

UNION 1 LEADER GUIDE

A Reference Guide for Union 1 Service Unit

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Union 1 Service Unit

Union 1 Service Unit of Hornets' Nest Girl Scout Council serves close to 1,000 girls through over 90 troops. Our Service Unit is one of the largest in Hornets' Nest Council. We are proud of our strong leadership team and of our dedicated leaders and other volunteers. We provide many opportunities for girls to grow strong, develop self-esteem and become self-reliant in a safe and welcoming environment. Our mission is to build girls of courage, confidence and character.

Girl Scout's Hornets' Nest Council

Girl Scout's Hornets' Nest Council (GSHNC) serves girls and volunteers in Mecklenburg, Union, Anson, Cabarrus, Stanley, Montgomery, and Rowan counties in North Carolina and York County, South Carolina. Over 15,000 girls are served through GSHNC. There are 21 Service Units, of which Union 1 is one. Once a year **GSHNC publishes a book called "FYI."** This publication contains information about programs and other activities **offered by GSHNC**, a calendar of those programs, trainings offered by GSHNC for adults and girls, registration forms for events and trainings, product sales information and information about the Hornets' Nest Girl Scout store located at the Council headquarters/Service Center on Idlewild Road in Charlotte. **When you register for a program that is listed in FYI it is a Council Event, not a Service Unit event. Questions concerning an event in FYI should be directed to Council.** Contact numbers are usually listed under the event description in FYI. The GSHNC website: www.hngirlscouts.org will also provide you with information about GSHNC. In addition you can access troop forms (such as troop trip applications or money earning activity reports) and register on-line for GSHNC events and trainings.

Our Service Unit Team

Our Service Unit Team consists of volunteers who determine our needs, direction and priorities for each Girl Scout year. The Team sets goals that reflect the Council's goals and objectives. Our Team **LEADS THE WAY** for our girls and volunteers. **Our Team is here to help all leaders with their questions and concerns.** Each member of the Team has a specific job, but any member of the Team is available to help YOU. **Please refer to the Team roster, which can be accessed at our Service Unit website (www.union1girlscouts.com) or call or email an individual Team member with your questions or concerns.** Job Descriptions of Team Members are included in this document.

Service Unit Meetings

Our Service Unit holds once per month meetings for all leaders and co-leaders. These are currently **held on the second Sunday of each month at Siler Presbyterian Church.** It is located at the corner of Waxhaw-Indian Trail Road and Rt. 84 in Weddington. **Our new leader time begins at 2:00 PM.** The general meeting begins at 2:30 PM followed by age level roundtable discussions or mini-trainings for troop leaders/co-leaders. **It is important for leaders (co-leaders, assistant leaders, or a parent representative) to attend these meetings as information from our Service Unit and Council is conveyed to you at these meetings.** You also get an opportunity to meet and get ideas from other individuals who are leading troops of the same age level as yours. Your **Age Level Consultant** Team member is there to answer any questions you may have and other Team members are there to be of assistance to you also. **Each troop also has a folder into which we put important information for you.** Your age level consultant will send out an email after each Service Unit meeting which gives you a recap of agenda items. However, this is not a substitute for attending the meetings. If you would like a particular topic discussed at your age-level "round-table" meeting, simply email your age-level consultant prior to the meeting.

Service Unit Newsletter

Our Union 1 Team communicates in a variety of ways with our leaders. Each month we publish a newsletter via email. (Council also sends out an e-mailed “**Leader Update**” which gives you information about Council activities). Our Service Unit newsletter is sent to you a few days before our monthly Service Unit meeting. **It is important that you let us know if your email address changes (or if you do not have email access).** Your email address is also listed in our “Union1 Leaders Group” so that we can send out information to you as needed. We also have email groups for our Daisy, Brownie, Junior and Older Girl leaders. **It is important that you check your email on a regular basis in order to keep up-to-date with information about our Service Unit.** Our current newsletter editor is *Parisa Couzzi*. For questions, contact her at troop3053@yahoo.com

Service Unit Website

Our Service Unit website can be accessed at www.union1girlscouts.com. It includes our calendar of events, team roster, our community service projects, photographs, information about areas of our county that we serve, as well as other information that a leader in the Union 1 might find useful. Please check it periodically for updated information. Our website is currently maintained by *Donna McRee*. Contact her at donnamcree@carolina.rr.com.

Service Unit Calendar

This is a list of events/activities taking place within our Service Unit this Girl Scout year. Refer to this as a general guide for planning with your troop. This calendar can be found on our Service Unit website (www.union1girlscouts.com). Please remember that this calendar is subject to some changes, so you need to attend our monthly Service Unit meetings, read our newsletter and check your email on a regular basis for the most recent information from us.

Registration

Registration is required annually for all Girl Scout members. The current cost is \$12.00 per person. This money goes to Girl Scout National Headquarters. Our Service Unit receives \$0.75 for each girl registered by September 30th of each year. In March/April of each year, troop leaders receive **Early Bird** packets containing registration forms for currently registered girls and adults so that you may register early for the upcoming year and avoid the “fall crunch.” Council offers special badges and program for those troops who “early bird”. Our Service Unit also offers a special event for leaders/co-leaders who “early bird.” Our Service Unit receives \$1.00 per girl who is registered by May 31st. **All Registration Forms, Dues Summary Forms, checks, cash should be sent by mail or dropped off or given in person to our Service Unit Registrar. Do not send any of these to Council.** Our current Registrar is *Sharon Champion*. Contact her at chevyhanger@carolina.rr.com

Service Unit Storage Shed

We maintain a storage unit with supplies that can be used by our leaders and their troops. Some of the items in our storage shed include: camping items (propane stove, propane lanterns, water coolers) as well as punch bowls, a large coffee urn, 2 canopies, some sporting equipment (volleyball nets, badminton sets), flags and flag stands, First Aid items and assorted craft items. This is also where we house items for our Service Unit events. **Items are available for YOU to borrow for your troop or by committees for events. Deposits are required for some items.** A checkout form is available on our Union 1 website. The storage shed is located on the property of one of our Team leaders, Sharon Champion. **Please contact her (chevyhanger@carolina.rr.com) for more information.**

Science Bins

Our Science Consultant maintains these bins. Leaders may check these out for use at troop meetings. **A \$25.00 refundable deposit is required and the bins may be borrowed for up to 4 weeks.** Each bin contains activities to complete a badge for a specific age level. A Leader Guide accompanies each bin along with many of the non-consumable and hard-to-get items needed for the activities. The Leader Guide gives directions for completing the activities. The science bins available include: Color Wonders (Daisys), Senses, Science Wonders, Numbers & Shapes, My Body (Brownies), Aerospace, Today/Tomorrow, Geology, Making It Matter, Weather Watch (Juniors) Eco Action, Aerospace, Build a Better Future, Math Maps, Tye Dye, and Language and More (Older Girls). Contact our Science Consultant, **Cindy Brewer** (cbrewer01@carolina.rr.com) if you are interested in checking out a bin.

Service Unit Events

Most of our Service Unit events are planned and implemented by a Committee of volunteers from our leadership. We are always in need of new volunteers (and fresh ideas) to serve on committees and encourage you to sign up for one of our various committees to help us continue to offer outstanding programming for all those in Union 1. Sign up sheets for events are posted at our August Kickoff event and at our monthly Service Unit meetings. A listing of descriptions of possible events planned for this year is included in this document.

Community Service Projects

From time to time our Service Unit participates in Community Service projects as a group. Our Team Community Service coordinator will let you know in advance what project is coming up. You and your troop **can choose to participate** in any or all of these projects. Some are more “hands-on” than others. Information about upcoming projects is available on our website. **Any troop that would like to coordinate one of these monthly projects is welcome to do so. Also, if your troop is planning to do a service project to earn a patch or award (such as the Bronze or Silver) please contact our Community Service coordinator. She will be able to give you ideas for projects and will also schedule your troop presentations at our Team and monthly Service Unit meetings.** Requests for donations from our Service Unit troops/leaders will be limited to **2 troops during any one month** so that we can spread out the requests evenly throughout the year and fill in where needed. Whenever your troop participates in any community service project (whether it’s through Union 1 or on your own), please **remember to fill out a Community Service Report** and send it/give it to our Membership Specialist at Council. These can be accessed at our website www.union1girlscouts.com Questions about community service? Contact our coordinator, Kim DiBiasio at kdbiasio@hotmail.com

Miscellaneous Items

Fundraising: There are several ways for your troop to earn money. *Some of these* are: the Council Fall Sale, the Girl Scout Cookie sale, and our Union 1 Service Unit poinsettia sale. Your troop can also come up with their own ideas, such as a bake sale, yard sale or car wash. **For any money earning activity by your troop that is not sponsored by Council you MUST fill out a Troop Money Earning Activity request.** You can access this form at the Council website www.hngirlscouts.org This should be done at least 1 month in advance of your sale. **You will also have to make sure that your sale is following Safety Wise Guidelines and that it is not being conducted during a “blackout” time for money earning activities.** Information about this can be found in your Council materials.

Poinsettia Sale: As mentioned previously, there are several ways for your troop to earn money for the activities you want to participate in. Union 1 has a poinsettia sale each November. Girls sell plants of different sizes and colors to their family, friends and neighbors. After paying for the cost of the plants, the profits go directly to your troop.

Troop Forms: When you and your troop go **anywhere** other than to your regular meeting place, you need a **Permission Form** filled out. **A copy of this form needs to be emailed or snail mailed to our Service Unit Manager.** It can also be completed and submitted on our Union 1 website (www.union1girlscouts.com) under “Forms”. When your troop goes on an **overnight trip** you need a **Permission Form**, an **Itinerary**, and **you need to fill out a Troop Trip Application.** This is available on the Council website (www.hngirlscouts.org). **All three of these items need to be sent to the Union 1 Service Unit Manager one month before your trip.** Send **Community Service Reports** to our **Membership Specialist** at Council. Send **Registration Forms** to our **Service Unit Registrar**.

Union 1 Service Unit Team Job Descriptions

Note: The use of “She” does not denote that only women can serve in these capacities. “He” could also be substituted. “She” was used for purposes of convenience and consistency. *Please go to our Union 1 website www.union1girlscouts.com to contact any of the individual Team members.*

Membership Specialist: This person is our liaison with Hornets’ Nest Council. She provides service and advice to our Service Unit as well as others. She attends our Team meetings and monthly Service Unit meetings and brings us news and information from Council. If you have questions that are **directly related to Council**, she can help you get the answer. She also receives your community service reports—please send these directly to her by snail or email. Our current membership specialist is Larissa Lopez-Ibañez.

Service Unit Manager: Oversees the smooth operation of the Service Unit. The Service Unit Manager has many duties including conducting the monthly leader meetings, receiving various types of reports from troop leaders and generally being knowledgeable about Girl Scouting at the Service Unit, Council and National levels. Call or email her with any questions you have. Also send her your troop trip reports, annual troop reports, and parent permission forms. Our current Co-Service Unit Managers are Sharon Champion & Darlene Foreman.

Treasurer: Acts in a fiduciary capacity to insure the proper handling of our Service Unit funds. This includes writing checks for events/activities that Union 1 hosts, paying Union 1 bills, balancing our checkbook, etc. Our current Treasurer is Chris Boyer.

Registrar: All your Registration Forms (girl and adult) should be sent to our Registrar. **Do not send them to Council.** Registration forms should always be accompanied by a Dues Summary. Make a copy of your Registration Forms before you send them in to our Registrar and do not separate (or keep) the original forms. Our Registrar inputs registration data into the Hornets’ Nest Council database, brings the paperwork to Council (along with payments) and keeps track of ALL TROOPS. Our current Registrar is Sharon Champion.

Recruitment Organizer: This person coordinates and facilitates all our recruitments of new girls and leaders. She has a staff of individuals responsible for “our” schools to help with placing girls in troops and finding leaders for those troops. Our current Recruitment Coordinator is Pam Palmer.

Placement Coordinator: This person coordinates the forming of new troops and placement of girls within those troops as well as adding girls to existing troops. Our current Placement Coordinator is Donna Burgess

Librarian: This person maintains our Union 1 library. The resources available from our library include books, videos and CD’s on various topics such as Girl Scout ceremonies, age-level leader books, and games. There is a wide variety of material available for leaders to “check out”. A deposit may be required for some items. If you would like to borrow from our library, please contact our Librarian. For a complete list of our Union 1 library materials please go to our website. Our current Librarian is Kim McCranie.

Product Sales/Fall Sale/Cookie Sale: This person attends Council sales training and then trains/assists our troops/leaders with forms, questions, and concerns during our Council product sales. She collects troop product sales orders and money, submits these to Council, receives the products and distributes them to troops/leaders along with troop incentives. If your troop wishes to raise funds apart from the opportunities given to you by our Council and Service Unit, you will need to follow certain Council and GSUSA guidelines. Please see page 5 of this document for more information on fund raising and also refer to the Council website and your FYI for more details. Our Product Sales Coordinator will also answer your questions. Our current Product Sales Coordinator is Chris Boyer.

Public Relations: These individuals “get the word out” about what Union 1 troops are doing in the community. They contact various media (newspapers, TV) to showcase the great things our girls/troops do. Union 1 maintains a binder with our media articles. If YOUR troop gets mentioned in the media, please give a copy of the article to our current Public Relations Coordinators who are Sandy Brunt and Lee-Ann Black.

Newsletter Coordinator: This individual is responsible for publishing and emailing our Service Unit newsletter to all leaders/co-leaders keeping everyone informed about events/activities/news in our Service Unit. You or your troop is always welcome to contribute an article to the newsletter. Simply contact our current Newsletter Coordinator, Parisa Couzzi.

Website Coordinator: This individual is responsible for maintaining our Union 1 website. Please see page 3 of this document for more information. Our current website coordinator is Donna McRee. **She also maintains our various email groups. If there is a change to your email address, please contact her.**

Awards/Training Coordinators: There are two individuals responsible for awards & training. One handles the Council Board Level Awards and one handles the Service Unit awards. These individuals are responsible for keeping a record of the trainings that our leaders, co-leaders and other volunteers attend. Of course, **YOU need to tell them which trainings you have attended and you should also keep your own record of your trainings.** These individuals also will announce and promote upcoming trainings to our volunteers. They also promote Board and Service Unit level awards and coordinates the nomination process for these awards. There are several awards which can be earned by all of our volunteers and individual troops. Criteria and nomination forms can be found in your Adult Awards Information Brochure that you receive as part of your “Getting Started” training. Our

Awards/Training Coordinators will also help answer your questions. Our current Awards/Training Coordinator for Council Board Level awards is Robin Wells. Our current Awards/Training Coordinator for Service Unit awards is Kim Lehman-Johnson.

Sponsorship Coordinator: This person is responsible for keeping track of where each troop meets, including time and place, and for seeking out additional meeting places for troops. Our current Sponsorship Coordinator is Aisha Rivera.

Hospitality Coordinator: This person promotes volunteer appreciation, plans special celebrations at Service Unit meetings, recognizes volunteers for supportive services, and promotes friendship and fellowship. Our current Hospitality Coordinator is Janis Robertson.

Program Aide Trainer: This person coordinates opportunities for our girls in 7th grade and up to participate in training to become Program Aides. Our current Program Aide Trainer is Kathleen Holland.

New Leader Consultant: This individual is a mentor to our new leaders. She coordinates the “New Leader” time at our monthly Service Unit meetings, follows up with new leader questions, relays information to new leaders and acts to strengthen new leaders’ abilities as they lead their troops for the first year. Our current New Leader Consultant is Darlene Foreman.

Age Level Consultants: These individuals provide materials and information to new and returning leaders. They share information about GSUSA, Council and Service programs with leaders and provide guidance, support and assistance to leaders. Our current Age Level Consultants are: Shirley Biber (Daisys), Ginger Hill (Brownies), Jeanne Hipp (Juniors) and Kathleen Holland (Older Girls). The Juliette Troop Facilitator facilitates our Juliette program, meeting with and planning activities for girls who are on the waiting list to be placed. Our current Juliette Troop Facilitator is Troop 854, Patti Belcourt’s troop.

Science Consultant: This individual promotes science and technology for the girls/troops and leaders in our Union 1. She maintains our Science Bins for each age level. *Please see page page 4 of this document for more information about Science Bins.* Our current Science Consultant is Cindy Brewer.

Family Campaign Liaison: This individual coordinates the Council fundraising efforts for our Service Unit targeted to our Girl Scout families. Our current Family Campaign Coordinator is Stephanie Rose-Belcher.

Lead Delegate: This individual disseminates information from Council to our Service Unit members and delegates regarding Open meetings and the Council Annual meeting. She makes sure that the Council is aware of our priorities regarding Council’s long-term plan, polling membership if necessary. She also sees to it that all Union 1 delegates and alternates are trained for their position and that our delegates (or alternates) attend required meetings. Our current Lead Delegate is Gail Mercurio.

Union 1 Events/Activities (tentative)

This is a listing of events which will be held or have been held in the past. *Please consult your Union 1 Service Unit Calendar* which can be accessed at the Union 1 website, www.union1girlscouts.com, for the most up-to-date information about events/activities in Union1.

Leader/Daughter Kickoff - This event kicks off our new Scout year. It is traditionally held one of the days of the second weekend in August. Leaders/co-leaders and their daughters attend. The type of event changes each year. In the past we have had a “pool” party, bowling, crafts, and “old tyme” photo/dress up. Leaders receive their Council FYI packet at this event as well as information from our Service Unit.

Early Bird Event: This is an annual event used as an incentive to encourage leaders/ co-leaders to register their troop early for the upcoming Scout year. An emailed invitation will be sent to you if you are a leader, co-leader or assistant leader who “early bird” registered. The type of event held varies from year to year.

Me & My Gal Bingo - This event is held annually. The current Green Knights (dads, grandpas, uncles, etc.) come out to run this event so we leaders/co-leaders and other moms can have some fun with just our own daughters. Pictures are taken, prizes are awarded and lots of food is eaten. This is an individual event, not a troop event.

Trainfest – Hornets’ Nest Council hosts an all day training session for adult volunteers in Union County. Sessions usually include “getting started” training, age level training and specialty trainings also. This event usually occurs in October. Refer to Council FYI for more information.

Union 1 Day at Oak Springs: This will be a “first” in 2009 as Oak Springs is our newest camping facility. At this time Oak Springs cannot accommodate a large number of girls/leaders overnight. This will be a “day” event held for all age levels.

Older Girl Camporee (not currently on this year’s calendar). This event is held for girls Junior age level and up. It is a 2-night event with food, activities, crafts, games, and campfire while enjoying the great outdoors!

Service Unit Camporee: (not currently on this year’s calendar). Same as Older Girl Camporee, but all age levels invited (except Daisys).

Share-A-Bear - (not currently on this year’s calendar) This community service event is open to all age levels. Girls “dress” stuffed bears which are then donated to area Emergency Medical Services to give to children in crisis situations. (This event can be coordinated by an Older Girl troop for leadership hours.)

Cookies With Santa – (not currently on this year’s calendar). This event is for Daisy and Brownie troops (and can be coordinated by an Older Girl Troop for leadership hours.) Girls get to sit on Santa’s lap and tell him what they want for Christmas, have a picture taken with him, make crafts and have cookies and hot chocolate.

Santa's Workshop: Another “first” for 2009. This event for all age levels will include making gift items for family members, a snack and a picture with Santa.

Share-the-Warmth - This service project is traditionally held in early December. Girl Scout troops or girls with their family members are invited to come decorate Christmas trees with hats, scarves, mittens and gloves that are later donated to those in need. Holiday songs, a craft and hot chocolate are also shared.

Cookie Rally: This event for all age levels includes crafts and cookies and gets the girls excited about selling cookies

Leader/Daughter Pajama Party – (not currently on this year's calendar) Leaders and their daughters come in their pajamas to spend a few hours doing the things girls do at pajama parties! The evening *can* include dinner, a “girlie” movie, glamorizing, dancing, crafts—whatever the committee decides. As part of this party, participants must bring a pair of new pajamas to donate to those in need.

Older Girl Quilting Event (not currently on this year's calendar) This is an overnight service project event where Cadette and Senior Girl Scouts stay up most of the night sewing together quilts which are donated to senior centers/nursing homes, etc. Girls get experience operating a sewing machine as they make quilts. Over the years that we have been holding this event, our girls have donated many beautiful quilts to those in need.

Older Girl Ski Trip: Taking place at the end of January, this 2-night trip to West Virginia includes the opportunity for older girls (Cadettes & up) and their leaders to ski/snowboard/tube.

Career Event: During this event girls of all age levels will get a chance to talk to various women about their career choices.

Diversity, Discovery & Multicultural Event: This will be an event for all age levels to learn about diversity.

Black History Month Event - This event is held in February and is an opportunity for girls and adults to learn about Black History as well as pluralism and inclusiveness in a fun atmosphere. The event has included African American dancers, a story tellers and singers as well as traditional African American food to be tasted by participants.

Thinking Day - Thinking Day is a Union 1 event held in February to remind us that we are part of a large sisterhood, the World Association of Girl Guides and Girl Scouts. Each year this event changes slightly, but the event usually includes displays by our troops about various countries where Girl Scouts and Girl Guides are located, presentations by troops of songs or dances from other countries and samples of food from other countries. Crafts and SWAPS are usually available for purchase. Money earned from this event is divided between the Juliette Low World Friendship Fund and our Service Unit's “Destinations” participants.

Scouting for the Cure - This event provides girls and the significant female adults in their lives with information about breast cancer through fun learning activities. This 2 hour event includes games, crafts, food/drinks and goodie bags to take home after learning about this important topic.

Me & My Guy Dance - This event is terrific fun for any registered Girl Scout in our Service Unit to bring her adult significant male (dad, grandpa, uncle, etc.) to PARTY! The evenings always have a theme (Hawaiian luau, pirates, 50's sock hop, to name a few). A DJ spins the records for dancing, pictures are taken, heavy hors d'oeuvres and ice cream are eaten. Dressing the "theme" is optional, but FUN is on the agenda for all.

Leader Retreat - This event is a 2-night getaway for leaders/coleaders. We share ideas, fellowship and generally relax and make new friends. Past Leader Retreats have been to Savannah, GA, Wilmington, NC, Asheville, NC, Charleston, SC, Atlanta, GA, and Myrtle Beach, SC. Where we go is a decision made by the committee. If you have an idea, plan to be part of the committee.

Daisy Camp Day - This is an event for Daisy troops and their leaders to experience the joys of camping without staying overnight. Held at various campsites, Daisy Girl Scouts enjoy a day of singing, games, crafts, food and a campfire while earning their first Brownie Try-It.

Brownie Camporee – (not currently on this year's calendar) This is an overnight event for Brownie age level girl scouts and their leaders. Girls make crafts, sing songs, have a campfire, hike, eat, play games and enjoy and overnight camping experience while earning a Brownie Try-It.

Leader/Daughter Camping Weekend: Just for leaders/co-leaders/assistant leaders and their daughters. This is an overnight with food, games, crafts, songs, campfire, etc.

Science Day: Another "first" in 2009. Union 1 plans a day filled with scientific discovery and "hands-on" learning for all age levels.

Service Unit Bridging Ceremony - This event is for all age levels, including adults and is usually held on a Sunday in May or June as we "wind down" our official Girl Scout year. This event recognizes individuals leaving one Girl Scout age level and going on to another. Participants cross over a "bridge" as leaders speak about important milestones in Girl Scouting. A reception for participants and their families is held following the ceremony and includes cake, Girl Scout cookies, and punch. You may participate in this ceremony as well as hold a bridging ceremony at the troop level.

Leader Banquet - This event is a leader "Court of Awards" as well as a fun evening. It is an opportunity to recognize leaders and other volunteers for their efforts throughout the year and celebrate our accomplishments. It includes dinner and spouses are welcome too. Over the past few years this event has also included an auction in which the "Daisy Dollars" that leaders have earned over the course of the year can be used to purchase items for themselves, family members or friends.

Service Unit Day Camp - This week-long event is usually held the third week in June and is open to rising Brownies through older girls. Each day from 8:30 AM to 5:00 PM girls of all ages are involved in indoor and outdoor activities centered around a theme. Past themes have included pioneer days, the wild west, medieval times, Disney characters, etc. This event accommodates approximately 200 girls and needs many adult volunteers to help plan and implement this week of fun and learning.

Union 1 has many events/activities for all age levels (including adults). We hope you and your troop will participate in what we have to offer. Ideas for additional events/activities are always welcome.