

SERVICE AREA PLAN OF WORK: 2009-2010

Service Area: A geographic subdivision of the Council. The Service Area provides the setting within which the primary services the Council (organizing troops/groups and providing direct services to girls and Girl Scout leaders) take place.

Service Team: Provides the primary services in the Service Area. A Service Team is usually composed of a Service Area Manager, Community/School Organizers, and a Treasurer. Other common Service Team positions include a Product Sales Manager, a Registrar, Event Planners, and a Secretary.

Purpose of the Service Team:

Placing Girls in Troops and Groups

- Help with recruitment and placement of girls and adult leaders
- Help with membership registration
- Help in finding suitable meeting places
- Help in securing and orienting troop committee members and other supporting adults
- Publicity concerning Girl Scout activities and education of the public about the purpose of Girl Scouting

Program Opportunities

- Help with structuring leadership experiences for girls
- Ideas for community service projects
- Ideas for outdoor activities and places that groups can visit
- Ideas for money earning projects, including guidelines and restrictions
- Ideas for large group or inter-troop activities

Adult Support

- Person-to-person help from the day the volunteer starts the position
- Opportunities for adults to learn in many ways from many sources
- Opportunities to express needs and make suggestions
- Information on council organization and operation
- Interpretation and clarification of national and local policies, standards and procedures
- Feedback on how well a position is being carried out

A well-functioning Service Area is one that provides quality program and support for both girls and adults, retains extensive membership, and helps the Council achieve its goals.



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SUPER SERVICE AREA AND TREFOIL AWARD

The Super Service Area Award and the Trefoil Award recognize the efforts of Service Teams as they move their Service Areas toward the achievement of the Council's goals during the membership year. Service Areas who meet all of the criteria will be awarded the Super Service Area Award. Additionally, each year one Service Area will be further honored with the Trefoil Award.

Criteria: 2009-2010

1. All Service Team members are registered adult Girl Scouts.
2. All required Service Team positions are filled.
3. The Service Team planned and implemented at least 2 programs at the Service Area level.
4. Overall girl membership for the Service Area has reached or surpassed the membership goal set forth by the Council.
5. The Council-required Service Area reports were submitted on time.
6. The Service Team maintains ongoing communication with each troop and with all leaders.
7. The Service Team maintains ongoing communication with the Juliettes in the Service Area.
8. The Service Team encourages adult participation in Family Partnership. The Service Area has reached or surpassed the Family Partnership goal set forth by the Council.
9. The Cookie Sale Program per girl average for the Service Area was 130 boxes or more.
10. All volunteers in the Service Area have completed their respective required trainings.
11. The Service Team developed a Service Area plan of work and a Service Area budget.
12. The Service Team held a volunteer recognition event.
13. The Service Team held a girl recognition event.

Nomination

Members of the Service Team can use the *Super Service Area and Trefoil Award* form to document the completion of the criteria and their results. The form can be submitted to the Council or your Membership Manager by October 10, 2010.

Approval

The Vice President of Membership will review the applications and approve or deny the Super Service Area Awards. The Council Leadership Team will choose one Service Area to be awarded the Trefoil Award. Service Teams are notified of the results.

Recognition

Certificates will be presented to all Service Areas who earn the Super Service Area Award. A special Trefoil Award certificate will also be presented to the Service Area chosen for the Trefoil Award. This Service Area will also be presented with the Trefoil Award flag. A traveling award, this flag can be used at Service Area events, parades, flag ceremonies, etc. by troops in the Service Area. Only the Service Area who currently holds the distinction of the Trefoil Award can use this flag. After one year, the flag will be passed to the next Service Area that earns the Trefoil Award.

SUPER SERVICE AREA AND TREFOIL AWARD APPLICATION: 2009-2010

Members of the Service Team can use this form to document the completion of the Super Service Area and Trefoil Award criteria and their results. Supporting documentation of any of the criteria can be attached. The form can be submitted to the Council or your Membership Manager. Submit the form by October 10, 2010 to be considered for the Super Service Area and Trefoil Award.

Service Area: _____ Date Form Completed: _____

Person Completing Form: _____ Phone: _____

Address: _____

Email: _____

1. List all 2009-2010 Service Team members and their positions. (Or attach a list or roster.) Star (*) the Service Team members who attended Service Team training.

Service Team Member	Position
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

2. List all 2009-2010 Service Area programs and the dates of the programs. (Or attach a list or calendar of Service Area programs.)

Name of Program	Date
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

3. Service Area 2009-2010 girl membership goal: _____

Actual 2009-2010 girl membership: _____

What did the Service Team do to recruit girls for the 2009-2010 troop year?

4. How did the Service Team maintain ongoing communication with each troop and with all leaders?

5. How did the Service Team maintain ongoing communication with the Juliettes (individually registered girls) in the Service Area?

6. Service Area 2009-2010 Family Partnership goal: _____

Actual 2009-2010 Family Partnership results: _____

What did the Service Team do to encourage adult participation in the 2009-2010 Family Partnership campaign?

7. Service Area Cookie Sale Program Per Girl Average: _____ boxes

What did the Service Team do to support and encourage participation in the 2009-2010 Product Programs?

8. % of 2009-2010 volunteers who completed required trainings: _____

What did the Service Team do to support and encourage participation in required and enrichment trainings?

9. Please attach the 2009-2010 Service Area plan of work and Service Area budget.

10. Date of Service Area volunteer recognition event: _____

11. Date of Service Area girl recognition event: _____

Thank you for all of your hard work this year!

SERVICE AREA ALLOCATIONS: 2009-2010

Girl Scouts of the Northwestern Great Lakes will distribute three allocations to each Service Area provided that the Service Area has:

- Submitted a Service Area plan of work to their Membership Manager
- Submitted a Service Area budget to their Membership Manager
- Submitted all required Service Area quarterly finance reports
- A bank account and an updated Troop/Service Area Bank Account Record on file with the Council
- A Service Area Treasurer

September

Service Areas will receive an allocation based on the prior year's Family Partnership performance.

- If the previous year's Family Partnership total is less than 50% of the goal, the Service Area will receive \$.34 per girl*
- If the previous year's Family Partnership total is 50% to 74.9% of the goal, the Service Area will receive \$.41 per girl
- If the previous year's Family Partnership total is 75% to 99.9% of the goal, the Service Area will receive \$.48 per girl
- If the previous year's Family Partnership total is 100% or more than the goal, the Service Area will receive \$.55 per girl

November

Service Areas will receive an allocation based on girl membership on October 31, 2009.

- If girl membership is below 75% of the previous year-end girl membership, the Service Area will receive \$.34 per girl
- If girl membership is 75% to 84.9% of the previous year-end girl membership, the Service Area will receive \$.45 per girl
- If girl membership is 85% or more of the previous year-end girl membership, the Service Area will receive \$.55 per girl

March

Service Areas will receive an allocation based on **initial** cookie sales.

- Service Areas selling less than 125 boxes per girl average will receive \$.34 per girl
- Service Areas selling 125 to 149.9 boxes per girl average will receive \$.45 per girl
- Service Areas selling 150 or more boxes per girl average will receive \$.55 per girl

*Based on 2008-2009 girl numbers.



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SERVICE AREA ALLOCATION WORKSHEET

Family Partnership

2008-2009 Service Area Family Partnership Goal _____

2008-2009 Actual Family Partnership _____

Percentage of Family Partnership Goal _____

If % of Goal is:	Take the 2008-2009 Girl Membership		To Determine Your September Allocation
Less than 50%		X \$.34 =	
50-74.9%		X \$.41 =	
75-99.9%		X \$.48 =	
100% or more		X \$.55 =	

Girl Membership

2008-2009 Girl Membership _____

2009-2010 Actual Girl Membership on 10/31/09 _____

Percentage of 2008-2009 Girl Membership _____

If % of 2008-2009 Girl Membership is:	Take the 2008-2009 Girl Membership		To Determine Your November Allocation
Less than 75%		X \$.34 =	
75-84.9%		X \$.45 =	
85% or more		X \$.55 =	

Girl Scout Cookie Sale Program

Service Area Boxes Per Girl Average _____

If Boxes Per Girl Average is:	Take the 2008-2009 Girl Membership		To Determine Your March Allocation
Less than 125		X \$.34 =	
125-149.9		X \$.45 =	
150 or more		X \$.55 =	



SERVICE AREA PLAN OF WORK

Sample Service Area Goals:

- Reach 100% of the required Service Team positions filled
- Reach 75% of troops present at Service Area Leader Meetings
- Ensure that community/school organizers meet with all new leaders
- Ensure that all troop leaders have completed the required trainings
- Increase visibility of Girl Scouting in the community
- Reach 35% of girls registering through spring registration (before June 30)
- Ensure that all troops are registered before September 30
- Hold a registration/recruitment night at every elementary school
- Complete a Service Area community service project
- Submit nominations for adult recognitions
- Encourage girls to attend Summer Camp programs

Goal 1:		
Action Steps	By When?	By Whom?
•		
•		
•		
Goal 2:		
Action Steps	By When?	By Whom?
•		
•		
•		
Goal 3:		
Action Steps	By When?	By Whom?
•		
•		
•		
Goal 4:		
Action Steps	By When?	By Whom?
•		
•		
•		
Goal 5:		
Action Steps	By When?	By Whom?
•		
•		
•		
Goal 6:		
Action Steps	By When?	By Whom?
•		
•		
•		



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SERVICE AREA BUDGET

Description	Budget 2009-2010	Notes
Beginning Balance		
INCOME		
Service Area Allocation		
Program Fees		
Misc. Income		
TOTAL INCOME		
EXPENSE		
Office Supplies		
Paper, Stationary, Envelopes		
Printing Supplies		
Program Supplies		
Tokens of Appreciation		
Telephone		
Postage		
Mileage		
Vehicle Leasing		
Facility/Equipment Rental		
Meeting Food and Beverage		
Registration Fees		
Financial Assistance		
Extra Activity Insurance		
TOTAL EXPENSES		
PROFIT/LOSS		