

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

Please take a moment to review 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, please reach out to your staff point of contact or to overseascustomer@girlscouts.org.

1. Complete the [Annual Finance Reports](#) due June 30.

- ☐ Review the [OCMT Year End Finance Guidance](#)
- ☐ 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](#) and conduct an audit if your community has handled over \$1,000 USD (or local currency equivalent) this year.
- ☐ Submit your OCMT Year-End financial form to USAGSO [here](#) due June 30. If you need an extension on this deadline, you must coordinate this with your Membership Manager.
- ☐ Submit your current Service Unit Constitution and By-laws with your Year-End financial form.

2. Ensure all OCMT roles are filled for next year

- ☐ [Recruit](#) and elect new OCMT members, if necessary, by following your own OCMT's bylaws & constitution.
- ☐ Provide all OCMT members, new and returning, a link to this [online commitment form](#), which will allow USAGSO to assign them to their new role in MyGS.
 - o All members must have an active Girl Scout membership and [background check](#) before they can begin serving on the OCMT. If members are returning to their role, they must still complete the commitment form.

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 forms and information below.

- o [Incoming OCMT Check List](#)
- o After Action Reports (AARs) and records/documents for each position
- o Passwords for the USAGSO email and other accounts
- o Keys, banking access, and inventory relevant to each position