

Girl Scouts-North Carolina Coastal Pines  
**2017 Administrative Team Conference Info Pack**

**Happy to Help**

August 12, Campbell University

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**Session Listing & Descriptions**

*Full descriptions for all sessions are listed in alphabetical order at the end of the grid. Parentheses indicate primary recommended audience if not mentioned in title; other sessions are appropriate for all audiences.*

**Session I: 11:45 – 12:30**

**Choose (1); NOTE: If indicated, please register for ALL sessions for multi-part program offerings.**

- A. Welcome to the Team! **Service Unit Manager Training for NEW SUMs**, Part 1 of 3
- B. What's New for 2017? **Updates for RETURNING Service Unit Managers**
- C. The Power of One (School Captains)
- D. Introduction to GSUSA's New Program Content
- E. The Power of G.I.R.L.: Pitching Awesome Stories and Making Media Friends (Media Coordinators)
- F. Taking the Mystery out of the Volunteer Toolkit - #girlscouthacks
- G. Troop Financial Reporting (Area Treasurers)
- H. Program Providers: What They Are and How You Can Utilize Them

**Session II: 1:30 – 2:30**

**NOTE: If indicated, remember to register for ALL sessions for multi-part program offerings.**

- A. Welcome to the Team! **Service Unit Manager Training for NEW SUMs**, Part 2 of 3
- B. Event Director Training, Part 1 of 2
- C. Community Service vs. Take Action Projects – Understanding How They're Different
- D. Happy to Help! – Onboarding New Co-Leaders! (New Co-Leader Onboarding Facilitators)
- E. Hot Topics: Answers to Common Questions about Volunteer Essentials, Safety Activity Checkpoints and More!
- F. Invest in Girls, Change the World. (Family Partnership Coordinators)
- G. Happy Campers! Secrets to Planning an Area Camporee

Meet 'n Greet: Hospitality and Networking Suite Open – no registration required.

**Session III: 2:45 – 3:30**

**NOTE: If indicated, remember to register for ALL sessions for multi-part program offerings.**

- A. Welcome to the Team! **Service Unit Manager Training for NEW SUMs**, Part 3 of 3
- B. Event Director Training, Part 2 of 2
- C. The Power of One (School Captains)
- D. Being a G.I.R.L. – What's it all about?
- E. Introduction to GSUSA's New Program Content
- F. Taking the Mystery out of the Volunteer Toolkit - #girlscouthacks
- G. Program Providers: What They Are and How You Can Utilize Them
- H. Creating a Culture of Appreciation: Updates and Ideas for Area Recognition Coordinators

## Being a G.I.R.L. – What does it mean?

*Recommended Audience: great for all!*

When you're a Girl Scout, you're also a G.I.R.L. (Go-getter, Innovator, Risk-Taker, Leader)™. These are the traits that define girls of courage, confidence, and character, who make the world a better place. Join this interactive session to learn more about the G.I.R.L. platform, how to apply it to Girl Scouting today, and be ready to share your personal G.I.R.L. story!

## Community Service vs. Take Action Projects

*Recommended Audience: mentor program volunteers and others who support troop co-leaders.*

Learn how to better help the leaders in your area distinguish between a community service and a Take Action project. During this session, participants will come to better understand the difference between a community service initiative and a Take Action project and gain valuable tools to help guide and support troops and girls to plan successful Take Action projects.

## Creating a Culture of Appreciation: Updates and Ideas for Area Recognition Coordinators

*Recommended Audience: area recognition coordinators and area recognition committee members.*

We value our volunteers and need your help to create an ongoing culture of appreciation across the council! Join this creative and interactive session to hear about new enhancements to our volunteer awards and recognition program for this year. We'll also share some creative, fun, and clever volunteer appreciation ideas that you might use in your area. Bring your ideas too...we'd love to hear them! **Prerequisite: New area recognition coordinators should complete the required 40-minute online training before the workshop. Click [HERE](#) to access the training.**

## Event Director Training, 2 Sessions (Sessions II & III)

*Recommended Audience: area event directors and administrative team members.*

Learn how to plan, coordinate, and deliver fun and adventurous events for your area/county. This session will guide you through what you need to know to plan and deliver large-scale events for girls, troops, groups, and adults!

## Happy to Help! Onboarding New Co-Leaders

*Recommended Audience: new co-leader onboarding facilitators, fast track facilitators, service unit managers, and others who onboard new co-leaders.*

Welcoming new co-leaders with a consistent onboarding program is essential to setting them up for success and keeping them engaged! Participants in this session will gain valuable information on updates to our onboarding program and activities that will elevate our co-leaders' onboarding experience and actively engage them in the Girl Scout program.

## Happy Campers! Secrets to Planning an Area Camporee

*Recommended Audience: area event directors and camporee committee members.*

The area camporee is a true highlight of the Girl Scout year! Join members of the camp and outdoor team for a closer look at what it takes to plan your area camporee. From how to reserve your site, to working with the customer care team to place your event on MyGS (for online registration), to important information, tips, and tricks for a safe, successful, and fun event!

## Hot Topics: Answers to Common Questions about Volunteer Essentials, Safety Activity Checkpoints and More!

*Recommended Audience: administrative team members, membership directors and others who support troop co-leaders.*

At Girl Scouts, safety is our number one priority and our policies and guidelines around this topic raise some common questions. Join our panel of staff and volunteers in this interactive session where we'll answer some of our most common questions, clarify some common misconceptions, and highlight updates and changes to in the 2017-2018 issues of *Volunteer Essentials* and *Safety Activity Checkpoints*.

## Introduction to GSUSA's New Program Content

*Recommended Audience: membership directors and others who support troop co-leaders.*

There is so much excitement around the new program content that you can almost hear the buzz! Meet the new Journeys and Badges added this summer! Topic-specific and hands-on, the new program content is simpler to use and easier to deliver! Participants will gain helpful information on program content, how to access resources and merchandise, and more!

## Invest in Girls, Change the World – Helping You to Better Understand the Family Partnership Campaign

*Recommended Audience: family partnership coordinators, membership directors and others who want to learn more about our member giving program.*

Join us at this session to learn more about our member giving program, the Family Partnership Campaign. We will focus on the basics of the Family Partnership Campaign – what the Campaign supports, who are the chief investors, and the benefits that are associated with giving to the Campaign. With a clear understanding of the Family Partnership Campaign, you will feel more confident when presenting about the impact of giving to troop co-leaders, families, fellow volunteers, and other members of our Girl Scout family.

## Program Providers: What They Are and How You Can Utilize Them

*Recommended Audience: mentor program volunteers and others who support troop co-leaders.*

Are the troop leaders in your area looking for ideas and resources to engage their troops in the curriculum while creating memorable experiences for their girls? If you answered, “yes”, attend this session and learn how the Program Provider document can help! As a resource for co-leaders, this document lists local Girl Scout-friendly organizations across the council who are eager to help troops to earn patches and badges, work on their Journeys, or just have fun! Participants will leave with a better understanding of how to utilize this resource to its full potential!

## Taking the Mystery Out of the Volunteer Toolkit – #girlscouthacks

*Recommended Audience: service unit managers, staff, and others who support troop co-leaders.*

We're ready to kick off this year with a VTK bang! Council staff have teamed up to develop a comprehensive approach to support the adoption and use of the Volunteer Toolkit for our volunteers. Join this session and learn more about the VTK team, exciting VTK updates, and VTK support and training opportunities rolling out this year!

## The Power of G.I.R.L.: Pitching Awesome Stories and Making Media Friends

*Recommended Audience: area media coordinators.*

Join the Marketing and Communications team for an in-depth look at the Movement's brand platform G.I.R.L. (Go-getter, Innovator, Risk-taker, and Leader). In this session, we'll go beyond the basics as we discuss how to leverage G.I.R.L. to share amazing Girl Scout stories as well as how to take your media pitches to the next level

while stewarding traditional and non-traditional press relationships in your local market. Prerequisite: Completion of Media Coordinator online training module – available on the website after August 1.

## The Power of One

*Recommended Audience: school captains and service unit managers.*

As a school captain, the new school year brings another opportunity to help grow our Girl Scout membership. This session will give school captains:

- the **courage** to seek out school events to attend, like Curriculum Night or Fall Festival, as great opportunities to generate interest;
- the **confidence** to share your personal connection and reasons why you love Girl Scouts with other families;
- the **character** to recognize that one person can make a difference when you showcase the amazing things our girls and volunteers are doing in their communities!

For service unit managers, we'll also share tips to encourage other volunteers and parents to make the commitment to be a school captain as well as debut our new School Captain Checklist and brainstorm your own elevator speech about Girl Scouts!

## Troop Financial Reporting

*Recommended Audience: Area Treasurers, Membership Directors and others who support troop co-leaders.*

Stay up-to-date and learn more about Girl Scouts' financial reporting guidelines in this informative session for admin team treasurers and others who support troop co-leaders! Members of the council's finance team will provide updates on troop banking policies and ways to help troop co-leaders and troop treasurers navigate their finances throughout the year including troop financial reporting using VTK!

## Welcome to the Team! Service Unit Manager Training for NEW SUMs, 3 Sessions (I, II, & III)

*Recommended Audience: New Service Managers (0-2 years).*

As a service unit manager, you will partner with your membership director and your team to provide leadership and guidance to the girls and adult members in your area. This session is designed to prepare you for your new role – from organizing and planning your meetings and collaborating with your team, to answering questions and reaching out for additional support and guidance along the way! This session will incorporate instructor-led, hands-on, and small group sessions!

## What's New for 2017? Updates for RETURNING Service Unit Managers

*Recommended Audience: Returning Service Unit Managers.*

Thank you for sharing your time and talents as a returning service manager! Your passion for Girl Scouts does not go unnoticed and we are so grateful for your time and energy! Join us at this informational session designed to provide you with all the important updates and “need to know” information related to your role for 2017-2018!

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## Event Details & Tentative Agenda

### 2017 Administrative Team Conference

**Saturday, August 12, 2017**

9:45 – 4:00

Campbell University

Lundy Fetterman School of Business

165 Dr. McKoy Road

Buies Creek, NC 27506

## Tentative Agenda

8:30 – 9:45	Registration <ul style="list-style-type: none"><li>• Check out the NEW Fall Merchandise</li><li>• Visit the Hospitality and Networking Suite*</li></ul> <i>Coffee and light refreshments available.</i>
9:45 – 10:00	Welcome/Opening Remarks
10:00 – 11:00	Movement and Council Updates
11:00 – 11:30	“Happy to Help” Kick Off Presentation
11:30 – 11:45	BREAK
11:45 – 12:30	Session I
12:30 – 1:30	LUNCH
1:30 – 2:30	Session II
2:30 – 2:45	BREAK
2:45 – 3:30	Session III
3:30 – 3:45	BREAK
3:45 – 4:15	Closing Ceremony and Appreciation Basket Drawing

\*Connect with staff and other area team members in our Hospitality and Networking Suite this year. Find an old friend and catch up, find an admin team member that shares your role and swap ideas or contact information so you can connect during the program year, or, simply chat with staff and friends! The Suite will be open in the morning and again during Session II.