



## Notes from November 18, 2009

### SERVICE UNIT MANAGER CONFERENCE CALL

<b>who:</b>	<b>Service Unit Managers, Field Executives, and Management Staff</b>
<b>what:</b>	<b>Conference Call Meeting</b>
<b>when:</b>	<b>Wednesday, November 18th, 7:00pm - 8:30pm</b>

#### Department Updates:

##### **Fund Development** (Kate Whitman)

We are extending the SHARE Service Unit Incentive Deadline. The new deadline to reach your Service Unit Donation Goal is **Monday, February 1<sup>st</sup>, 2010**. Beth is available to attend Service Unit meetings to talk about the SHARE program. (908) 725-1226 x115

##### **TD Bank Incentive** (Susan Brooks)

TD Bank/Affinity has offered an incentive, which some of the legacy councils did in the past under Commerce Bank. If Girl Scout families have holdings in TD Bank and mention they are members of GSHNJ, TD Bank/Affinity will make a donation to our Council. The amount of the donation will be based on a percentage of all participating accounts. Member account information will be completely anonymous and no funds will be donated from member accounts. The donation is made by the bank. The donation will support girls directly through programming, camp, and membership.

##### **Information Technology** (Judy Smith)

Just a few website updates:

- We have added a few forms to the Forms & Documents page that do not appear in the Tools of the Trade and had not previously been available on the Heart of NJ site:
  - Troop Attendance Record
  - Troop Dues Record
  - Troop Status Report

Look for these items under "Troop/Girl Forms"

- Also on the Forms & Documents page (as well as on the Delegate site) you will find a document called "Service Unit Delegate Registration Form." The document is listed under the category "Governance." This is the form you use to submit the names of the duly-elected delegates for your Service Unit.
- To navigate to the Forms & Documents page: click on the Forms icon on the left on any web page. To navigate to the Delegate site: click either on "Member Access" at the very top of

the home page or click on "Service Unit Delegates" under "For Volunteers" on the main menu bar.

- Also on the Delegate site is a Q&A that came out of the Delegate Conference Call on October 19.
- There is now a Cookie Booth Sale Locator on the home page for people looking for a place to purchase cookies this fall.

#### **Marketing and Communications** (Nancy Zimmerman)

- E-newsletter, Happenings From the Heart
  - First publication of each month holds SU Manager news and updates. Remaining publications for the month hold troop news, events and photos. Please encourage troop submissions
  - Please forward the newsletter to your Service Unit volunteers
  - Encourage all volunteers to register for the newsletter e-blast. You are welcome to send email addresses to Nancy Zimmerman; [nzimmerman@gshnj.org](mailto:nzimmerman@gshnj.org)
- Nancy is available to help write and distribute press-releases to the media for compelling and significant events

#### **Program** (Susannah Arnold)

The program event *Alice in Wonderland* which will be performed at the CDC Theater in Cranford. This has always been a successful event but we are seeing low numbers this time around. We can take over 250 girls and adults and currently have only 48 registered. It is a family event where dads, moms, brothers, sisters, etc. are all invited! CDC Theater puts on great productions and the girls always have a fabulous time. Here are the details:

*Come drop down our rabbit hole and join us for a wonderful production of Alice in Wonderland! This Lewis Carroll classic is sure to keep you entertained as you meet peculiar creatures and enter the land of the unordinary.*

*Where: CDC Community Theater, 76 Winanas Ave, Cranford, NJ*

*Who: All age levels and their families*

*Date: 12/5/09*

*Time: 7:30-9:00pm*

*Cost: \$14.00 per person.*

- We also have a new and exciting program coming up January 10<sup>th</sup>, 2010 (only \$7 per girl) – See attached. (In case you get any questions, we understand the advertising is coming out late, but the program was JUST created)
- Product Sales – Cookies (NB) and nuts/candy (W & M) are still in full swing. It's not too late to place reorders or schedule a booth sale!

- Here are some other upcoming programs in case you want to share them:
  - Uniquely Me – 12/16
  - Wreathmaking – 12/5
  - Night Flight to Philly Zoo – 12/5-6 – 8 spaces
  - Space Explorers - 12/5
  - History Day @ Van Horne House - 12/12
  - Pow Wows & Tipis – 12/12
  - Japanese Marbling – 12/12

### **Membership**

The membership department wants to make sure you all know that you can attend SUM meetings at any location (if you are picking up materials you will need to let us know which location and when). The same goes for training as well so that if you work nearer to one service center feel free to sign up there.

### **VMS**

Starting now, and until further notice: We will be adapting the VMS procedures to allow new volunteers to take On-line Orientation and register and take Basic Leadership Training while waiting for references to come to Council, once they have successfully completed their background check. Troop numbers and bank account letters will be released once the volunteers complete the approval process and receive notification via email and/or letter. At this point girls may be assigned and troops may begin to meet. Council staff looks forward to partnering with Service Unit Managers and Teams to make this a successful adaptation.

### **Banking Updates**

- Please ensure all troop/SU bank accounts have been switched over to the Girl Scouts Heart of New Jersey tax I.D. Prior tax I.D.'s are no longer in existence.
- All troop bank accounts **must** be opened under the troop address (leader, troop treasurer...) and not a service center address, to ensure statements come to the troop.
- All troop bank accounts **must** have the five digit troop number.

\*\*Currently there are many troop accounts open under the same troop numbers and it is causing considerable confusion and administrative expense. The county codes for troop numbers are in place to avoid duplication of troop numbers across the Council. Likewise there are stacks of troop bank statements arriving at Council on a monthly basis. It is crucial that we get this under control and we need your help. Thank you.

### **Troop Number Duplication**

Please make certain all inactive troop numbers are turned in to Council and not reassigned. Council will reissue them to you as you need them. This will greatly reduce duplicate troop numbers.

### **Membership Director Cafés**

Join your Membership Segment Directors and Senior Membership Director for open forum chats. All volunteers are welcome. Cafés will be scheduled monthly at alternating Council Service Centers. Times and days of the week will vary in all locations for your convenience. Our first was held in Westfield on November 16<sup>th</sup>. The next two dates and locations are as follows.

**Location:** North Branch Service Center, 1171 Rt 28, North Branch  
**Date:** Thursday, December 10, 2009  
**Time:** 10:00-12:00 AM

Please RSVP by 12/9/09 to **Pam Jernstedt-Duhaime**, [pjernstedt@gshnj.org](mailto:pjernstedt@gshnj.org), 908-725-1226x118

**Location:** Montclair Service Center, 120 Valley Rd., Montclair  
**Date:** Saturday, January 23, 2009  
**Time:** 10:00-12:00 AM

Please RSVP by 1/22/09 to **Lisa Mintz**, [lmintz@gshnj.org](mailto:lmintz@gshnj.org), 973-746-8200x122

### **Traveling Pants Update**

Field Executives are looking to move the Traveling Pants to the next SU, so please once you are finished give the pants to your Field Executive.

### **Council offices will be closed;**

Nov. 26<sup>th</sup> & 27<sup>th</sup> – Thanksgiving Holiday

Dec. 10<sup>th</sup> in the afternoon so that the staff can attend a holiday celebration together,

Dec. 25<sup>th</sup> to reopen Monday, Jan. 4<sup>th</sup> – seasonal holiday break

The Membership Field team will be out of the office Dec. 7-9 for training to learn new ways and plan on how best to better serve you all. We will be checking our messages at the end of each day. (Snow date is Dec. 14-16)

The latest emergency cards are green so you can dispose of any other colors.

### **Training**

For Service Units or communities that need additional volunteer training opportunities (not listed on the Training Calendar) please contact the training department. The council trainers are happy to schedule for groups of 10 or more volunteers. It is helpful to have several dates and times for the training so that the trainers can accommodate as quickly as possible. If you have a location that is great too!

### **Retail Operations (Coleen Hay)**

Newest Shop promotion

Our new shop hours (5 PM). . . . .

**Service Unit Manager Meetings**

<b><u>Location</u></b>	<b><u>Date</u></b>	<b><u>Date</u></b>	<b><u>Date</u></b>
Montclair	1/26/10	3/23/10	5/18/10
North Branch	1/6/10	3/3/10	5/5/10
Westfield	1/25/10	3/15/10	5/11/10
Teleconference	11/18/09	2/16/10	4/20/10

Dates and times subject to change