C S		
	D B J C S		
	D B J C S		
	D B J C S		

Cookie Rally	
Event Date	
Event Description	

Anticipated Expenses for Approved Service Unit Programs 2001-2002 To Be Funded by Be a Reader Bonus	
Describe anticipated expenses	
1	\$
2	\$
3	\$
4	\$
5	\$
6	\$
7	\$
8	\$
TOTAL	\$

Complete this form and submit it to the Program Director at the Service Center by November 1.

## Year-End Service Unit Program Final Report

Service Unit \_\_\_\_\_ Date \_\_\_\_\_

Administrator \_\_\_\_\_ Program Coordinator \_\_\_\_\_

Phone \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_ Email \_\_\_\_\_

### REPORT ON SERVICE UNIT PROGRAMS THAT HAVE RUN SEPTEMBER - JUNE:

1. Program Title \_\_\_\_\_

Date \_\_\_\_\_  Box  Traveling  GS Celebration  SU Choice  SU Camping

Troop levels served  Daisy  Brownie  Junior  Cadette  Senior

Council Facilitator or program staff contact \_\_\_\_\_

What benefits did the girls derive from this program? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Expenses funded by Be a Reader Bonus (description) \_\_\_\_\_

Expenses funded by Be a Reader Bonus (dollar amount) \$ \_\_\_\_\_

2. Program Title \_\_\_\_\_

Date \_\_\_\_\_  Box  Traveling  GS Celebration  SU Choice  SU Camping

Troop levels served  Daisy  Brownie  Junior  Cadette  Senior

Council Facilitator or program staff contact \_\_\_\_\_

What benefits did the girls derive from this program? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Expenses funded by Be a Reader Bonus (description) \_\_\_\_\_

Expenses funded by Be a Reader Bonus (dollar amount) \$ \_\_\_\_\_

**3. Program Title** \_\_\_\_\_

Date \_\_\_\_\_  Box  Traveling  GS Celebration  SU Choice  SU Camping

Troop levels served  Daisy  Brownie  Junior  Cadette  Senior

Council Facilitator or program staff contact \_\_\_\_\_

What benefits did the girls derive from this program? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Expenses funded by Be a Reader Bonus (description) \_\_\_\_\_

Expenses funded by Be a Reader Bonus (dollar amount) \$ \_\_\_\_\_

**4. Program Title** \_\_\_\_\_

Date \_\_\_\_\_  Box  Traveling  GS Celebration  SU Choice  SU Camping

Troop levels served  Daisy  Brownie  Junior  Cadette  Senior

Council Facilitator or program staff contact \_\_\_\_\_

What benefits did the girls derive from this program? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Expenses funded by Be a Reader Bonus (description) \_\_\_\_\_

Expenses funded by Be a Reader Bonus (dollar amount) \$ \_\_\_\_\_

**5. Program Title** \_\_\_\_\_

Date \_\_\_\_\_  Box  Traveling  GS Celebration  SU Choice  SU Camping

Troop levels served  Daisy  Brownie  Junior  Cadette  Senior

Council Facilitator or program staff contact \_\_\_\_\_

What benefits did the girls derive from this program? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Expenses funded by Be a Reader Bonus (description) \_\_\_\_\_

Expenses funded by Be a Reader Bonus (dollar amount) \$ \_\_\_\_\_

# Year-End Service Unit Program Final Report

Service Unit \_\_\_\_\_

## REPORT ON SERVICE UNIT PROGRAMS THAT HAVE RUN SEPTEMBER - JUNE, continued:

6. Program Title \_\_\_\_\_

Date \_\_\_\_\_  Box  Traveling  GS Celebration  SU Choice  SU Camping

Troop levels served  Daisy  Brownie  Junior  Cadette  Senior

Council Facilitator or program staff contact \_\_\_\_\_

What benefits did the girls derive from this program? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Expenses funded by Be a Reader Bonus (description) \_\_\_\_\_

Expenses funded by Be a Reader Bonus (dollar amount) \$ \_\_\_\_\_

7. Program Title \_\_\_\_\_

Date \_\_\_\_\_  Box  Traveling  GS Celebration  SU Choice  SU Camping

Troop levels served  Daisy  Brownie  Junior  Cadette  Senior

Council Facilitator or program staff contact \_\_\_\_\_

What benefits did the girls derive from this program? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Expenses funded by Be a Reader Bonus (description) \_\_\_\_\_

Expenses funded by Be a Reader Bonus (dollar amount) \$ \_\_\_\_\_

Complete and return this form to the Program Director at the Service Center by June 1.

## Helpful Hints for Successful Service Unit Programs

These helpful hints are too good not to be shared with those of you who can best benefit! A heartfelt thank you to its author, Deb Kane, Halifax/Plympton Service Unit Program Coordinator!

- Keep them simple! It is difficult to coordinate programs that require a lot of leader input and assistance beforehand. If the program can be a self-contained program that you just facilitate, that is the best kind.
- Plan dates way ahead! If the leaders do need to be involved, be sure to communicate exactly what they need to do and when it will be. Follow up often to make sure they are remembering the event and date.
- SNACK! A snack should always be provided but again, keep it simple and inexpensive. I went with lemonade in a big, self-pour thermos container (with spare dry powder ready in case a refill was required) and a snack mix of cheddar cheese fish, M&Ms and pretzels. There were small cups to scoop the snack into to make it easy to handle.
- Recognition! I think it's important to give the girls some type of recognition for attending these Service unit events. BUT I did not want to order too many patches! So, the day of the event, I would have sign-in sheets for each troop. I would also provide a small card with the event info on it and a lollipop of some type taped to it. These I handed out at the end and ordered exactly the right number of patches for the girls who came. I would either give them to the leaders at the next SU meeting (with a list of girls) or mail them. Not hard!
- Take pictures! I included some from one of the events we had but I think there should be a whole Service Unit Scrapbook of pictures to keep over the years. What a nice thing to pass along and have available to show at Service unit events!
- Try to involve the girls and leaders in set-up and clean-up when possible. I always seemed to have plenty of help but you should never feel like you're doing this all alone. Some town halls are very willing to have the custodian set up however you need it to be done.

Keep notes! More helpful hints like these will help the next Service Unit Program Coordinator immensely!!!!

## Service Unit Administrator and Program Coordinator 2001-2002 Calendar

DATE	TIME	LOCATION	EVENT
August 4	8:30-3:30	Plymouth	Kick-Off meeting
September 17	9:30-11:00	Middleboro	SUA/SUPC meeting
September 18	7:30-9:00	Middleboro	SUA/SUPC meeting
September 20	7:00-8:30	Cape	SUA/SUPC meeting
October 1-4, 8-11			SU meetings
November 1			2001-02 SU Program Plan deadline
November 12	9:30-11:00	Middleboro	SUA/SUPC meeting
November 13	7:30-9:00	Middleboro	SUA/SUPC meeting
November 15	7:00-8:30	Cape	SUA/SUPC meeting
November 26-29			SU meetings
December 3-6			SU meetings
January 22	9:30-11:00	Middleboro	SUA/SUPC meeting
January 22	7:30-9:00	Middleboro	SUA/SUPC meeting
January 24	7:00-8:30	Cape	SUA/SUPC meeting
February 4-7, 11-14			SU meetings
March 18	9:30-11:00	Middleboro	SUA/SUPC meeting
March 19	7:30-9:00	Middleboro	SUA/SUPC meeting
March 21	7:00-8:30	Cape	SUA/SUPC meeting
April 1-4, 8-11			SU meetings
May 28	9:30-11:00	Middleboro	SUA/SUPC year-end evaluation meeting
May 28	7:30-9:00	Middleboro	SUA/SUPC year-end evaluation meeting
May 30	7:00-8:30	Cape	SUA/SUPC year-end evaluation meeting
June 1			2001-02 SU Program Plan final report due



**Girl Scouts**<sup>®</sup>  
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