

**girl scouts**   
usa girl scouts  
overseas



# OCMT 101 Guide

Overseas Committee Management Team Guide



# Thank you!

You stepped up to take on the role of Overseas Committee Management Team (OCMT) Member for USA Girl Scouts Overseas (USAGSO) because you are ready to play a vital role in the success of our mission to build girls of courage, confidence, and character, who make the world a better place. Thank you!

In your role, you will help support volunteers in your community, advocate for Girl Scouts, and ensure quality Girl Scouting experiences by effectively communicating your unique membership needs to USAGSO. There is a lot of flexibility regarding the specific tasks you will do, but the basics are being a responsive contact person for USAGSO staff and believing in and promoting Girl Scouts.

These are exciting times for Girl Scouts. Your commitment and passion to the Girl Scout Movement are indispensable. We value and celebrate your dedication and thank you for joining us as we embark on a new membership year.

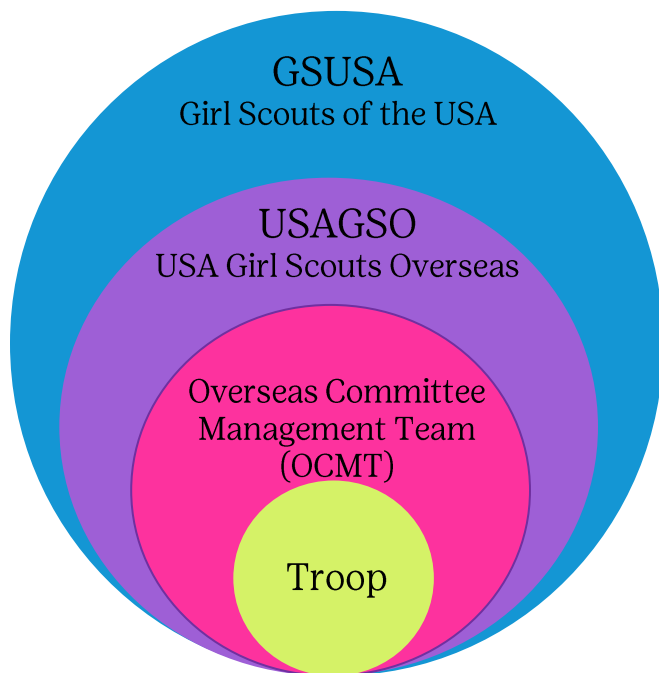
## Overseas Committee Management Team

The Overseas Committee Management Team's purpose is to lead and support Girl Scouting in an overseas community. Your team will recruit and guide troop level volunteers, build strong community partnerships, and ensure that all Girl Scouts in your community experience quality Girl Scouting experiences.

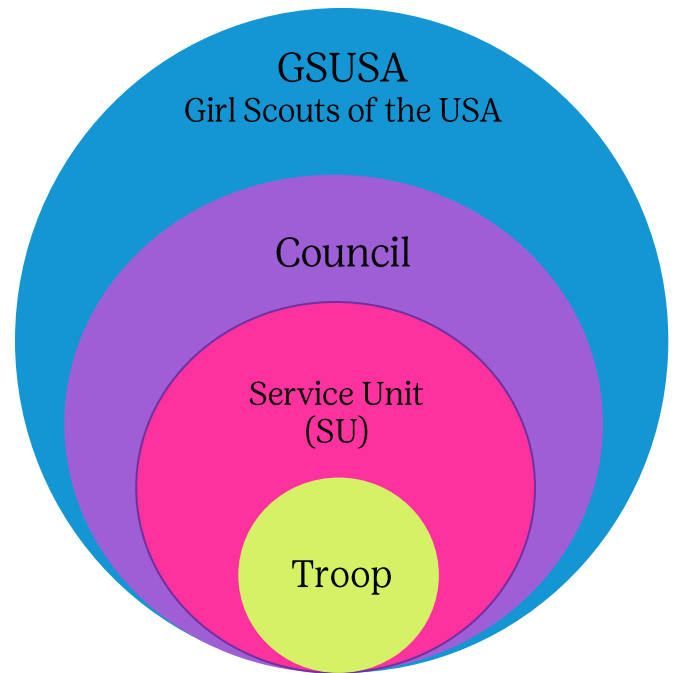
## Girl Scouting Overseas

USA Girl Scouts Overseas encompasses all USA Girl Scouts residing outside of the United States. Take a look at the structure of Girl Scouting Overseas compared to the structure of Girl Scouting Stateside. Note that while our structure is similar, the terminology differs because councils are financial entities that are not authorized to operate outside of the United States.

### OVERSEAS



### STATESIDE



## Building a Strong Community

So how does the OCMT build a Strong Girl Scout Community? Here are a couple key functions of the OCMT.

### Recruit & Support Volunteers

Girl Scouts needs quality volunteers to run the program. Finding the right volunteer for each role is crucial in creating a positive experience for girls and adults.

### Promote Girl Scouts

Conduct recruitment events, develop and foster community partnerships, and advocate on behalf of Girl Scouts in your community!

### Ensure Quality Experiences

Regardless of troop level or pathway, ensure that all Girl Scouts have a strong Girl Scouting experiences both in and outside of troop meetings.

## Getting Started

Now that you are familiar with the purpose and function of the OCMT and its members, it is time to get started.

### Commitment Form

Familiarize yourself with the responsibilities of your new position and complete an [online commitment form](#) to be assigned to your position.

### Background Check

OCMT and Troop volunteers are required to complete a background check. Background checks are valid for 3 years. If you do not have a valid background check on file, USAGSO will reach out with next steps.

### gsLearn

Log into myGS and open [gsLearn](#) to complete your volunteer trainings and sign up for to attend our live courses and webinars.

#### Required OCMT Trainings

- OCMT 101
- Successful OCMT Learning Series
- Your OCMT Position Training

## Your USAGSO Resources

We are here to support you as you begin your Girl Scout year.

### Membership Manager

Every OCMT has a dedicated Membership Manager to provide support throughout the Girl Scout year. Haven't met your membership manager? Send us an email and we'll connect you.

### Customer Care

Got a question? Contact our Customer Care Team for a quick response.  
[overseascustomer@girlscouts.org](mailto:overseascustomer@girlscouts.org)

### USAGSO Website

From volunteer forms to recruitment assets, checkout our website for additional resources.

[www.usagso.org](http://www.usagso.org)

## Fostering Community Partnerships

Strong community partnerships are key to a successful Girl Scout program. Your community partners may include your local school principals, installation commander, or representatives of a local club or organization. Whoever your partners may be, it is important to take time to meet with them and thank them for their support. When scheduling a meeting with your community partners, remember the following:

### Represent

As a key Girl Scout volunteer, you represent the Girl Scout organization through your actions and appearance. Be sure to know the name and official title of the person you will be meeting and to wear your official GSUSA uniform or other Girl Scout garb appropriate for the occasion. Wearing the Girl Scout uniform shows your commitment to the mission and affiliation to the organization.

*What's the official GSUSA adult uniform?* The adult members' uniform is navy blue business attire with the official pins and awards either pinned to the attire or to the navy adult vest (pictured right). Women complete their uniform by wearing an official Girl Scout scarf, and men wear a Girl Scout tie.



### Share

Key community partners support girls for a reason- so be sure to do your research and come prepared to share. A program partner or donor may want to know the number of girls reached through their program or donation, while an installation commander or school principal may want to know how Girl Scouts are improving their community or school. Whatever their motivation is to support girls, bring data and stories\* to illustrate the positive impact of your partnership.

\*USAGSO loves to show off our girls! Share your stories at [usagso.org →forms](https://usagso.org/forms) → [Additional USAGSO Resources](#) and we'll showcase your OCMT on social media



### Thank

Most importantly, thank your community partners for their support. This can be a simple “thank you” or can include a small token of appreciation. If giving a gift, make sure it is simple, under \$10 USD in value, and represents the Girl Scout organization. A hand-made thank you card or box of Girl Scout cookies are a couple great options.

For USAGSO military communities, OCMT members may wish to give the USAGSO challenge coin to key military partners. These coins should be reserved for the most important community members, such as the garrison commander, and should be presented by the OCMT or a designated member of your Girl Scout community at an official meeting or ceremony.



# OCMT Member Positions

Let's look at the key positions that make up an OCMT.

Title	Description. <i>Resource Access</i>
Overseas Community Chair	Supports and supervises Girl Scouting in an Overseas Community. Helps to establish and achieve USAGSO and Community goals and serves as key point of contact with the USAGSO Membership Manager. <i>Looker access, usagso.org email.</i>
Overseas Community Co-Chair (optional)	Shares the responsibility of the OCC. <i>Looker access.</i>
Secretary	Facilitates communication within the Overseas Committee and with external stakeholders, maintains the official records of the Overseas Committee, and assists with correspondence. <i>Looker access, usagso.org email.</i>
Treasurer	Works with the OCMT to manage the budget for the Overseas Committee. Ensures that payments/reimbursements and deposits are made in a timely manner, an end of year audit is conducted, and end of year financial report is submitted to USAGSO. <i>Looker access, usagso.org email.</i>
Registrar	Communicates with USAGSO, troop leaders, and parents to ensure all members are registered and rosters are accurate. <i>Looker access, usagso.org email.</i>
Recruiter	Recruits members to participate in the Girl Scout program by sharing opportunities and hosting recruitment events. <i>Looker access, usagso.org email.</i>
Cookie Manager (optional)	Manages all aspects of the community's cookie program- from the initial cookie order in the fall to final billing in the spring. <i>Looker access, usagso.org email.</i>
OCMT Member (optional)	<p>Your OCMT does not have to be limited to the roles listed above. Additional members of your OCMT will be listed in the myGS/VTK and rosters as "OCMT Member" but may hold any range of roles and responsibilities. They do not have Looker access or a usagso.org email address. Each community is unique and the additional roles on your team will depend on your location and community needs. Below are some common roles as an OCMT Member.</p> <ul style="list-style-type: none"> <li>• <b>School Coordinator-</b> Helps to recruit and support volunteers at a designated school/site.</li> <li>• <b>Communications Coordinator-</b> Keeps social media pages up to date, communicates with families, and creates the newsletter (if applicable).</li> <li>• <b>Host Nation Liaison-</b> Communicates and coordinates joint events and activities between WAGGGS host nation Girl Guides/Girl Scouts and the local USAGSO troops.</li> </ul>

# OCMT Jump Start Check List-

get a jump start to your year with this simple checklist

- Complete an [OCMT commitment form](#) to show that you understand and commit to your volunteer role on the OCMT.
- If you hold a key OCMT position, make sure to access and begin using your official usagso.org email account. Send us an email if you need help accessing your email account.
- If you hold a key OCMT position, log into [Looker](#) to view community rosters and reports. Be sure to login using the email associated with your myGS login, and select “forgot password” to access Looker for the first time.
- Complete your required OCMT trainings in gsLearn.
- Complete or submit a background check, if requested by USAGSO.
- Connect with your USAGSO Membership Manager; you can reach out to them at any time.
- Connect with the other Overseas Committee Management Team (OCMT) members. Determine where vacancies exist and recruit new OCMT members.
- Identify troop leader vacancies and work with your volunteer team to recruit new troops leaders. Each troop needs 2 registered troop leaders before troop meetings can begin.
- Communicate with troop leaders and ensure troop meeting times and dates get set for the new year, and meeting spaces are reserved.
- If your OCMT has a checking account, make sure signers are up to date.
- If your OCMT registers with a local Private Organization Office, be sure to know the POC and verify that all paperwork is up to date.
- Hold an OCMT planning party before October 1. We encourage you to use the OCMT Planning Packet, found in the Successful OCMT Learning Series in gsLearn, as a resource during this meeting.
- Register in gsLearn to attend our *Overseas Update: All the Need-To-Know Info for USAGSO Volunteers* quarterly webinar, where you'll receive important Girl Scout news and announcements.
- Schedule and publicize your monthly volunteer meetings (OCMT and troop leaders) with the volunteers. Be sure to use an agenda for each meeting and keep the meetings on point.
- Schedule and hold a fall volunteer training session. This is a great opportunity to communicate local processes to your Girl Scout community. You can also ask USAGSO to support your training event.
- Attend a community fall recruitment event or schedule your own recruitment event. Let your community know that Girl Scouts is large and in charge!
- Join the [USAGSO OCMT Facebook Group](#) to connect with other OCMT members around the world!



# Overseas Community Contact List

USAGSO Support Staff Member:

Phone:

Email:

USAGSO Customer Care: [overseascustomer@girlscouts.org](mailto:overseascustomer@girlscouts.org)

## Your Overseas Committee Management Team

Position Title	Name	Address	Phone	E-Mail
Overseas Community Chair (OCC)				
Overseas Community Co-Chair (opt)				
Treasurer				
Secretary				
Registrar				
Cookie Manager (optional)				
Recruiter				
Other:				
Other:				
Other:				
Other:				

## OCMT Meetings

Date & Time	Location	Key Talking Points

## Troop Leaders

Troop # & Level	Meeting location/ date/ time	Leader Names	Address	Phone	E-Mail

## Troop Leader & Volunteer Meetings

Date & Time	Location	Key Talking Points





Thank  
you

Thank you for stepping up and taking on the role of Overseas Committee Management Team Member. We look forward to seeing your leadership skills grow and to the exciting adventures girls will make in your community.

***You are appreciated!***



USA Girl Scouts Overseas

Italy – Japan - New York Offices

[overseascustomer@girlscouts.org](mailto:overseascustomer@girlscouts.org)