



G.I.R.L.

go-getter innovator risk-taker leader



OCMT Guide to Success

Part 1 - OCMT 101

Thank you!

You stepped up to take on the role of Overseas Committee Management Team 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 Scouting.

The expertise, interests, skills, and life experiences of our volunteers are essential to shaping fun and enriching leadership experiences where each G.I.R.L. (Go-getter, Innovator, Risk-Taker, Leader)TM can transform her ideas into action, turn her questions into a venture, and grow her confidence through practice.

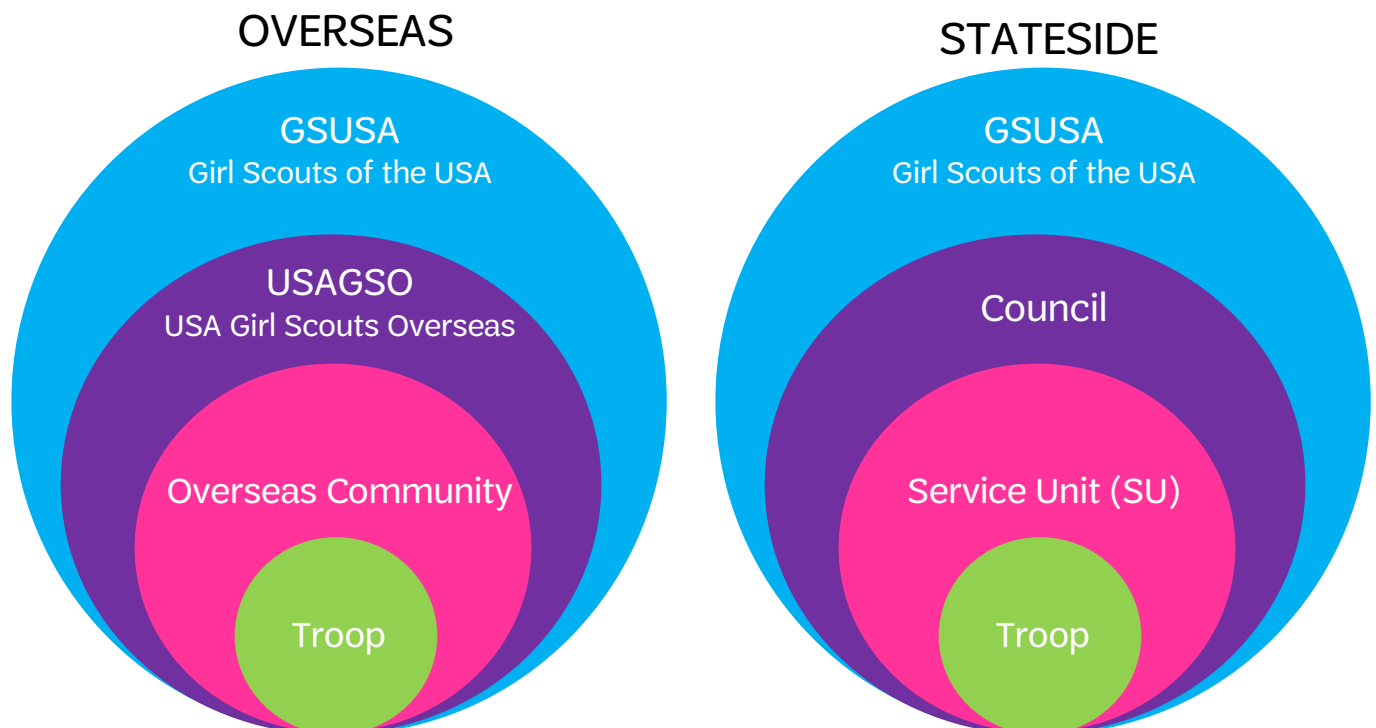
These are exciting times for Girl Scouting. Your commitment and passion to the Girl Scout Movement are indispensable. We value and celebrate your dedication and thank you for joining us as we embark on a new membership year.

Overseas Committee Management Team

The Overseas Committee Management Team's purpose is lead and support Girl Scouting in an Overseas Community. Your Leadership 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.



OCMT Member Positions- Let's take a look at the key positions that make up an OCMT.

Title (as listed in myGS)	Description
Overseas Community Chair	Supports and supervises Girl Scouting in an Overseas Community. Helps to establish and achieve USAGSO and Community goals. (See position description.) One year appointment, renewable by June 30 for the following membership year.
Overseas Community Co-Chair (optional).	Shares the responsibility of the OCC.
Secretary	Facilitates communication within the Overseas Committee and with external stakeholders, maintains the official records of the Overseas Committee, and assists with correspondence.
Treasurer	Works with the OCMT to manage the budget for the Overseas Community. 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.
Registrar	Communicates regularly with USAGSO, Troop Leaders, and parents to ensure all members are registered and rosters are accurate.
VTK Specialist (optional)	Understand and champions the use of the Virtual Toolkit.
Cookie Coordinator (optional)	Contact Product Program Department for details.
OCMT Member (optional)	<p>The 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. 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"> • School Coordinator- Helps to recruit and support volunteers at a designated school/site. • Communications Coordinator- Keeps social media pages up to date, communicates with families, and creates the newsletter (if applicable). • Host Nation Liaison- Communicates and coordinates joint events and activities with the WAGGGS host nation Girl Guides or Girl Scout organization.

Building a Strong Community

Recruit & Support Volunteers

The quality of the Girl Scouting experience relies on the Volunteers who work with the girls and work to support the program. Making sure you find the right volunteer for the right job is crucial to the program.

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

Promote Girl Scouting

Conducting recruitment events, developing and fostering community partnerships, and advocating on behalf of Girl Scouting in your community are just a few ways to promote Girl Scouting.

Ensure Quality Experiences

Regardless of Troop Level or pathway, ensure that all Girl Scouts experience a strong Girl Scouting experiences both in and outside of Troop Meetings.

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Getting Started

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

Know Your Role

Familiarize yourself with the roles and responsibilities of your new position, and complete an online commitment form. Don't have a link to the form? Contact

overseascustomer@girlscouts.org

Pass the Torch

Get with the person who was previously in your position to obtain the official email account logins as well as any continuity binders, data, or after-action reports that she or he may have. If no one previously held your position, email overseascustomer@girlscouts.org and we will help you get started.

Build Your Team

Meet your teammates, identify any key roles that need filled, and find volunteers for those positions. Once your key OCMT positions are filled, it is time to start planning!

OCMT Resources

These are the key OCMT resources and trainings available for your role as an OCMT

Trainings

Check out usagso.org/volunteer page for a list of required trainings and links to register for upcoming trainings.

OCMT Required Trainings include

- Girl Scouting 101
- USAGSO 101
- OCMT 101.

OCMT Communications

- BOOM live- monthly webinar for OCMT members. Visit our usagso.org/volunteer page to register.
- BOOM newsletter- the Best of OCMT Monthly (BOOM) e-newsletter is delivered to your usagso email account.
- USA Girl Scouts Overseas OCMT Facebook group

Additional Support

- OCMT staff support Member- each community is assigned a staff member to serve as a POC
- Global Facilitators- support adult trainings across USAGSO
- Questions? Need more support? overseascustomer@girlscouts.org.

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 the position of OCC, treasurer, secretary, or registrar, make sure to gain access and begin using your official usagso email accounts. Rosters, monthly newsletters, and other important information will be sent to the official email address. This email address can also be used to access the OCMT Google Drive, where OCMT paperwork and resources are available for download.
- View OCMT 101 to better understand the purpose and function of your team. View any additional OCMT trainings on the Volunteer Training page of USAGSO's website.
- Establish contact with your Overseas Committee Management Team (OCMT) members. Determine where leadership vacancies exist and recruit volunteers for OCMT vacancies.
- Gather your OCMT to develop a plan for success for the membership year. Attend an OCMT planning workshop or lead your own using the OCMT workshop guide available on the Volunteer Training page of the USAGSO website. Don't forget to schedule your monthly OCMT meetings for the year.
- Connect with your USAGSO Staff Support Contact to set your Membership and community goals, and share your plans for the year. If you have any concerns or questions, they are there to help.
- If your OCMT has a checking account, make sure signers are current, registered members. Complete and return your OCMT budget.**
- Create an Overseas Committee meeting agenda. Throughout the year include talking points about the progress of the Overseas Committee's plan for success goals.
- Reserve a location for monthly Troop Leader and Volunteer meetings. Ask around to see who in your community allows free access to their community rooms. Find a location that requires little set up and take down to prepare the room for your meetings.
- Publicize your Troop Leader and Volunteer meeting dates to all Volunteers. Make a phone call, send a postcard or email an invite. Using a variety of methods to reach the volunteers in your area ensures they will receive and acknowledge the invitation.
- Connect with school coordinators to be sure school registration nights are scheduled in September.
- Connect with your community to schedule fall and spring recruitment events. Determine who will coordinate and facilitate each event.
- Attend the monthly Boom Live webinar, to acquire tools and resources to grow your Community.
- Follow up with school/site organizers for updates on their registration nights and to discuss next steps.



G.I.R.L. Quiz

Are you a **go-getter**, **innovator**, **risk-taker**, or **leader**?

Find out what kind of **G.I.R.L.** you are with this fun quiz!

- **On vacation, you typically want to:**
 - A) See all the really famous sights in the tour book, even if you're tired!
 - B) Research what interests you and plan your own itinerary.
 - C) Forget planning—let every day be its own adventure!
 - D) Show friends or family around places you love but they haven't seen before.
- **At school or work, you've struggled with:**
 - A) Turning in assignments when time's up. You want everything to be perfect!
 - B) Daydreaming. Sometimes you just get caught up in your own thoughts.
 - C) Remembering to read the directions. You usually want to just dive right in!
 - D) Talking too much, even if it's about the assignment you're working on!
- **Your favorite video games:**
 - A) Challenge you! You want to work for that high score.
 - B) Feature cool new technology you can test out and play with.
 - C) Let you switch up scenes and characters as much as you want.
 - D) Are the ones you can play with other people as a team.
- **As far as books go, you love:**
 - A) Nonfiction. Who needs fiction when there's so much in real life to learn about?
 - B) Sci-fi or fantasy. Books that aren't like everyday life help you see things differently.
 - C) Mysteries and thrillers. It's exciting to never know what's going to happen next.
 - D) Stories about relationships. Families and friendships are the best things in life!
- **When there's a karaoke machine at a party, you:**
 - A) Sing the same song every time. You've practiced it, so you can hit every note!
 - B) Tend to perform as a "backup dancer." So many ways to bring the fun!
 - C) Play "dare-oke" and have your friends pick songs for you that you're scared to sing.
 - D) Pick a song that you know another, more reserved girl might want to sing with you.
- **If you worked for NASA, you'd want to:**
 - A) Start a program to get even more girls and women involved in space exploration.
 - B) Invent new, faster methods of space travel and ways to gather data.
 - C) Go out in space! How cool would it be to see Earth from the moon?
 - D) Run the Mission Control Center, which handles any problems a space mission might encounter.
- **For Halloween, you:**
 - A) Spend weeks thinking of and shopping for a perfect costume. Your look will be on point!
 - B) Make your own costume. It'll be just how you want it and you'll save money to boot.
 - C) Dress as your favorite, but not that famous, character. Who cares if anyone else "gets it"?
 - D) Coordinate a group costume with your friends so that everyone's in on the fun.
- **Your room is decorated with:**
 - A) Posters of your idols—all the athletes, artists, and others who've achieved your dreams.
 - B) Lots of artsy stuff. Collages, paintings, and even images of space are inspiring to you.
 - C) Different stuff all the time! You'll put things up, only to get into new things and redecorate.
 - D) Pics of you and your girl squad. You and your friends are inseparable.
- **When it comes to exercise, you:**
 - A) Stick to the same sport—you're just about to perfect that jump shot!
 - B) Make up a twist on whatever sport you're playing. New rules keep things fun!
 - C) Are always trying something new. Switching things up keeps it interesting.
 - D) Love cheering on your friends when they beat their own best time or high score.

If You Answered...

Mostly A's: You're a go-getter! You've got a vision of how you want your life to look and you keep going for it, even when the going gets tough. Your can-do mentality and ambition will take you far!

Mostly B's: You're an innovator! You're an original, independent thinker. With your love of learning and natural curiosity, you're a wonder at solving problems in creative new ways.

Mostly C's: You're a risk-taker! You've got an open mind and love the thrill of trying new things. Your embrace of adventure will open doors for others who might not be as bold.

Mostly D's: You're a leader! You're an advocate for all and are always cheering on the group. Through empathy, team building, and humility, you empower those around you to be their best

Recruiting for Your Overseas Community Management

Team

Get to know as many volunteers in your community as possible. This is where you are most likely to find someone passionate about Girl Scouts who is willing to step up to an OCMT Position. These are the volunteers who will directly support Overseas Community Chairs.

How do you get to know volunteers? How do you identify those who might make great additions to your OCMT?

Strike up a conversation with a volunteer you don't know. Find out what she does outside of Girl Scouts. Perhaps her job as an accountant could make her the ideal OCMT treasurer.

Observe the adults at community events as they interact with one another. Make a point to network with the crowd, visiting with groups of adults from different areas of your community.

Talk to current Troop Leaders and volunteers. Who is the most organized cookie parent? Who is always flexible and willing to help wherever help is needed? The responses you receive may enable you to fill the gaps in your OCMT and identify volunteers to become a part of the OCMT when current members leave.

How do you approach someone about taking on an OCMT position?

Gather all the information you have about the person you would like to recruit. Make sure the skills you have identified in the volunteer are a good match for the position you want to fill.

Using this information, try to determine what motivates this volunteer.

If the volunteer is detail oriented, convince them to step into the role of Secretary or Registrar. Tech Savvy? Convince them to become the VTK Specialist or Communications Coordinator.

Making a few notes about volunteers you meet will help you keep track of these potential OCMT members.

Ten Pointers for Effective Invitations to Volunteer

1. **Be Prepared.** Understand and communicate why this position is necessary to the work of the service unit and Girl Scout council.
2. **Identify** the best person to share the volunteer opportunity. Is there a Girl Scout member who knows the prospective volunteer, or a person with good communication and people skills?
3. **Personalize your invitation.** Talk about how this opportunity will meet an important need that they may have expressed.
4. **Ask positively.**
5. **Be enthusiastic.** The best recruiter values the work of the organization and genuinely supports this effort. Remember: enthusiasm is contagious.
6. **Remember the "courtesy factor".** Ask if this is a good time to talk. If not, schedule a time when you are both free to have a conversation.
7. **Bring closure** to the conversation. The person may want to think about the request or may need to consult with family members or a work schedule.
8. **Follow up quickly.** If the person accepts, be sure to introduce them to your OCMT so that they feel welcome and included.
9. **Accept "No"** graciously.
10. Know where to get **more information.** Be ready to give them the tools and resources to begin their new role.

Overseas Community Contact List

Schools/Neighborhoods Served:

USAGSO Support Staff Member:

Phone:

Email:

USAGSO Customer Care: overseascustomer@girlscouts.org

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 (opt)				
VTK Specialist (opt)				
Other:				
Other:				
Other:				
Other:				

OCMT Meetings		
Date & Time	Location	Key Talking Points

Troop Leaders

Troop # & Level	Leader Name	Address	Phone	E-Mail

School Coordinators

Community Troop Leader & Volunteer Meetings

Date & Time	Location	Key Talking Points

Overseas Committee Chair (OCC) Check-In

Use this checklist to make sure you complete these initial tasks.

OCC Name		Membership Year	
Community # & Name		Date	

Progress

		Not Complete	In Progress	Complete	Notes
1	Attend or conduct your own OCMT planning workshop by October 1.				
2	Communicate with your USAGSO Support Staff member.				
3	Access your usagso email account and visit the Google Drive to view additional resources.				
4	With your OCMT and USAGSO Support Staff member, create a membership plan based on community needs and trends and set your annual budget. Submit both to your USAGSO Support Staff member for final approval.				
5	On the Volunteer Training page , complete all required OCMT Trainings and register for the monthly Boom Live webinars.				
6	Recruit Volunteers and Troop Leaders to fill all Volunteer positions in community.				
7	Check your opportunity catalog to ensure it is correct.				
8	Find a location and schedule your OCMT meetings for the year (monthly).				
9	Find a location and schedule your Volunteer Meetings for the year (monthly)				
10	Hold a Parent meeting to communicate expectations and recruit more Troop Leaders if needed.				
11	Hold a recruitment/kick-off events to celebrate the new year and recruit more members.				

Overseas Committee Treasurer Check-In

Use this checklist to make sure you complete these initial tasks.

Treasurer Name		Membership Year	
Community # & Name		Date	

Progress

		Not Complete	In Progress	Complete	Notes
1	Attend an OCMT planning workshop by October 1 and help create your OCMT membership plan.				
2	Access your usagso email account and visit the Google Drive to view additional resources.				
3	Review all financial information, including last year's Year-End financial audit forms. Ensure you are familiar with all previous processes and procedures for dispersing Troop Funds.				
4	With your OCMT and OCC, create a budget for the 2018-19 Membership Year. Submit this budget plan to your USAGSO Staff Support Member by October 1.				
5	On the Volunteer Training page , complete all required OCMT Trainings and register for the monthly Boom Live webinars.				
6	Help Recruit Volunteers and Troop Leaders to fill all Volunteer positions in community.				
7	If your community has a bank account, ensure that new OCMT members are setup on the account.				
8	Know who the POC is for fundraising approval in your area as well as the procedures for requesting fundraisers, if these exist.				
9	Plan to participate on all OCMT monthly committee meetings and be prepared to provide a monthly Treasurer report.				

Overseas Committee Secretary Check-In

Use this checklist to make sure you complete these initial tasks.

Secretary Name		Membership Year	
Community # & Name		Date	

Progress

		Not Complete	In Progress	Complete	Notes
1	Attend or conduct your own OCMT planning workshop by October 1.				
2	Maintain a current roster of all OCMT volunteers, Troop Level Volunteers, Community partners, and USAGSO Support Staff.				
3	Work with your OCMT to create a membership plan and budget for the year.				
4	On the Volunteer Training page , complete all required OCMT Trainings and register for the monthly Boom Live webinars.				
5	Access your usagso email account and visit the Google Drive to view additional resources.				
6	Obtain previous year's constitution and bylaws (if one exists) for your Community. Make sure information is updated and reported according to local regulations and standards.				
7	Create an agenda for monthly OCMT meetings, take meeting minutes, and submit for approval.				
8	Create an agenda for monthly Volunteer meetings, take meeting minutes, and submit for approval.				
9	Hold a Parent meeting to communicate expectations and recruit more Troop Leaders if needed.				
10	Communicate with the OCC to support scheduling space for meetings, and scheduling meetings with community partners.				

Overseas Committee Registrar Check-In

Use this checklist to make sure you complete these initial tasks.

Registrar Name		Membership Year	
Community # & Name		Date	

Progress

		Not Complete	In Progress	Complete	Notes
1	Attend an OCMT planning workshop by October 1.				
2	Help your OCMT create a membership plan and budget for the year.				
3	On the Volunteer Training page , complete all required OCMT Trainings, register for the monthly Boom Live webinars, and watch the recorded myGS trainings.				
4	Access your usagso email account and visit the Google Drive to view additional resources.				
5	Communicate with Troop Leaders regularly to ensure they are viewing rosters in the VTK and Troop information in the opportunity catalog is accurate and up to date.				
6	Report any roster updates or corrections, or request changes to troops by contacting overseascustomer@girlscouts.org .				
7	Work with the Troop Leaders and parents to assist in the registration process.				
8	Communicate with the OCMT and Troop Leaders to plan out best practices for Community or Troop supported registrations.				
9	Ensure that all girls participating in Girl Scouting have active Girl Scout memberships.				

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OCMT Guide to Success

Part 2- Planning

Plan for Success

Membership Year _____ October 1, 20____ to September 30, 20_____

List three successes of the previous membership year:

1.

2.

3.

List three challenges of the previous year:

1.

2.

3.

Community Goals

Visit the Google Drive to find out your Community's Previous Year Membership Information.

Previous Year Membership		Next Year Membership GOAL		MID-YEAR Check
# Girl Members		#Girl Members		
# Adult Members		#Adult Members		
# Total Members		#Total Members		
# Troops at each Level	_____ Daisy	# Troops at each Level	_____ Daisy	_____ Daisy
	_____ Brownie		_____ Brownie	_____ Brownie
	_____ Junior		_____ Junior	_____ Junior
	_____ Cadette		_____ Cadette	_____ Cadette
	_____ Senior		_____ Senior	_____ Senior
	_____ Ambassador		_____ Ambassador	_____ Ambassador
	_____ Multi-level		_____ Multi-level	_____ Multi-level
	_____ Total Troops		_____ Total Troops	_____ Total Troops
Troop Meeting Locations (please list)		Troop Meeting Locations (please list)		
Schools or Neighborhoods with NO Troop presence (please list)		Schools or Neighborhoods where we will grow GIRLS (please list)		

Comments:

Retention/Recruitment Brainstorming

GIRLS

1. Reasons for membership gain or loss:
2. We will retain our current members by:
3. We plan to support our individually registered members (IRM's or Juliettes) by:
4. Why did we lose girls and what can we do to prevent more lapsed members?
5. How can we better communicate with parents before and after they are placed in a troop?
6. Other than through the schools, where else can we reach girls?
7. Two new recruitment ideas we'd like to try this year are:
8. Additional recruitment plans include:

ADULTS

1. Two strategies we will use to recruit adults are:
2. To keep our wonderful volunteers, we will provide them with the following support:
3. New leaders will get extra support from the OCMT in the following ways:
4. We will recognize our Volunteers in the following ways:
5. We will encourage volunteer participation in the following ways:

On the following pages, **create three goals** for the upcoming membership year. Remember that great goals are specific and include a detailed action plan and timeline for achieving those goals.

Goal

#1

Supporting Action Plan:

Action	Responsible Person	Due Date

Goal #2



Supporting Action Plan:

Action	Responsible Person	Due Date

Goal #3

Supporting Action Plan:

Action	Responsible Person	Due Date

Planning Calendar

		Who is responsible?	Date(s) if applicable	Check when completed
July-September	Recruit OCMT Members			
	Hold OCMT Planning workshop			
	Conduct Summer Events			
	Schedule Recruitment events for year (fall & spring)			
	Distribute Recruitment materials			
	Attend Community installation Welcome/Orientation			
	Recruit New Troop Leaders			
	Appoint/Reappoint Leaders			
	Conduct a New Troop Leader Orientation			
	Hold a Troop Leader Meeting			
	Create and submit Community Membership Goals			
	Create and submit budget			
	Schedule monthly Troop Leader & Volunteer meetings			
October-December		Who is responsible?	Date(s) if applicable	Check when completed
	<i>Oct. 31- Celebrate Juliette Low's Birthday</i>			
	Promote Destinations to Girl Scouts			
	Promote Awards to Troop Leaders			
	Conduct Recruitment Events			
	Recruit Special Events Directors (Camps, Bridging, World Thinking Day, etc..)			
	Conduct New Volunteer Orientation & Confirm Leaders complete online trainings			
	Participate in Monthly OCMT calls			
	Begin monthly Troop Leader & Volunteer meetings			
	Begin monthly OCMT meetings			
	Schedule appointment with upper command and key community contacts			
	Schedule appointment with school principals (and quarterly visits)			
	Schedule appointment with Private Organization office or Sponsoring Organization if applicable			
	Look for sponsors			
	Initiate nominations for Adult Awards			

	Who is responsible?	Date(s) if applicable	Check when completed	January-March
Membership Goal Check-in				
Promote upcoming Events & Summer Camps				
Participate in Cookie program (if eligible)				
<i>Feb. 22- World Thinking Day</i>				
<i>March 12th week- Girl Scout Week & Birthday</i>				
Start recruiting for new OCMT members				
Prepare for Early Bird Registrations				
Prepare Honor Troop & Honor Community Applications				
	Who is responsible?	Date(s) if applicable	Check when completed	April-June
Early Bird Registrations				
Conduct Recruitment/Re-registration events				
Host Spring Break Camp, Series, or Event				
<i>April 22nd - Volunteer Appreciation Day</i>				
Recruit new OCMT Members				
Hold Bridging & Award Ceremonies				
Conduct Audit				
Complete Year-End Survey				
Participate in Voices Count Survey				
Promote Summer Activities				
Membership Goal & Community Evaluation				



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 in new ways and to seeing the exciting directions you'll take your Overseas Community and the girls there.

You are appreciated!



USA Girl Scouts Overseas
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