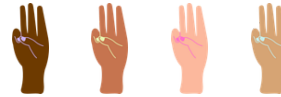


Welcome to Your Service Team Role!

We are SO excited you have chosen to be part of a key element of the Girl Scout experience in your community! Volunteers are the heart of Girl Scouts, and we are happy to have you on board in this role. As a Service Unit Team member, you are a direct representation of Girl Scouts. A well-functioning service unit increases awareness about the Girl Scout Movement, supports Girl Scout volunteers in the area, and increases the reach of Girl Scouting through membership, service, hosting events, and providing programming. These actions are critical to sustaining and expanding the Girl Scout Movement. Thank you for taking this step into leadership with GSNI, and we look forward to seeing the amazing things you do!

Service Unit Registrar



As a Registrar, you will collaborate with the Service Unit Manager, Girl Scout Organizers, and/or your Membership Engagement Specialist (MES), so you are not alone in your role! You will attend a planning meeting at the beginning of the Girl Scout year to discuss how the service unit's goals can be achieved. This is a good time to discuss who will attend the school and community events and who will do the follow up with interested families. It is a team effort!

What a Registrar Does

How a Registrar Does It

Place new members	
Maintain a spreadsheet with all the troop details including leader's names and contact information, Girl Scout level, school association, and meeting details.	Registrars gain access to Looker, which has the service unit's membership details*. Details can be exported into Excel®. Remind leaders to keep their information updated in their MYGS account and to submit the Troop Update Form for meeting updates. <i>*Member information must be kept secure and confidential.</i>
Keep up to date information on which troops are accepting new members.	Periodically check-in with leaders on the status of their troop. Contact your assigned MES to make any member transfers.
Retain youth and adult members to achieve membership renewal goals set by GSNI	
Promote individual, troop, and service unit renewal incentives via any form of communication used by the service unit (email, social media, newsletter, etc.).	Read GSNI's annual Renewal Packet for incentive details. Review renewal status emails from GSNI. Continually send reminders.
Contact troops and/or Juliettes who have not renewed.	Discuss renewal plans and help with any barriers.
Assist disbanding troops.	Determine the reason for disbandment and find ways to assist, including contacting troop families to find replacement leader(s) or a troop for any members who want to continue in Girl Scouts. Ask leaders from disbanding troops to review GSNI's website for the disbanding troop process and contact the assigned MES.

Grow the service unit by adding new youth and adult members to achieve new membership goals.	
Coordinate with the team to host Girl Scout information tables at school and community events.	Ensure recruitment supplies are available to host successful tabling events (must include a way to collect interested families' contact information). Work with MES to create event flyers.
Connect and follow up with interested families.	Determine who will contact interested families after events. Families need to know about upcoming recruiting events, what troop to register with, and/or the status of a forming troop. Adults should be asked to volunteer.
Plan events and opportunities to register youth and find volunteers.	Host parent information/troop formation meetings for interested families to explain what Girl Scouts do and answer questions. Assist new members in registering for the appropriate troop and adult volunteer role. Support new volunteers through the onboarding process alongside the MES. Connect new volunteers to the Service Unit Team.

Important Topics by Month

July

- Promote on-time renewal
- Start prepping for fall recruitment

August

- Attend GSNI Service Unit Team Kick-Off
- Review goals and complete Plan of Action with team

September

- Final push for renewals
- Assist with registering and forming troops
- Support leaders with onboarding process

October

- New Year = new reports
- Host recruitment events as needed

New Membership Year begins October 1

November

- Check goal progress
- Reflect on fall recruitment
- Discuss recruitment efforts for winter with the team

December

- Remind leaders to review rosters before cookie season

Enjoy your holidays!

January

- Host recruitment events as needed

Cookie season begins!

February

- Discuss recruitment efforts for spring with the team

March

- Prepare for renewal season
- Find out about any potential disbanding troops

April

- Review renewal packet
- Share renewal incentives with your members
- Promote extended year

Renewal begins!

May

- Contact GS Organizers to renew their role
- Host recruitment events as needed
- Promote early renewal

June

- Send renewal and incentives reminders

Take a break!