



Overseas Committee Management Team (OCMT) Planning Packet



INCLUDED IN THIS PACKET:

OCMT Plan for Success

OCMT Sample Budget

OCMT Mid-Year Assessment

OCMT Year End Assessment

OCMT Resources

Suggested OCMT Activities By Focus Area

OCMT Annual Vision Plan

Overseas Committee (OC)

Girl Scout Mission:



USAGSO Strategic Goals:

1. Grow USAGSO membership to serve more girls worldwide
2. Increase access to the GSLE by offering dynamic virtual programming across our global community
3. Leverage and strengthen our technology platforms

Essential responsibilities of the OCMT

Recruit volunteers and girls reflective of the diversity of the community:

- ◆ Overseas Committee Management Team members
- ◆ Troop leaders and program volunteers
- ◆ Girls

Assist leaders and other troop volunteers in promoting the delivery of the Girl Scout Leadership Experience:

- ◆ Provide essential enrichment training and OC networking and discussion
- ◆ Support all volunteers through meetings and other communication and support initiatives
- ◆ Coordinate girl-planned OC events
- ◆ Participate in council and community events
- ◆ Volunteer recognition

Our OC goals for _____ membership year

1. _____
2. _____
3. _____



OCMT Annual Vision Plan

IMPORTANT DATES

On-Time Registration | September 30, 2020
International Day of the Girl | October 11, 2020
Founder's Day (Juliette Gordon Low's Birthday) | October 31, 2020
World Thinking Day | February 22, 2021
USAGSO Cookie Rally | January 16, 2021

Girl Scout Sunday | March 7, 2021
Girl Scout Birthday | March 12, 2021
Girl Scout Sabbath | March 13, 2021
Girl Scout Leader's Day | April 22, 2021
Early Bird Renewal | Opens April 1, 2021

OCMT Plan for Success – Membership Goals

(if applicable)				
(if applicable)				

Recruitment/Engagement goal: Increase girl membership | Increase adult membership

Task:

Who: _____ When: _____ Date: _____

Notes: _____

Task:

Who: _____ When: _____ Date: _____

Notes: _____

Task:

Who: _____ When: _____ Date: _____

Notes: _____

Task:

Who: _____ When: _____ Date: _____

Notes: _____

Task:

Who: _____ When: _____ Date: _____

Notes: _____

Retention: Increase retention, both girls and adults

Task:

Who: _____ When: _____ Date: _____

Notes: _____

Task:

Who: _____ When: _____ Date: _____

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Who: _____ When: _____ Date: _____

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Task:

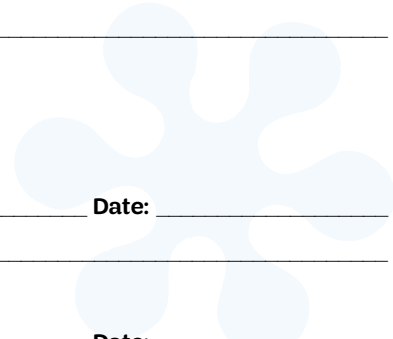
Who: _____ When: _____ Date: _____

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Task:

Who: _____ When: _____ Date: _____

Notes: _____



Product Sale Program(s) Goal: Increase girl participation | Increase adult support

Task: _____
Who: _____ When: _____ Date: _____
Notes: _____

Task: _____
Who: _____ When: _____ Date: _____
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Who: _____ When: _____ Date: _____
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Who: _____ When: _____ Date: _____
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Events and Activities: Increase retention and outcomes, both girls and adults

Task: _____
Who: _____ When: _____ Date: _____
Notes: _____

Task: _____
Who: _____ When: _____ Date: _____
Notes: _____

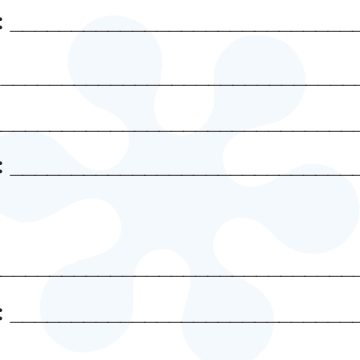
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Who: _____ When: _____ Date: _____
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SAMPLE OCMT BUDGET

Year:
 OCMT Treasurer Name:
 OCMT Treasurer Phone and Email:

OCMT Bank Name:
 Account Number:

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Cash Beginning Balance:	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
INCOME												
National Membership Dues												
Individual Troop Dues												
Donations												
Product Sales:												
Cookies												
Other												
Parent Contributions												
Program Events												
USAGSO Grants												
Interest Income												
Other: (Specify)												
Other: (Specify)												
Other: (Specify)												
Total Income												
EXPENSES												
National Memberships (Paid to USAGSO)												
Cookie Sale (Paid to USAGSO)												
Program Supplies												
Office Supplies												
Professional Fees												
Troop Resources:												
Books												
Startup Funds												
Other												
Equipment purchase/rental												
OCMT Events												
OCMT Trips												
Community Service Projects												
Insignia (badges, pins, etc.)												
Awards & Recognitions												
Financial Assistance/ Grants												
Other: (Specify)												
Other: (Specify)												
Total Expenses												
EXCESS (DEFICIT) OF INCOME OVER EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Ending Cash Balance*												

*Add beginning cash balance and total income -- Subtract your total expenses to get your ending cash balance.

♣ MID-YEAR ASSESSMENT

Date

Overseas Committee (OC)

GOALS

Review each goal in the Plan for Success

Identify what helped you meet any of the goals.

What will you do differently to achieve the remaining goals?

TEAM

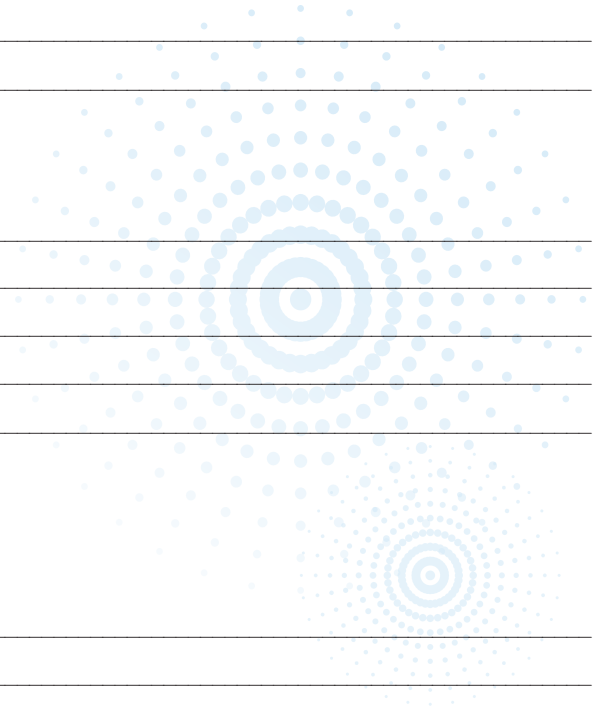
I'm proud of our team because:

I would like us to change:

ACTION STEPS

Steps we are taking to reach our goals:

Who is responsible for coordinating these steps and when?



IDEAS

Great ideas for the remainder of this year:

Have you connected with other Overseas Committees doing great things? If yes, what are two best practices your OC will try?

1. _____
2. _____

RECOGNITION

Who in your OC would you like to nominate for Council of Advisor-approved awards?

Does your OC qualify for the Honor Community Award?

☀️ YEAR END ASSESSMENT

Date

Overseas Committee (OC)

GOALS

Review each goal in the Operation Plan

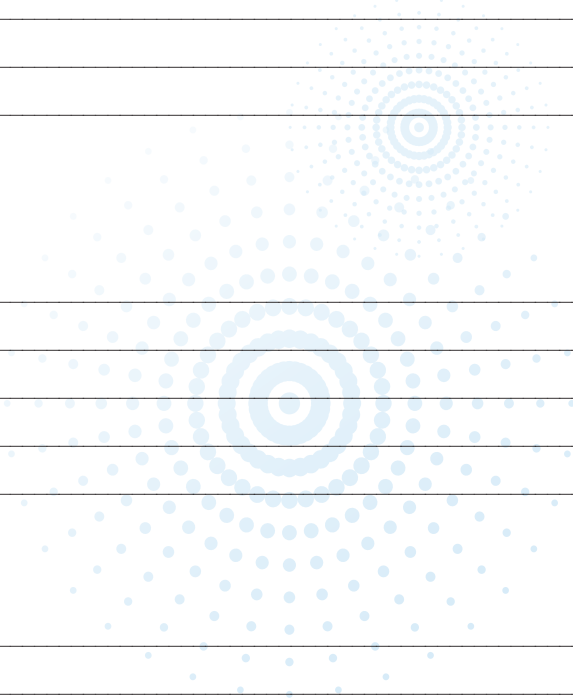
Identify what helped you meet any of the goals.



What will you do differently to achieve remaining goals?

TEAM


I'm proud of our team because:



I would like us to change:



OCMT Resources


Quarterly Recommended OC Activities By Focus Area


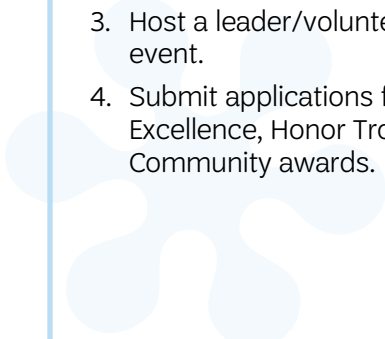
Focus Area	July-September Who's Responsible?	Activities
Recruitment and registration 	Volunteers <i>(Insert role names here)</i> USAGSO staff <i>(Insert role names here)</i>	<ol style="list-style-type: none"> 1. Work with USAGSO to coordinate and hold fall recruitment activities. 2. Order recruitment supplies and materials from USAGSO. 3. Recruit volunteers to assist with each recruitment activity. 4. Host recruitment training for volunteers. 5. Communicate regularly with USAGSO about girl and adult placement.
Retention and troop support	Volunteers <i>(Insert role names here)</i> USAGSO staff <i>(Insert role names here)</i>	<ol style="list-style-type: none"> 1. Promote and follow up with existing members during on-time renewal campaign. 2. Work with USAGSO on troops in transition (disbanding retention process). 3. Mentor new leaders through on-boarding process and encourage them to participate in training. 4. Schedule any dedicated events for new leaders.
Marketing & PR	Volunteers <i>(Insert role names here)</i> USAGSO staff <i>(Insert role names here)</i>	<ol style="list-style-type: none"> 1. Schedule introductory meetings with military and/or school officials to share information about Girl Scouts. 2. Create a list of English-language media outlets (magazines, websites, blogs, radio stations, etc.) that might be willing to promote Girl Scouts. 3. Submit any success stories or outstanding photos to USAGSO.
Annual fund-raising campaign – support girls from Afghanistan to Argentina, when you support USAGSO!	Volunteers <i>(Insert role names here)</i> USAGSO staff – Katherine Nolan Brown, Fund Development and Partnerships Manager: funddevelopment@usagso.org	<ol style="list-style-type: none"> 1. Don't forget to support USAGSO through the Combined Federated Campaign: USAGSO's CFC #: 11316. 2. October is when we celebrate the birthday of our Founder Juliette Gordon Lowe. This October, in honor of the 95th year of USAGSO, donate your birthday on social media to support girls all over the world who are growing through Girl Scouts. Look for more information in September!

Overseas Committee events — Fall	Volunteers <i>(Insert role names here)</i> USAGSO staff <i>(Insert role names here)</i>	<ol style="list-style-type: none"> 1. Plan a girl-led event schedule for the year to support the Girl Scout program (investiture/rededication, bridging, camporee/encampment, Founder's Day, World Thinking Day, Girl Scout Week, badge or journey workshops, community service, etc.). 2. Promote events at meetings and through your communication channels. 3. Promote USAGSO programs.
Overseas Committee management	Volunteers <i>(Insert role names here)</i> USAGSO staff <i>(Insert role names here)</i>	<ol style="list-style-type: none"> 1. Schedule leaders' meetings, reserve space if needed, and communicate dates/times/ places to volunteers. 2. Recruit OCMT members to fill vacant positions. 3. Encourage new team members to receive appropriate training for their positions. 4. Develop communication plans and processes for the year (newsletters, Facebook pages, other social media platforms).

Focus Area	October-December Who's Responsible?	Activities
Recruitment and registration	Volunteers <i>(Insert role names here)</i> USAGSO staff <i>(Insert role names here)</i>	<ol style="list-style-type: none"> 1. Continue to communicate with USAGSO staff to make sure troops have completed membership registration. 2. In partnership with USAGSO staff, plan additional open houses and recruitment events where there is low participation. 3. Initiate planning to participate in spring kindergarten registration events.
Retention and troop support	Volunteers <i>(Insert role names here)</i> USAGSO staff <i>(Insert role names here)</i>	<ol style="list-style-type: none"> 1. Ensure that girls and adults have renewed their memberships to participate with troops and the cookie program* using service unit roster reports via Looker. 2. Ensure that all active troops have at least two registered troop leaders. 3. Connect with and support Juliettes in the Overseas Committee, utilizing USAGSO's <i>Juliette Gazette</i>. 4. Promote the Volunteer Toolkit as a resource for troop leaders. 5. Reach out to new leaders with additional support during the cookie program*. <p><i>* If applicable to your OC.</i></p>

<p>Product program (cookies*)</p> <p><i>* If applicable to your OC.</i></p> 	<p>Volunteers (Insert role names here)</p> <p>USAGSO staff (Insert role names here)</p>	<ol style="list-style-type: none"> 1. Promote and attend USAGSO training. 2. Hold troop cookie manager training(s). 3. Plan and communicate appropriate dates for training and distribution of program materials. 4. Encourage and support participation in the product program among all volunteers, girls, and families. 5. Get your community excited about the Cookies by posting fliers in high traffic areas, posting on social media sites, appearing on a local radio program, etc.
<p>Annual fund-raising campaign – support girls from Afghanistan to Argentina, when you support USAGSO!</p>	<p>Volunteers (Insert role names here)</p> <p>USAGSO staff – Katherine Nolan Brown, Fund Development and Partnerships Manager: funddevelopment@usagso.org</p>	<ol style="list-style-type: none"> 1. Does your company offer gift matching? So many of today’s major corporations pride themselves in community engagement and giving back. Check to see if your employer will match personal gifts made to USAGSO – and double the impact of your support! Reach out to Katherine for more information or questions. 
<p>Overseas Committee events – Winter</p>	<p>Volunteers (Insert role names here)</p> <p>USAGSO staff (Insert role names here)</p>	<ol style="list-style-type: none"> 1. Deliver a girl-led event to support the Girl Scout program (camporee/encampment, holiday celebration, badge or journey workshops, community service, etc.). 2. Promote events at Overseas Committee meetings and through communication channels. 3. Promote USAGSO programs.
<p>Overseas Committee management</p>	<p>Volunteers (Insert role names here)</p> <p>USAGSO staff (Insert role names here)</p>	<ol style="list-style-type: none"> 1. Recruit OCMT members to fill vacant positions. 2. Encourage new team members to receive appropriate training for their positions. 3. If the OC is not hosting an event, encourage troops to celebrate Juliette Gordon Low’s birthday (October 31st) independently.

Focus Area	January-March Who's Responsible?	Activities
Recruitment and registration	Volunteers <i>(Insert role names here)</i> USAGSO staff <i>(Insert role names here)</i>	<ol style="list-style-type: none"> 1. Plan and participate in spring kindergarten events. 2. Support winter/spring USAGSO recruitment activities.
Retention and troop support 	Volunteers <i>(Insert role names here)</i> USAGSO staff <i>(Insert role names here)</i>	<ol style="list-style-type: none"> 1. Promote USAGSO spring renewal (early bird) campaign and incentives, adding an OC incentive if possible. 2. Support new leaders through the cookie program*. 3. Encourage the submission of Adult Award nominations by 15 February. 4. Promote training for adult volunteers. 5. Identify bridging troops and encourage collaboration for bridging awards. <p><i>* If applicable to your OC.</i></p>
Annual fund-raising campaign – support girls from Afghanistan to Argentina, when you support USAGSO!	Volunteers <i>(Insert role names here)</i> USAGSO staff – Katherine Nolan Brown, Fund Development and Partnerships Manager: funddevelopment@usagso.org	<ol style="list-style-type: none"> 1. Don't wait to donate! Your gift of \$45 today provides all she needs to begin a lifetime of courage, confidence and character to be gained through Girl Scouts!
Marketing & PR	Volunteers <i>(Insert role names here)</i> USAGSO staff <i>(Insert role names here)</i>	<ol style="list-style-type: none"> 1. Schedule mid-year meetings with military and/or school officials to share information about Girl Scouts. 2. Submit publicity requests/press releases highlighting Girl Scouts to local English-language media outlets (magazines, websites, blogs, radio stations, etc.). 3. Submit any success stories or outstanding photos to USAGSO. 4. Make plans to recognize and celebrate Month of the Military Child in April.

<p>Overseas Committee events — Spring</p> 	<p>Volunteers <i>(Insert role names here)</i></p> <p>USAGSO staff <i>(Insert role names here)</i></p>	<ol style="list-style-type: none"> 1. Deliver a girl-led event to support the Girl Scout program (World Thinking Day, Girl Scout Week, Girl Scout Sunday or Sabbath, badge or journey workshops, community service, etc.). 2. Promote events at Overseas Committee meetings and through communication channels. 3. Reserve a site for the encampment/camporee next year (if appropriate).
<p>Overseas Committee management</p>	<p>Volunteers <i>(Insert role names here)</i></p> <p>USAGSO staff <i>(Insert role names here)</i></p>	<ol style="list-style-type: none"> 1. Review Volunteer Essentials and Safety Activity Checkpoints with all leaders, focusing on money management and trip processes in preparation for spring travel. 2. If the OC is not hosting events, encourage troops to celebrate World Thinking Day (Feb. 22) and Girl Scout Week (March 12) independently.
<p>April-June</p>		
<p>Focus Area</p>	<p>Who's Responsible?</p>	<p>Activities</p>
<p>Recruitment and registration</p>	<p>Volunteers <i>(Insert role names here)</i></p> <p>USAGSO staff <i>(Insert role names here)</i></p>	<ol style="list-style-type: none"> 1. Meet with USAGSO staff to plan and coordinate fall recruitment activities. 2. Order recruitment supplies and materials from USAGSO. 3. Participate in spring kindergarten registration events. 4. Attend annual service OC trainings/conferences/events. 5. Recruit and train school liaisons or recruiters for each school in your OC.
<p>Retention and troop support</p>	<p>Volunteers <i>(Insert role names here)</i></p> <p>USAGSO staff <i>(Insert role names here)</i></p>	<ol style="list-style-type: none"> 1. Encourage participation in spring renewal (early bird), providing OC incentives if possible. 2. Identify troops in transition and begin the identification of new leadership. 3. Host a leader/volunteer appreciation event. 4. Submit applications for Volunteer of Excellence, Honor Troop, and Honor Community awards. 

<p>Overseas Committee events — Summer</p>	<p>Volunteers <i>(Insert role names here)</i></p> <p>USAGSO staff <i>(Insert role names here)</i></p>	<ol style="list-style-type: none"> 1. Support USAGSO extended year membership and summer recruitment campaigns and earn incentives by hosting events for new girls who have recently arrived to your community. 2. Deliver a girl-led event to support the Girl Scout program (camporee/encampment, bridging ceremony, badge or journey workshops, community service, etc.). 3. Promote events at Overseas Committee meetings and through communication channels. 4. Promote USAGSO programs.
<p>Overseas Committee management</p>	<p>Volunteers <i>(Insert role names here)</i></p> <p>USAGSO staff <i>(Insert role names here)</i></p>	<ol style="list-style-type: none"> 1. Submit all required end of year paperwork and finance reports to USAGSO. 2. Identify vacancies on your OCMT and begin to recruit for those roles.
<p>CHOOSE YOUR OWN ADVENTURE!</p>		
<p>CHOOSE YOUR OWN ADVENTURE!</p>		