

GIRL SCOUTS – HOMESTEAD COUNCIL

YEAR END “TO DO” CHECKLIST

TROOP LEADERS:

- Deposit Cookie Bonus check in troop account. Checks will not be reissued after 90 days so deposit immediately!
- Recognize, with the girls, all adults (leaders and parents) who have helped with the troop this year. Don't forget yourself! Don't be uncomfortable including yourself in whatever you do for others who have been helpful.
- Schedule a troop Court of Awards or participate in your Service Unit's Court of Awards for distribution of cookie incentives, badges, try-its, membership stars/discs, patches and bridging girls to the next level if applicable.
- Complete Individual Girl Record forms and give to the next level or retain if the girl is staying in your troop.
- Complete Finance Report and Detailed Cash Report (#451) and return to the Service Unit Manager by June 1. Please note that the Council Finance Committee will audit a select number of these forms.
- Review your Honor Troop Form (VIP) and check completed activities. You can continue to work on this patch program, but remember it is due to your Service Unit Manager by October 1. No late forms accepted.
- Plan for the troop's summer activities. Talk with girls/parents about which Council camps and activities the troop will attend together and encourage girls and parents to register individually for additional events. If the troop is paying for any of these camps or events, complete and mail the registration form prior to the deadline.
- If your leadership is changing, remember to change the signatures on your troop checking account now not later, and share this with your field executive.
- If you've not completed your "Fundamentals of Girl Scouting" or age level training, review the fall class schedule and register now or complete "Fundamentals" online. Contact Esther Hay for details. If your troop is bridging to a new level, register for that age level training now.
- CELEBRATE, as a troop, all your accomplishments and fun of the year. You will be astonished at what you have accomplished!
 - Help the girls publish a newsletter of the "Year in Review".
 - Include this summary in your Court of Awards to be done by leaders or girls.
 - Add pages to your troop's scrapbook highlighting the fun and accomplishments.
- Thank your sponsor! Write a note or invite your troop sponsor to your year-end activities.
- Reflect. Close your eyes, take a big breath, and think about what a wonderfully busy but exciting Girl Scout year it has been. Take time to reflect on the important role you have played in influencing the lives of young women! Many years from now, they will look back, remember and appreciate the effort, patience and sacrifices you made for them.
- If you do not wish to continue as a leader next year, contact your Membership Specialist and schedule a time for the Council to meet with your troop and their parents to talk about continuing in Girl Scouts.

SERVICE TEAMS:

- Provide recognition to volunteers in the Service Unit. Celebrate membership successes and training attendance.
- Collect Annual Finance Report and Detailed Cash Report from each troop, review, and send to Membership Specialist by June 1st.
- Attend Service Team Workshop with the optional planning session with your team or schedule a meeting to complete Service Unit Work Plan which includes:
 - Planning Calendar
 - Membership Plan
 - Inventory List
 - Budget
- Complete list of needs for troop leadership and recruit leaders as soon as possible.
- Coordinate disbanding of troops OR, oversee successful turnover of materials and money to next leader.
- Review "Honor Troop" applications and forward to Membership Specialist by October 15th.

EQUAL OPPORTUNITY ORGANIZATION – COMMITTED TO DIVERSITY