Outgoing OCMT Checklist

Thank you for your dedication over the past year. As a member of your Overseas Committee Management Team, you have spent this time leading Girl Scouts in your community. Because of you, girls had the opportunity to build courage, confidence, and character, and to make the world a better place.

Please take a moment to review each of the steps below to provide a smooth transition between this year and the upcoming Girl Scout year in the fall. If you have any questions, please reach out to your staff point of contact or to overseascustomercare@girlscouts.org.

1. Complete the **Annual Finance Reports** due June 30.
   - ☐ Review the **OCMT Year End Finance Guidance**
   - ☐ Collect, review, and approve **Troop Year-end Financial Forms** and **Troop Roll-Over Fund applications** (optional) for each troop in your community.
   - ☐ Complete the **OCMT Year-End financial form** & conduct an audit if your community has handled over $1,000 USD (or equivalent) this year.
   - ☐ Submit your OCMT Year-End financial form to USAGSO **here** due June 30.

2. **Recruit** and elect new OCMT members, if necessary.
   - ☐ Follow your own OCMT's bylaws & constitutions (if applicable) to elect new OCMT members for the upcoming Girl Scout year.
   - ☐ Submit your incoming OCC recommendation form to USAGSO for review and approval using **this form.**
   - ☐ Provide all other elected or selected OCMT members a link to this **online commitment form**, which will allow USAGSO to assign them to their new role in myGS. *Incoming members must have an active Girl Scout membership before they can begin serving on the OCMT.*

3. Hand off your information and resources
   - ☐ Once the new OCMT member is officially ready to start, please make sure each outgoing member provides their incoming counterpart with the below forms and information.
     - ○ **Incoming OCMT checklist**
     - ○ After Action Reports (AAR's) and records/documents for each position
     - ○ Passwords for the USAGSO email and other accounts
     - ○ Keys, banking access, and inventory relevant to each position