

# **OCMT Planning Packet**



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.

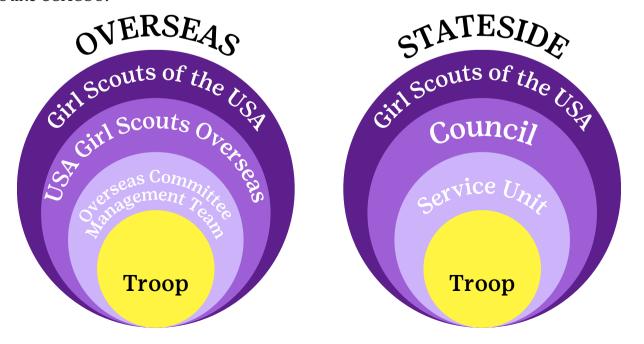
These are exciting times for Girl Scouts. Your commitment and passion to the Girl Scout Movement are indispensable. We value and celebrate your dedication and thank you for joining us as we embark on a new membership year.

# 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 independent organizations and are not authorized to operate outside of the United States like USAGSO.



#### **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
- OCMT Onboarding
- Overseas Updates
- Your OCMT Position Training

#### 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.

#### Your USAGSO Resources

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

#### **Customer Care**

Got a question? Contact our Customer Care Team for a quick response. overseascustomercare@girlscouts.org

#### USAGSO Website

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

<a href="https://www.usagso.org">www.usagso.org</a>

# Fostering Community Partnerships:

Strong community partnerships are key to a successful Girl Scout program. Your community partners may include local school principals, installation commander, or representatives of a local club. 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.



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 via this <u>form</u> 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. Resource Access	
Overseas Committee Chair	Supports and supervises Girl Scouting in an Overseas Committee. Helps to establish and achieve USAGSO and Committee. Helps to establish and achieve USAGSO and Committee goals and serves as key point of contact with the USAGSO Membership Manager. <i>Looker access, usagso.org email.</i>	
Overseas Committee Co- Chair (optional)	Shares the responsibility of the OCC. Looker access, usagso.org email	
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. Looker access, usagso.org email.	
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 (optional)	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 committee's cookie program - from the initial cookie order in the fall to final billing in the spring. Looker access, usagso.org email.	
OCMT Member (optional)	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.  • 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 between WAGGGS host nation Girl Guides/Girl Scouts and the local USAGSO troops.	

# **OCMT Jump Start Checklist**

get a jumpstart to your year with a 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 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 <u>Looker</u> 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 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 that 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 <u>USAGSO OCMT Facebook Group</u> to connect with other OCMT members around the world!



### **OCMT Annual Vision Plan**

#### **Girl Scout Mission:**



Building girls of courage, confidence, and character who make the world a better place.



#### **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-led OC events
- Participate in council and community events
- Volunteer recognition

Our OC goals for the 20\_ membership year:

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# **Overseas Committee Contact List**

USAGSO Support Staff Member:	Phone:	Email:
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USAGSO Customer Care: overseascustomercare@girlscouts.org

Your Overseas Committee Management Team				
Position Title	Name	Address	Phone	E-Mail
Overseas Committee Chair (OCC)				
Overseas Committee Co-Chair (opt)				
Treasurer				
Secretary				
Registrar				
Cookie Manager (optional)				
Recruiter				
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	

# **OCMT Annual Vision Plan**

#### **Important Dates**

OCMT Retreat at Our Chalet | September 22 - 24, 2023 On-Time Registration September 30, 2023 OCMT Retreat at Pax Lodge | October 6 - 8, 2023 Overseas Updates, Membership Year Kickoff | October 10, 2023 OCMT Retreat, Virtual | October 15, 2023 OCMT Retreat at Camp Tama | October 20 - 22, 2023 Founder's Day (Juliette Low's Birthday) | October 31, 2023 USAGSO Virtual Cookie Rally | January 20, 2024 Adult Award Nominations Due | February 15, 2024
World Thinking Day | February 22, 2024
Girl Scout Week | March 10 – 16, 2024
Girl Scout Birthday | March 12, 2024
Early Bird Renewal | Opens April 1, 2024
Girl Scout Leaders' Day | April 22, 2024
Virtual Adult Learning Conference (VALC) | May 3 – 5, 2024
USAGSO Camp-In | June 1, 2024

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New girls				
New adults				
Girls retained				
Adults retained				
Girls early renewal				
Adults early renewal				
Camp Attendance (if applicable)				
New troops formed				
Cookie program bonus (if applicable)				
Volunteer toolkit year plans created				
Other				

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

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# Money Earning / Entrepreneurship Program(s) Goal: Increase girl participation | Increase adult support

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<sup>\*</sup>Add beginning cash balance and total income -- Subtract your total expenses to get your ending cash balance.

# Mid-Year Assessment

ning goals?
ning goals?

# **Action Steps** Steps we are taking to reach our goals: Who is reponsible for coordinating these steps and when? Ideas Get 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? Recognition

oes vour OC	qualify for the	Honor Commu	nitv Award?	
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# Year-End Assessment

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Vhat kep	t you from meeting your goa	ls this year?	
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# **USAGSO Support**

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Who in th	e OC has earned a recognition or award this year? Which Troops earned Honor
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# Quarterly Recommended OC Activities By Focus Area

Focus Area	July-September Who's Responsible?	Activities
Recruitment and registration	Volunteers (Insert role names here)  USAGSO Staff (Insert role names here)	<ol> <li>Work with USAGSO to coordinate and hold fall recruitment activities.</li> <li>Order recruitment supplies and materials from USAGSO.</li> <li>Recruit volunteers to assist with each recruitment activity.</li> <li>Host recruitment training for volunteers.</li> <li>Communicate regularly with USAGSO about girl and adult placement.</li> </ol>
Retention and troop support	Volunteers (Insert role names here)  USAGSO Staff (Insert role names here)	<ol> <li>Promote and follow up with existing members during on-time renewal campaign.</li> <li>Work with USAGSO on troops in transition (disbanding retention process).</li> <li>Mentor new leaders through on-boarding process and encourage them to participate in training.</li> <li>Schedule any dedicated events for new leaders.</li> </ol>
Marketing & PR	Volunteers (Insert role names here)  USAGSO Staff (Insert role names here)	<ol> <li>Schedule introductory meetings with military and/or school officials to share information about Girl Scouts.</li> <li>Create a list of English-language media outlets (magazines, websites, blogs, radio stations, etc.) that might be willing to promote Girl Scouts.</li> <li>Submit any success stories or outstanding photos to USAGSO.</li> </ol>
Annual fund-raising campaign – support girls from Afghanistan to Argentina, when you support USAGSO!	Volunteers (Insert role names here)  USAGSO Staff (Insert role names here)	<ol> <li>Don't forget to support USAGSO through the Combined Federated Campaign: USAGSO's CFC #: 11316.</li> <li>Considersupporting USAGSO with a monthly gift. When you do, you provide the long term support that girls can rely on, as they grow into global leaders of courage, confidence, and character.</li> </ol>

Overseas Committee events — Fall	Volunteers (Insert role names here)  USAGSO Staff (Insert role names here)	<ol> <li>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.).</li> <li>Promote events at meetings and through your communication channels.</li> <li>Promote USAGSO programs.</li> </ol>
Overseas Committee management	Volunteers (Insert role names here)  USAGSO Staff (Insert role names here)	<ol> <li>Schedule leaders' meetings, reserve space if needed, and communicate dates/times/places to volunteers.</li> <li>Recruit OCMT members to fill vacant positions.</li> <li>Encourage new team members to receive appropriate training for their positions.</li> <li>Develop communication plans and processes for the year (newsletters, Facebook pages, other social media platforms).</li> </ol>
Focus Area	October-December Who's Responsible?	Activities
Recruitment and registration	Volunteers (Insert role names here)  USAGSO Staff (Insert role names here)	<ol> <li>Continue to communicate with USAGSO staff to make sure troops have completed membership registration.</li> <li>In partnership with USAGSO staff, plan additional open houses and recruitment events where there is low participation.</li> <li>Initiate planning to participate in spring kindergarten registration events.</li> </ol>
Retention and troop support	Volunteers (Insert role names here)  USAGSO Staff (Insert role names here)	<ol> <li>Ensure that girls and adults have renewed their memberships to participate with troops and the Cookie Program* using Overseas Committee roster reports via Looker.</li> <li>Ensure that all active troops have at least two registered troop leaders.</li> <li>Connect with and support Juliettes in the Overseas Committee, utilizing USAGSO's Worldwide Juliette Network.</li> <li>Promote the Volunteer Toolkit as a resource for troop leaders.</li> <li>Reach out to new leaders with additional support during the Cookie Program*.</li> </ol>

Product program (cookies*)	Volunteers	<ol> <li>Promote and attend USAGSO training.</li> </ol>
	(Insert role names here)	<ol><li>Hold Troop Cookie Coordinator training(s).</li></ol>
* If applicable to your OC.		<ol> <li>Plan and communicate appropriate dates for training and distribution of program materials.</li> </ol>
	USAGSO Staff (Insert role names here)	<ol> <li>Encourage and support participation in the product program among all volunteers, girls, and families.</li> </ol>
		<ol> <li>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.</li> </ol>
	Volunteers	
Annual fund-raising campaign – support girls from Afghanistan to Argentina, when you support USAGSO!	(Insert role names here)  USAGSO Staff (Insert role names here)	<ol> <li>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 funddevelopment@usagso.org for more information or questions.     </li> </ol>
Overseas Committee events — Winter	Volunteers (Insert role names here)	Deliver a girl-led event to support the Girl Scout program (camporee/encampment, holiday celebration, badge or Journey workshops, community service, etc.).
	USAGSO Staff (Insert role names here)	<ol> <li>Promote events at Overseas Committee meetings and through communication channels.</li> </ol>
		3. Promote USAGSO programs.
Overseas Committee management	Volunteers (Insert role names here)	Recruit OCMT members to fill vacant positions.     Encourage new team members to receive appropriate training for their positions.
	USAGSO Staff (Insert role names here)	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 (Insert role names here)  USAGSO Staff (Insert role names here)	<ol> <li>Plan and participate in spring kindergarten events.</li> <li>Support winter/spring USAGSO recruitment activities.</li> </ol>
Retention and troop support	Volunteers (Insert role names here)  USAGSO Staff (Insert role names here)	<ol> <li>Promote USAGSO spring renewal (early bird) campaign and incentives, adding an OC incentive if possible.</li> <li>Support new leaders though the Cookie Program*.</li> <li>Encourage the submission of Adult Award nominations by 15 February.</li> <li>Promote training for adult volunteers.</li> <li>Identify bridging troops and encourage collaboration for bridging awards.</li> <li>If applicable to your OC.</li> </ol>
Annual fund-raising campaign – support girls from Afghanistan to Argentina, when you support USAGSO!	Volunteers (Insert role names here)  USAGSO Staff (Insert role names here)	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 (Insert role names here) USAGSO Staff (Insert role names here)	<ol> <li>Schedule mid-year meetings with military and/or school officials to share information about Girl Scouts.</li> <li>Submit publicity requests/press releases highlighting Girl Scouts to local Englishlanguage media outlets (magazines, websites, blogs, radio stations, etc.).</li> <li>Submit any success stories or outstanding photos to USAGSO.</li> <li>Make plans to recognize and celebrate Month of the Military Child in April.</li> </ol>

Overseas Committee events — Spring	Volunteers (Insert role names here) USAGSO Staff (Insert role names here)	<ol> <li>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.).</li> <li>Promote events at Overseas Committee meetings and through communication channels.</li> <li>Reserve a site for the encampment/camporee next year (if appropriate).</li> </ol>
Overseas Committee management	Volunteers (Insert role names here)  USAGSO Staff (Insert role names here)	<ol> <li>Review Volunteer Essentials and Safety         Activity Checkpoints with all leaders, focusing         on money management and trip processes in         preparation for spring travel.</li> <li>If the OC is not hosting events, encourage         troops to celebrate World Thinking Day (Feb.         22) and Girl Scout Week (March 12)         independently.</li> </ol>
Focus Area	April-June Who's Responsible?	Activities
Recruitment and registration	Volunteers (Insert role names here)  USAGSO Staff (Insert role names here)	<ol> <li>Meet with USAGSO staff to plan and coordinate fall recruitment activities.</li> <li>Order recruitment supplies and materials from USAGSO.</li> <li>Participate in spring kindergarten registration events.</li> <li>Attend annual service OC trainings/conferences/events.</li> <li>Recruit and train school liaisons or recruiters for each school in your OC.</li> </ol>
Retention and troop support	Volunteers (Insert role names here)  USAGSO Staff (Insert role names here)	<ol> <li>Encourage participation in spring renewal (early bird), providing OC incentives if possible.</li> <li>Identify troops in transition and begin the identification of new leadership.</li> <li>Host a leader/volunteer appreciation event.</li> <li>Submit applications for Volunteer of Excellence, Honor Troop, and Honor Community awards.</li> </ol>

Overseas Committee events  — Summer	Volunteers (Insert role names here)  USAGSO Staff (Insert role names here)	<ol> <li>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.</li> <li>Deliver a girl-led event to support the Girl Scout program (camporee/encampment, bridging ceremony, badge or Journey workshops, community service, etc.).</li> <li>Promote events at Overseas Committee meetings and through communication channels.</li> <li>Promote USAGSO programs.</li> </ol>
Overseas Committee management	Volunteers (Insert role names here)  USAGSO Staff (Insert role names here)	<ol> <li>Submit all required end of year paperwork and finance reports to USAGSO.</li> <li>Identify vacancies on your OCMT and begin to recruit for those roles.</li> </ol>
CHOOSE	YOUR O\	VN ADVENTURE!
CHOOSE	YOUR O	WN ADVENTURE!



# 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** 

overseascustomercare@girlscouts.org