**OCMT Planning Session Form**

Complete this form and email to your USAGSO membership manager

**no later than October 1, 2021.**

**Important Dates 2021-2022**

|  |  |
| --- | --- |
| Activity/Events | Scheduled Dates |
| OCMT/Volunteer meetings (recommend monthly) |  |
| Fall Recruitment event/s |  |
| Other Community Programs/events (list all): |  |

**Fall Training Session**

All communities are asked to host or attend a fall volunteer training session. This is a great opportunity to review Girl Scout basics, learn about new GSUSA programming, and share local community rules and processes. Select one option below to tell us your plans or request support hosting your own.

|  |  |
| --- | --- |
| Check one | |
| * Option 1: | We are hosting our own fall training session at the following time & location.  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location:\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| * Option 2: | I would like USAGSO to lead a 1-2 hour volunteer training (virtually or in-person) for my troop leaders and volunteers. Please provide preferred dates and time.  1st choice: Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  2nd choice: Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  3rd choice: Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| * Option 3: | My volunteers will attend one of the pre-scheduled live trainings hosted by USAGSO. I will share information about these live trainings with my volunteers and encourage them to register through gsLearn.  (Current sessions dates: Aug. 21, Sept. 11, Sept. 12, Oct. 15, Oct. 16) |

**Key Community Contacts for 2021-2022**

**Please list any key community contacts. (ex. Installation commander, Private Org POC, etc..)**

|  |  |  |
| --- | --- | --- |
| Position | Name | Email |
|  |  |  |
|  |  |  |
|  |  |  |

**Community Membership Goals**

During your OCMT planning session, you were asked to think about your community membership goals (pg. 9 in the OCMT 101 guide). Please share these goals.

*Please note- community goals will be adjusted and set by your USAGSO staff support member.*

|  |  |  |
| --- | --- | --- |
| # Girl Members | # Adult Members | # Total Members |
|  |  |  |

**OCMT Members for 2021-2022**

**Please note any positions that are vacant and need to be filled.**

|  |  |  |
| --- | --- | --- |
| Position | Name | Email |
| Overseas Committee Chair |  |  |
| Overseas Committee co-chair (opt) |  |  |
| Registrar |  |  |
| Secretary |  |  |
| Treasurer |  |  |
| Recruiter (opt) |  |  |
| Cookie Manager (opt) |  |  |
| Other |  |  |
|  |  |  |
|  |  |  |

All OCMT members listed below must be registered and complete an online OCMT online commitment form.

**Troops for 2021-2022**

**Please list ALL troops numbers, even if you are still trying to fill leader vacancies.**

**You can request new troop numbers at www.usagso.org --> FORMS**

|  |  |  |
| --- | --- | --- |
| Troop Number/Level | Leader 1\* | Leader 2\* |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

\*All Troop Leaders must be registered Girl Scout members and complete a background check locally or with USAGSO. Please contact your USAGSO staff member if you need assistance completing background checks.

**Hut Locations 2021-2022**

If you have been assigned hut space, please list the location, building number or address, and short description for each space allocated to your community.

|  |
| --- |
| List all hut locations, including the physical address, below. |
|  |

**Bylaws & Constitution**

Does your Girl Scout Community have a set of bylaws and constitution or other governing documents?

|  |  |
| --- | --- |
| Circle One | |
| **YES** | **NO** |

If yes, please included a copy of governing documents when returning this form.