

End of Year 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 Scouting in your community. Because of you, girls have had the opportunity to build courage, confidence, and character, and to make the world a better place.

Please take a moment to walk through 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 about these steps, please reach out to your staff point of contact or to overseascustomer@girlscouts.org.

End of Year Checklist

1. Complete and Submit your [Year-End Financial Training and Forms](#) due June 30, 2021.
 - Complete the OCMT Year End Finance Training
 - 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, 2021

2. Find your new OCMT members.
 - Follow your own OCMT's bylaws & constitutions (if applicable) to elect new OCMT members for the upcoming Girl Scout year. *Reminder- template for bylaws and constitution are in the [Google drive](#).*
 - 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. *Please note 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), folders, meeting minutes, or documents for each role
 - Passwords for your USAGSO email and other accounts
 - Keys, banking access, and inventory relevant to the position