

OCMT Planning Packet



Overseas Committee Management Team Guide
2026-2027

Table of Contents

3	Welcome
4	Girl Scout Lingo
5	Girl Scouting Overseas
6	OCMT Positions and Checklist
8	OCMT Annual Vision Plan
10	Forms and Documents
12	Safety Activity Checkpoints
13	Honor Program
14	Fostering Community Partnerships
15	End of Year Financial Report & FAQ's

Welcome to the Team!

Thank you for stepping into your role as part of the Overseas Committee Management Team. Your commitment to supporting girls and volunteers in your community is truly appreciated and vital to the success of USA Girl Scouts Overseas. By sharing your time, talent and passion, you're helping build a strong foundation for girls to grow with courage, confidence and character. It's because of volunteers like you that the Girl Scout Movement continues to thrive!

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.

"The work of today is the history of tomorrow, and we are its makers."

— Juliette Gordon Low

Girl Scout Lingo

This is a quick reference list of key terms you may encounter while serving on the Overseas Committee Management Team.

CBC: Criminal Background Check. Every adult working alongside girls must be registered and background checked through USAGSO.

Constitution and Bylaws: Documents that provide the structure and rules for your community.

gsLearn: Learning portal where volunteers will complete their assigned trainings based on their role in the community.

GDPR: General Data Protection Regulation. A European privacy law that requires USAGSO to handle personal data- especially for members in the EU and UK- securely, responsibly and with consent.

GSEB: Girl Scout Experience Box. These complimentary boxes are available to all communities with an APO/FPO/DPO mail box with at least four Daisies or four Brownies.

Looker: An online data dashboard that provides leaders with easy access to membership, volunteer and participation reports.

Membership Manager: Your personal link to USAGSO, ready to help with recruitment, training, conflict resolutions and more.

OCC: Overseas Committee Chair

MY27: Refers to the membership year that runs October 1, 2026- September 30, 2027.

OCMT: Overseas Committee Management Team

Overseas Updates: Quarterly Zoom meetings where important updates from USAGSO are shared with our community members.

OVP: Overseas Volunteer Partner. Experienced volunteers who are available to communities to support leader training, girl experiences and other Girl Scout program needs.

Ratio: The required number of approved adults volunteers to girls during meetings, events and activities.

PO: Private Org office that communities may need to obtain permission from in order to fundraise, including the Girl Scout Cookie Program.

Safety Activity Checkpoints: Safety guidelines for USAGSO that outline safety standards, required supervision and age-appropriate activity recommendations.

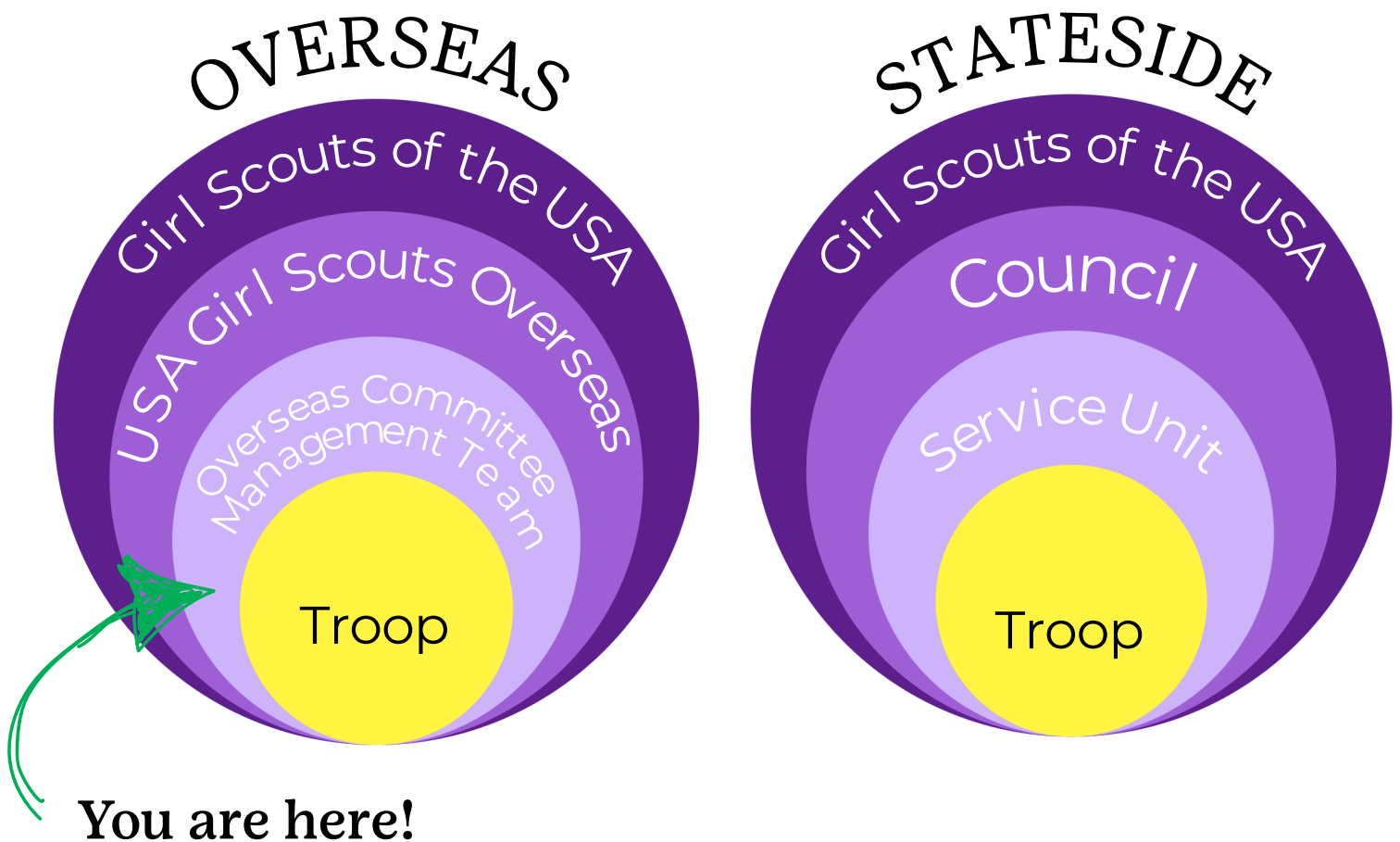
USAGSO: USA Girl Scouts Overseas

Volunteer Essentials: A comprehensive guide to volunteering with USA Girl Scouts Overseas.

VTK: Volunteer Toolkit is a digital planning tool that helps troop leaders manage meetings, access badge and Journey plans, track attendance and communicate with families.

Girl Scouting Overseas

USA Girl Scouts Overseas (USAGSO) encompasses all USA Girl Scouts residing outside of the United States. As members of USAGSO, we have many unique opportunities for our Girl Scouts, but this also means we function a bit different than stateside councils. 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.



OCMT

Member Positions

Let's look at the key positions
that make up an OCMT.

Overseas Committee Chair	Supports and supervises Girl Scouting in an Overseas Community. 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 e-mail</i>
Overseas Committee Co- Chair (optional)	Shares the responsibility of the OCC. <i>Looker access, usagso.org e-mail</i>
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 e-mail</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. <i>Looker access, usagso.org e-mail</i>
Registrar	Communicates with USAGSO, troop leaders, and parents to ensure all members are registered and rosters are accurate. <i>Looker access, usagso.org e-mail</i>
Recruiter (optional)	Recruits members to participate in the Girl Scout program by sharing opportunities and hosting recruitment events.
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. <i>usagso.org e-mail</i>

OCMT Member (optional)

Your OCMT is not limited to the roles listed above. Additional members of your OCMT will be listed in myGS/VTK and on rosters as "OCMT Member" but may hold many 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 additional volunteers your OCMT may have:

- School or Neighborhood 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 with and coordinates joint events between WAGGs host nation Girl Guides/Girl Scouts and the local USAGSO troops.

Jumpstart Your OCMT Year!

- ☐ Complete an [OCMT commitment form](#) to show that you understand and commit to your volunteer role on the OCMT.
- ☐ Submit and complete a [background check](#) through USAGSO.
- ☐ Access your USAGSO google account and [Looker](#) account, if applicable. Reach out to your Membership Manager or customer care if you need assistance.

- ☐ Complete your assigned OCMT trainings on gsLearn:
 - 700 OCMT Onboarding & OCMT Planning Packet
 - 700 Child Protection Training
 - 700 Data Privacy Training **NEW in MY27!**
 - Position Training
- ☐ Connect with your Membership Manager; at a minimum you should check-in 3 times throughout the year (Fall, Winter, Spring)

- ☐ Connect with the other volunteers on your Overseas Committee Management Team.
- ☐ Determine if and where vacancies exist and recruit new OCMT members.
- ☐ Hold an OCMT planning party before October 1. We encourage you to use this OCMT Planning Packet as a resource during this meeting.
- ☐ Join the [USAGSO Volunteer Facebook Group](#) to connect with other members around the globe and follow the [USA Girl Scouts Overseas](#) official Facebook page for news and events!

- ☐ If your OCMT has a checking account, make sure account 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.
- ☐ Schedule and publicize your meetings with your OCMT and troop leaders and your volunteers. Be sure to create an agenda for each meeting to help stay on track.

- ☐ Identify troop leader vacancies and work with your volunteer team to recruit new troop leaders. Each troop needs at least two registered troop leaders before troop meetings can begin.
- ☐ Attend or schedule a community fall recruitment event. This is a great opportunity to build and maintain community partnerships.

- ☐ Schedule and hold a fall volunteer training session. This is a great way to communicate local processes with your Girl Scout community. You can ask your Membership Manager for support!

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 USAGSO and community events
- Volunteer recognition

IMPORTANT DATES

- Founders Day (Juliette Low's Birthday) | October 31, 2026
- Digital Cookie Sales Begin | January 12, 2027
- In-Person Cookie Sales Begin | January 29, 2027
- Adult Award Nominations Due | February 15, 2027
- World Thinking Day | February 22, 2027
- Girl Scout Week | March 7-13, 2027
- Girl Scout Birthday | March 12, 2027
- Early Bird Renewal Begins April 1, 2027
- Girl Scout Leader Day | April 22, 2027



July-
September

- OCMT Planning Meeting
- Recruitment and registration*
- Complete required trainings
- Complete Bylaws and Constitution
- Private Org requirements (if applicable)
- Community Partnership



October-December

- Fall check-in with Membership Manager
- Overseas Updates begin
- Troop Leader training
- Ensure quality Girl Scout programming*
- Cookie Order Due**
- Obtain permission from Private Org to sell cookies**



January
-March

- Winter check-in with Membership Manager
- Cookie Program**
- Adult Awards (due February 15)
- Ensure quality Girl Scout programming



April-
June

- End-of-Year check-in with Membership Manager
- Bridging and End-of-Year activities
- Complete End-of-Year survey and financial reports by June 30
- OCMT Transition (outgoing checklist and incoming checklist)
- Honor Community/Troop submissions due

**Year-long activities

**If applicable to your community

Forms and Documents

As a member of the OCMT, it is essential to become familiar with the Forms and Documents section of our website. This section contains key resources needed to support troops and ensure compliance with USA Girl Scouts Overseas guidelines. Regularly reviewing and understanding these documents will help you stay informed and support safe, quality Girl Scout experiences.

Most Popular

- ✓ • Activity Notification Form
- ✓ • Safety Activity Checkpoints
- ✓ • Volunteer Essentials
- ✓ • Background check request
- ✓ • Girl and Adult Health History
- ✓ • Permission Slip and Media Release



Check out these and many more on the Forms and Documents page on our website. Find it [here](#).

Constitution and Bylaws

Each USAGSO community operates under a Constitution and Bylaws that outlines structure, roles, responsibilities and procedures. These documents provide a framework for how the community is organized and managed, ensuring consistency, fairness and alignment with USAGSO policies. These cover key areas such as elections, decision-making processes and term limits. It is important for all OCMT members to be familiar with their community's Constitution and Bylaws, as they guide effective leadership and promote a transparent, collaborative environment.

Your Membership Manager will ask for your updated version at your first check-in of the Girl Scout year.



- A Constitution and Bylaws template is available on the Form and Documents section of our website to help communities establish or update their governing documents in alignment with USAGSO guidelines.
- This template provides a clear structure and ensures consistency across communities.
- Some locations may have additional requirements based on host-nation regulations or installation policies.
- Communities affiliated with a Private Organization (PO) should consult their local PO office to ensure their Constitution and Bylaws include all necessary elements for approval and compliance.
- Following both USAGSO and local guidelines helps ensure smooth operations and official recognition.



Safety Activity Checkpoints

Adventures Awaits with Girl Scouts!

One of the most exciting parts of being a Girl Scout is going on amazing adventures and trying new things! At USA Girl Scouts Overseas, safety is always our top priority. Before planning any activity, please review the [Safety Activity Checkpoints](#) to ensure it is safe and age-appropriate for all participating levels. Don't forget to submit an [Activity Notification Form](#) to at least two weeks prior to your event.

Please send your form to: overseascustomer@usagso.org.



Activities
Requiring
an
Activity
Notification
Form

- Overnight events
- Target sports
- Aquatic activities
- Horseback riding
- International travel
- Chartered aircraft tours or recreational flying
- Chartered buses or other group ground transportation



The Honor Program

The Honor Program recognizes USA Girl Scout Overseas communities, troops and Juliettes who exemplify the Girl Scout values through consistent participation, leadership and service. Troops in an Honor Community actively engage in programming, complete annual requirements such as financial reports and leader training and contribute to community service initiatives. This distinction highlights a commitment to fostering a strong, supportive troop environment and encouraging girl-led growth. Troops that earn Honor Community status serve as role models and help maintain the high standards of Girl Scouting within our overseas community.



Girl Scout Troop 80600 Honor Troop
Camp Zama



Girl Scout Troop 61008 Honor Troop
Lisbon, Portugal

Be sure to check out the [Honor Program booklet](#) for detailed information on requirements. It's also a great resource for planning your year!

Fostering Community Partnerships

Strong community partnerships are key to a successful Girl Scout program. Your community partners may include local school principals, installation commanders 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. What's the official GSUSA adult uniform?

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 [form](#), 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.



End-of-Year Survey and Financial Report

All OCMT communities are required to complete the End-of-Year Survey and submit their finance reports by June 30. These financial reports help ensure transparency and accountability within our overseas communities. Timely submission is essential for properly closing out the Girl Scout year and preparing for a strong start to the next.

Financial resources can be found in the Forms & Documents section of our website, to include templates for both excel and google sheets, though you are welcome to submit the version your community uses. Please reach out to your membership manager if you have any questions.

Frequently Asked Questions

Who do I contact if there is a conflict with a volunteer?

Reach out to your Membership Manager. If you do not know who your Membership Manager is, contact overseascustomer@girls Scouts.org.

What is an OVP and who can request support?

OVPs are experienced volunteers who are available to all USAGSO Communities and can help with activities from leader trainings to girl experiences. Check out our website for more info!

Is there financial assistance available?

Yes! USAGSO never wants a girl to miss out on opportunities due to financial constraints. The financial assistance request is available on our website.

Who needs a background check?

OCMT Members, troop leaders and episodic volunteers should all be registered and background checked through USAGSO.

What is a Microgrant?

Microgrants are small grants provided by USAGSO, ranging from \$50-\$2,000, to support local Girl Scout events, projects or community outreach efforts that promote growth and engagement



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

Follow us on Facebook, Instagram and LinkedIn