

GIRL SCOUTS OF EASTERN IOWA & WESTERN ILLINOIS

Service Unit Meeting – Sample Agenda

Opening	Girl Scout Promise, song, ceremony, etc.
Welcome	May include introductions at the beginning of the year, or any time new members or guests attend.
Announcements	Information from the Service Team Newsletter.
Team Reports	Short reports from each service team member. Service Unit Director, registrar, treasurer, event coordinators, product managers, mobile marketer coordinator, training coordinator, community information coordinator, recognitions coordinator, school organizer, Juliette coordinator, leader mentor
Staff Report	Staff member present may have information to share.
Service Unit Business	Council events Service unit events Distribute materials Questions and concerns
Service Unit Sharing	Troop/group success and/or news, needs of girls and leaders. Can also break out groups by grade level for more targeted sharing among troop leaders.
Learning Activity	Workshops, guest speakers (<i>destinations</i> , community, etc.) mini trainings, roundtables, specialty trainings, etc.
Other Business	
Announce Next Meeting	
Closing	Song, poem, ceremony, etc.
Additional things to think about	Attendance sheets, troop folders, schedule a short break, printed agenda, meeting notes/minutes, seating arrangements, lighting, non-verbal communication (appearance, body language), refreshments, allow enough time, stay on schedule, be inclusive.