

Service Unit Communication Coordinator Training

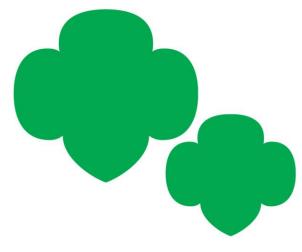




Created Sept. 2014 Updated July 2015

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Welcome to the Girl Scouts of Greater Los Angeles Service Unit Communication Coordinator Training. This training prepares a Girl Scout volunteer to carry out the responsibilities and functions of the position.

You will need to print the service unit communication coordinator course manual.

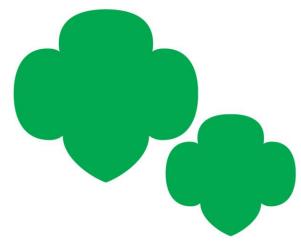
When finished, you will be able to:

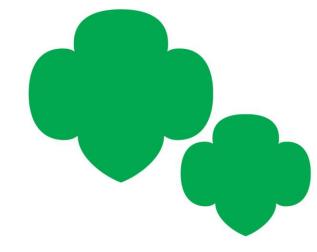
- Describe the responsibilities of a service unit communication coordinator.
- Explain the collaboration between the communication coordinator, the service unit team and staff.
- Identify strategies and techniques to communicate with the service unit members.
- Understand the reasons for attending SU team and leader meetings, and quarterly webinars.



Service unit team members have both team responsibilities and position responsibilities. Here are five areas where the communication coordinator will participate in supporting the service unit.

- Promote GSLE
- Organize the flow of information
- Use and maintain the communication tools of your SU
- Monitor and facilitate publicity and press releases to the community
- Actively participate in both SU team and leader meetings

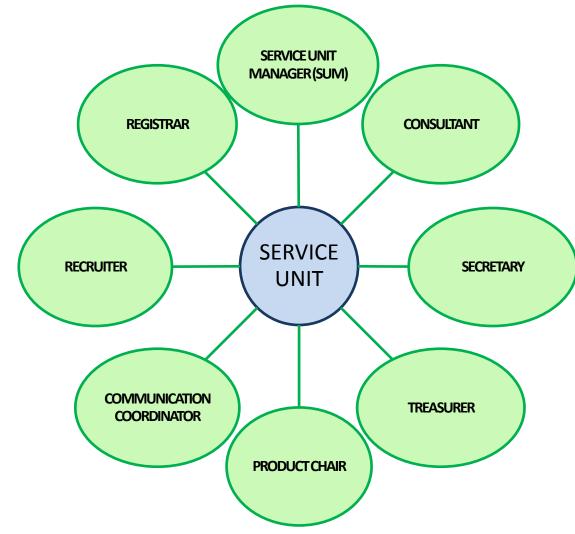






Service Unit Team

The service unit (SU) is delegated responsibility to organize and serve Girl Scout troops/groups and girls within its boundary. Every member of the SU team has a function to support that goal.





Communication by Generation

It's important to know how each volunteer wants communication. Everyone is different—establishing how to communicate with each volunteer from the beginning will prevent problems in the future.

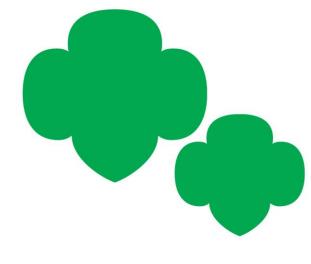
Do you know how each generation communicates?

Generations	Communications	Messages that Motivate				
<i>The Greatest Generation</i> Prior to 1945	Formal - written	Your experience is respected				
<i>Boomers</i> 1946 - 1964	In person	You are valued, you are needed				
Gen X 1965 - 1980	Direct and immediate Email Voice mail	Forget the rules. Do it your way.				
Nexters – Gen Y 1980 - 2000	Text messaging Twitter Facebook	You will work with other bright, creative people.				



SURVEY + GO TEAM + STAFF SUPPORT = COMMUNICATION COORDINATOR





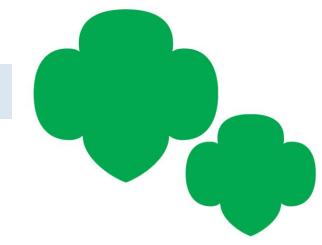


Gather & disperse information

Use & maintain tools



Receiving information



- GSGLA SU and troop support staff
- SUM meetings
- Service Team
- Troop Leaders
- GSGLA resources



GSGLA information resources – sign-up!

GSGLA newsletters (<u>all</u> are listed in CC manual)

GSGLA website

GSGLA Facebook

GSGLA Twitter

GSGLA Pinterest

GSGLA Instagram





Distributing information

<u>WHEN</u>

- Pick a day
- Only when it is needed
- Share at service unit meetings



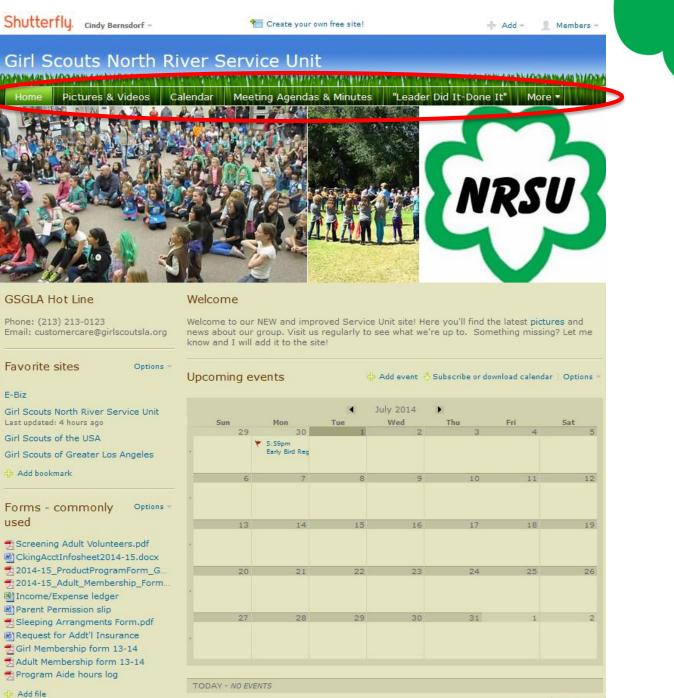
- Consistency have a plan
- Consolidate
- Different pathways



Storing information for access 24/7



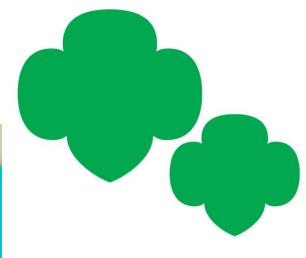
Website – Thank you, North River SU



See all events

Website – Thank you, Crescenta Valley Glendale SU







Girl Scouts of Greater Los Angeles ~ Crescenta Valley/Glendale Service Unit

Theme: Pacific Ring of Fire June 9-13, 2014 ~ 3:00 p.m. to 8:00 p.m. Crescenta Valley Park 3901 Dunsmore Avenue, La Crescenta, CA 91214

Campers: Girls entering 2nd - 5th Grade in Fall 2014 Day Camp ~ Ratios met by Adult Volunteers Cost: \$100.00 per camper (add \$15.00 if not a registered Girl Scout)

Fee covers cost of T-shirt, Badges, Camp Fun Patch, DVD of Camp Memories, Crafts, 3 Meals (Tuesday, Wednesday & Thursday) & loads of fun.

Registration will close when capacity of 150 campers is met. All campers must:
(1) Complete online registration. To access the online application for campers, <u>click here</u>.
(2) Complete the online registration and receive a confirmation email from the Camp Registrar with additional paperwork that is needed.
(3) Send requested forms and payment within two weeks of confirmation.

Celebrate the cultures of Japan, New Zealand, The Philippines, and Hawaii... with a fun family luau to end our week of camp!!!

Experiment with earthquakes, volcanoes, tsunamis, and more.

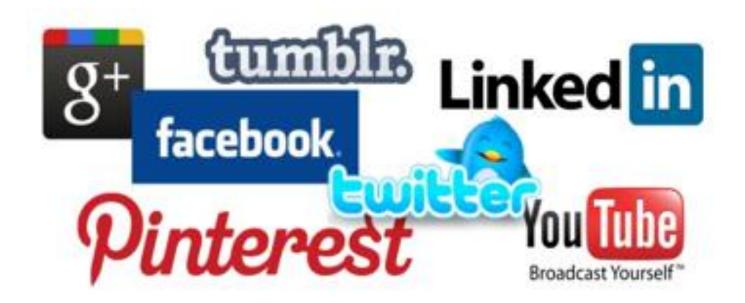
Have fun exploring with other Scouts!



Social Media

Guidelines

- Don't identify girls
- No messages that conflict with Girl Scout standards
- Treat others with care and respect





Facebook – Thank you, Allison Hurd, 'Girl Scouting SoCal'

Events

Photos



Files

Add File

Vrite Post Add Photo / Video Ask Question Write something Allison Lee Mussell Hurd 7 65 July 23, 2013 · Glendale, CA · Edited

Members

ALL NEW MEMBERS PLEASE START HERE

Girl Scouting SoCal

Welcome! This is a group for Girl Scout leaders and families in the Southern California Area. Get advice, ask questions, promote troop events, meet leaders and troops in our areas, Bronze, Silver, and Gold award projects.

All posts and comments must stay within the Girl Scout Promise and Law. And remember what goes on the internet STAYS on the internet. So if you need a good vent please keep your post constructive and leave names out of it. And respect that it may not be constructive to take comments made away from this group, even when you feel strongly about a subject. What happens here should STAY here.

Also Swap or Trading is fine with me as long as you do so responsibly and assume your own risks.

PROMOTION OF SERVICES that are not relevant to Girl Scouring, like adventig, or you will be removed from the group.

Notifications + Create Group

ABOUT

348 members

Closed Group

TO JOIN OUR GROUP YOU MUST REPLY TO THE MESSAGE (PM). PLEASE CHECK YOUR **INBOX & OTHER FOLDERS** Girl Scouts gather round the campfire and grab a warm mug. Share with the local Southern California Girl Scouting Community! Ask advice, spin the tales! All comments and posts must keep to the Girl Scout Promise and Law. Spammers will be removed and BANNED. And relax, you don't need to "friend" every one who is here.

48 members (6 new) Invite by Email

Add People to Group

Girl Scouts of the USA

SUGGESTED GROUPS

See All

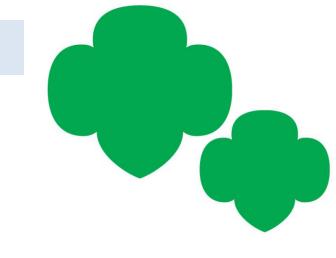


Girl Scout Float Decorators



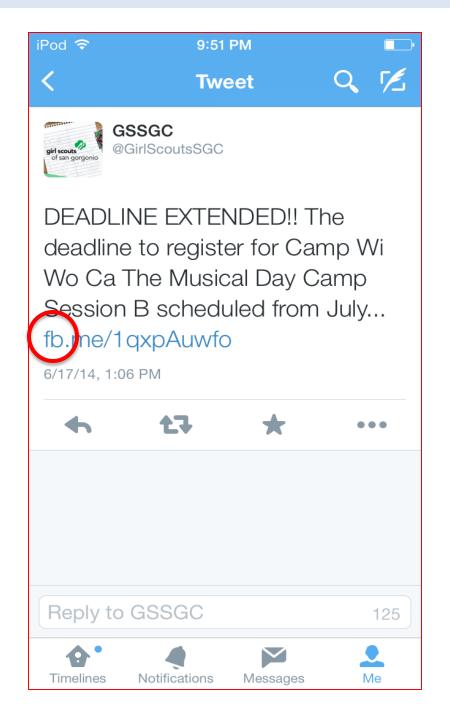


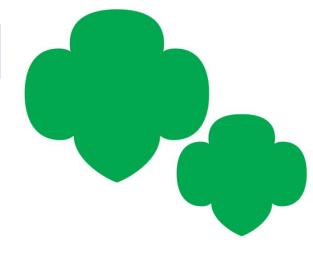
Facebook – Thank you, Stoneyridge SU





Twitter – Thank you, Melissa Pepe







Twitter – tweet your event live & link to files





Girl Scouts of GCNWI @GirlScoutsGCNWI

Anna G and Eva L taking over twitter featuring Iliana Levy of @Citi #CampCEO2014 #holla



Reply to Girl Scouts of GCNWI 117









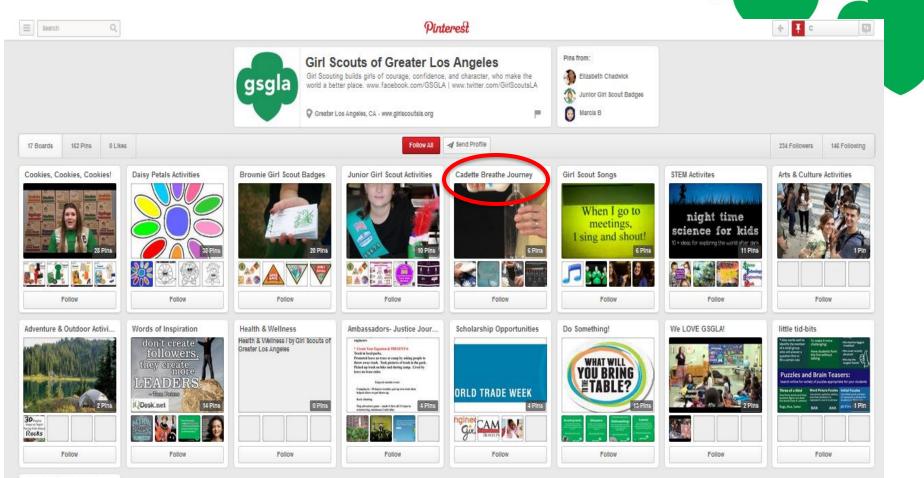
Women in aviation opportunity! girlscoutsosw.org/files/program/

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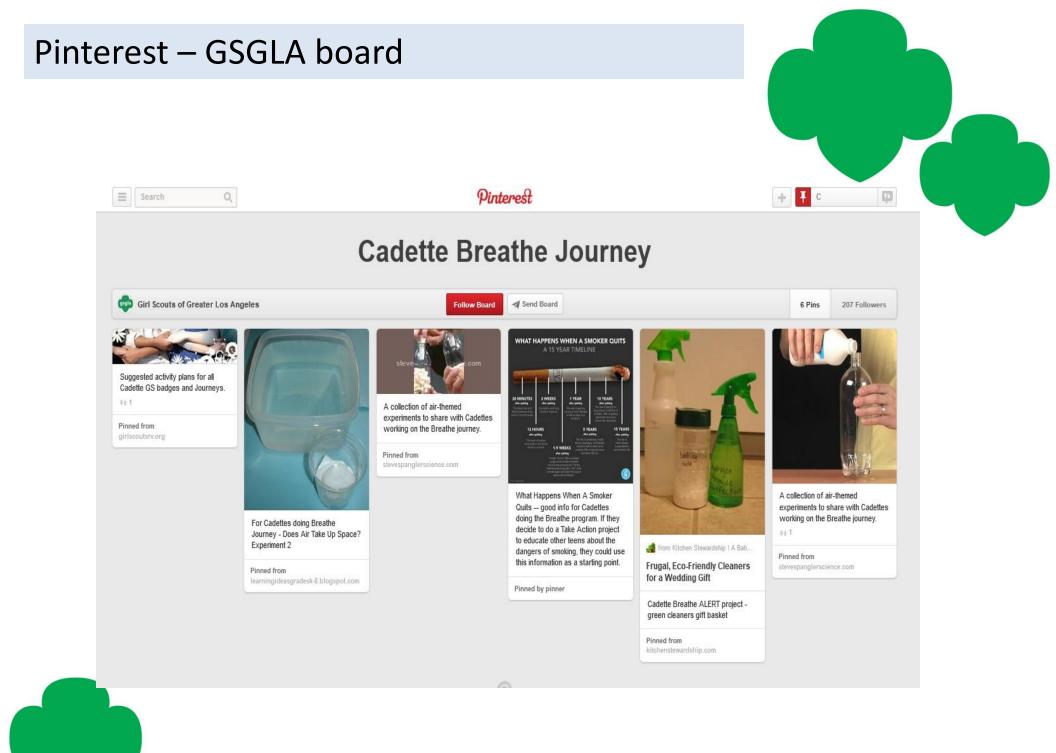


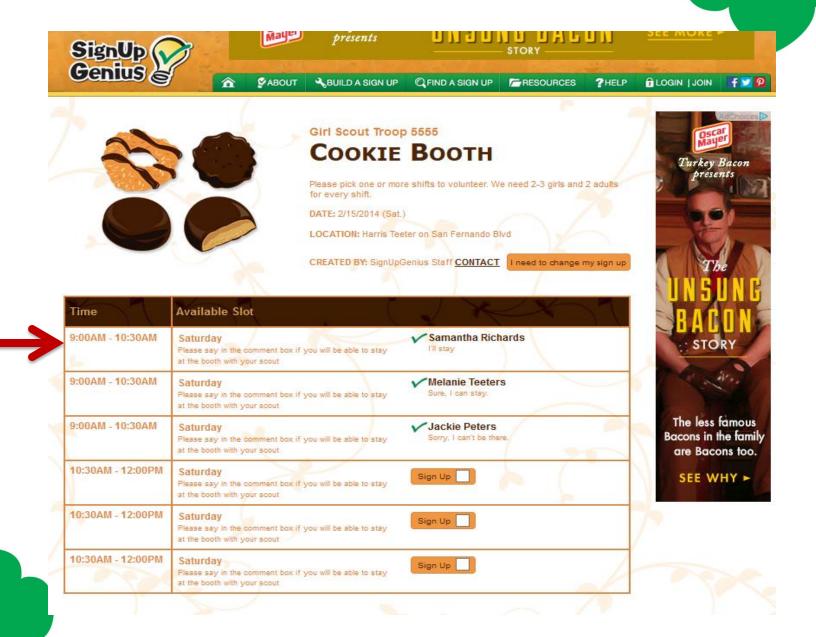
Pinterest – GSGLA home page



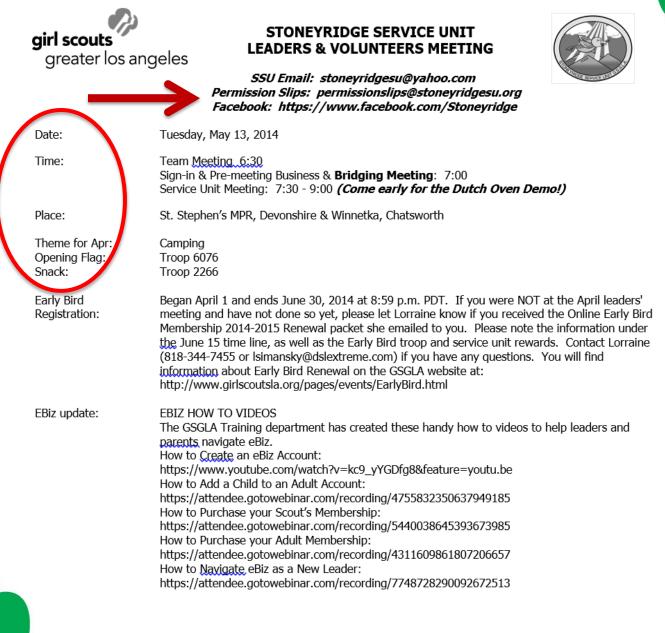
Thank You Volunteers!

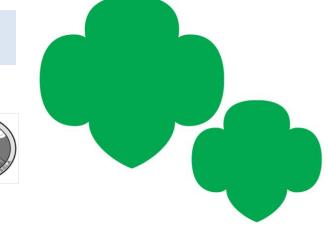




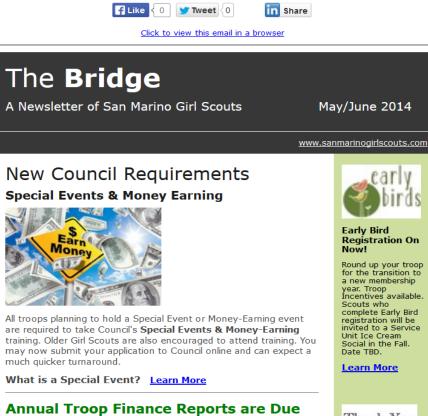


SU Newsletter – Thank you, Stoneyridge SU





Newsletter – Thank you, San Marino SU



Annual Troop Finance Reports are Due by June 30

All troops must submit their Finance Reports to Dawn Miller at outpostlady@earthlink.net by June 30.

Finance Report Form

Domestic Troop Travel Requirements

Troops planning to travel outside of California and/or will be spending 3 or more nights must take the new Domestic Troop Travel training. New policies are being implemented. Be sure to stay informed.

Honor Independence Day with Girl Scouts

Help San Marino Girl Scouts remain a vital part of our local community at the July 4 Celebration at Lacy Park. We need volunteers for the following:

Beverage Buying / Stocking



Early Bird **Registration On** Now!

Round up your troop for the transition to a new membership year. Troop Incentives available. Scouts who complete Early Bird registration will be invited to a Service Unit Ice Cream Social in the Fall. Date TBD.

Learn More

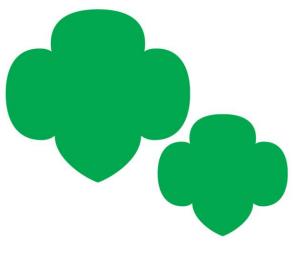
Thank You

Many **THANKS** to our wonderful service unit volunteers:

Cookie Warehouse Anita Pederson and the Cookie Delivery Crew. Too numerous to name, your combined efforts made this our most efficient Warehouse Delivery yet!

Mariposa Cookie Cupboard

Our own Dawn Miller and Lana Saucedo of Crown Poppy SU coordinated the first-ever Mariposa Cookie Cupboard. With volunteers from both service units, a less crowded Cookie Cupboard made picking up additional orders much easier!



Publicity and press releases

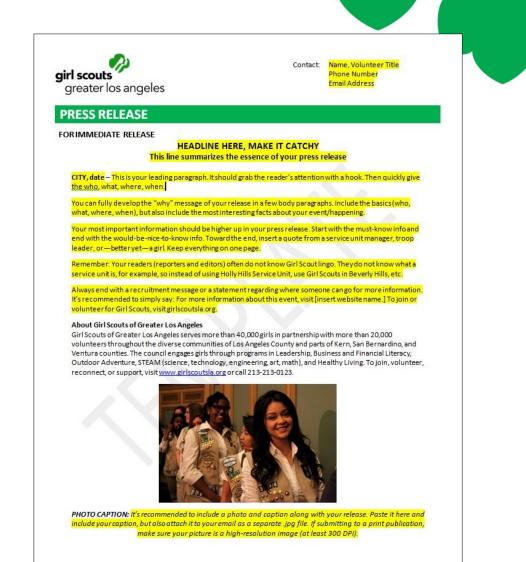
<u>SU communication coordinator</u>: hyper-local PR <u>Council staff</u>: regional PR

Publicity

- Before your **public** event
- Keeps the community aware of GS activities
- Increase your attendance

Press release

- Before or after an event
- Gives the local press the info they need to attend and write about the event (or publish pictures and a recap you provide)
- Keeps the community aware of GS activities
- Makes our girls proud!



Results – Published!



Friday, June 20, 2014 4:09 p.m. PDT



IN THE NEWS: SHOPLIFTING AT SPORT CHALET | LCHS SOFTBALL LEAGUE ACCLAIM | CITY COUNCIL APPOINTMENTS | 710 EXTENSION Search

Home > La Cañada News

Scouts take on bullying at La Cañada High School

Middle schoolers create a campaign that includes a helicopter flyover.

Email Share 25 Tweet 1 Like 24 8+1 0



An aerial view of La Cañada High School where La Cañada's Girl Scout Troop 4771 planned the flyover as the grand finale of a school-wide anti-bullying campaign at LCHS 7/8. (Courtesy of Girl Scouts Greater Los Angeles / October 9, 2013)





La Canada High School 7th and 8th graders

- Elections
- Nickelodeon (tv network)

By Sara Cardine October 9, 2013 | 2:31 p.m.

Hundreds of middle schoolers lined up on the La Cañada High School football field Friday morning in a series of indecipherable curves. They joked and squirmed, occasionally breaking form until the near-deafening sound of helicopter blades overhead stopped them in their tracks.

"Guys, hands to your sides for now," shouted LCHS 7/8 Principal Ryan Zerbel through a megaphone.

The helicopter hovered low as someone inside it captured the scene below on film. The shutter snapped on "LCHS 7/8" shalled out in chatty girls and hove above a page sign also

Stay Connected Follow us on Facebook » | Sports » @ @ValleySun » | @ValleySunSports » Times Community News: GlendaleNewsPress.com | BurbankLeader.com

9

advertisement

How you can get results

Access the publicity training webinar (recording) on girlscoutsla.org (under volunteer "Training & Support.")

Quarterly CC webinars: Begin Oct. 21, 2015 7:30-8:30 p.m.

Register on the Adult Education Calendar





TCN North News Staff

Cañada and Pasadena

Tweets from a list by Glendale News Press

bit.lv/UWeLG6

Breaking news and features from Burbank, Glendale, La

Club (and other incidents) >>

Kelly Corrigan @kellymcorrigan 10m

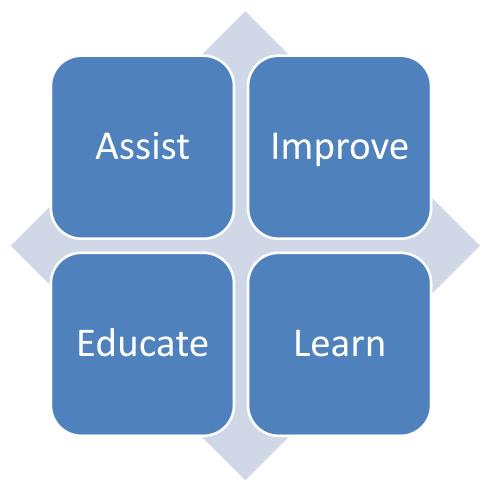
Nicole Charky @NicoleCharky 48m

About to eat my @boomf #instagram #magic #mallow #marshmallow from

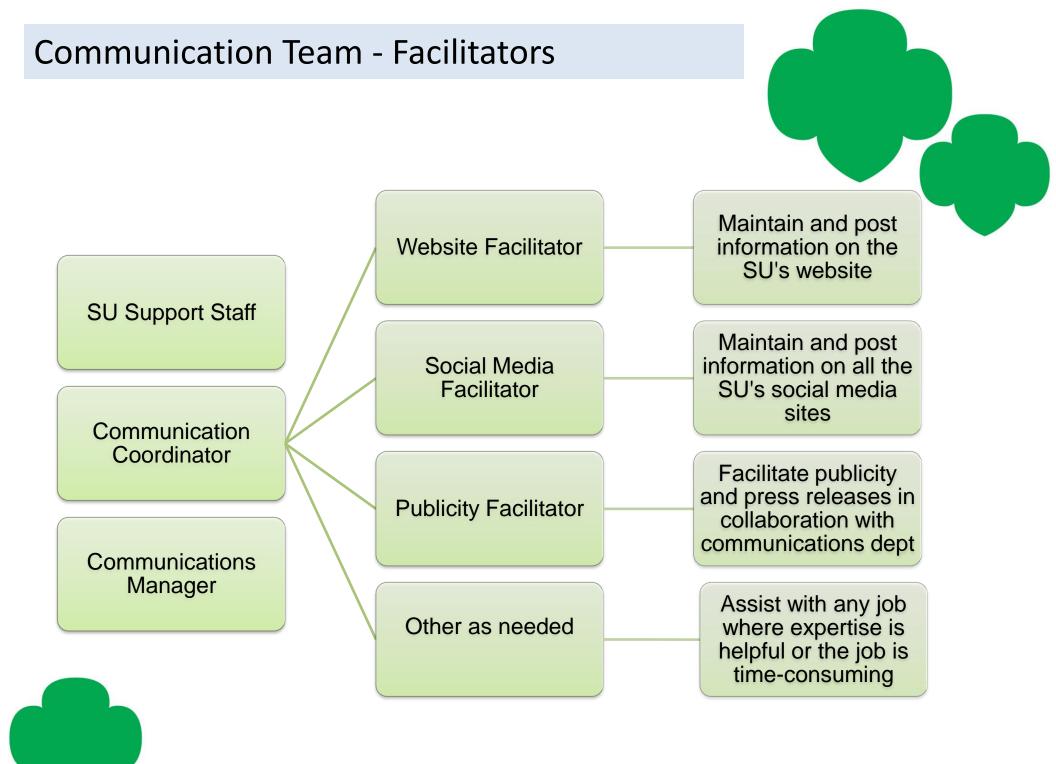
Crescenta Valley Crime: Someone cut down a pine tree at LCF Country

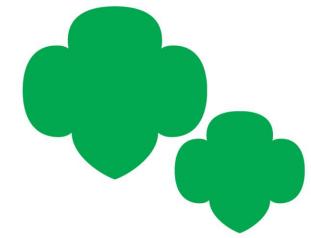
Nicole Charky @NicoleCharky 1h Hey Burbank/Glendale peeps: RT Make it your own

Support the needs of your service unit



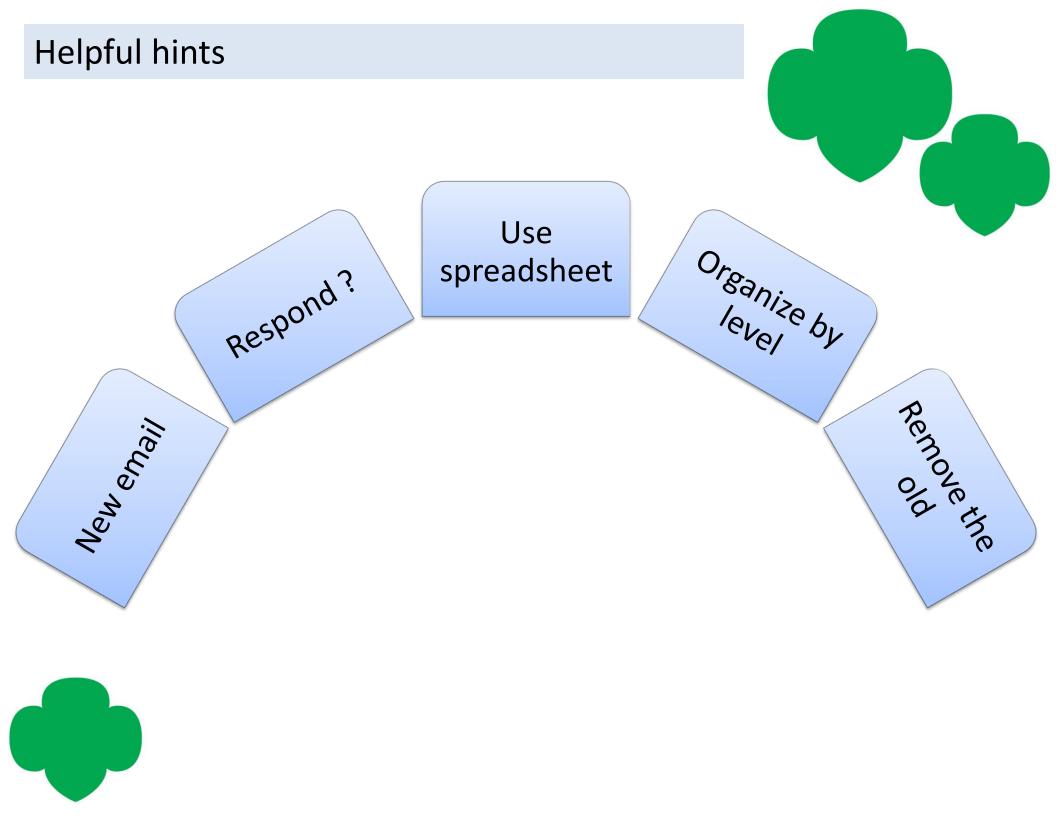






Learn about the SU Make a SU plan Connect with staff Sign-up with GSGLA Share with leaders Register for quarterly webinar





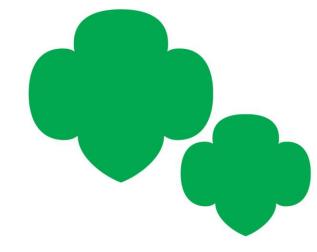
Excel spreadsheet - Thank you, Stoneyridge SU

	Α	В	L	D	E	F	G	Н	Ι	J	К	L	М	Ν
1	Name	Email	Troop #	All	All Leaders	D	В	J	С	SrAm	Multi	Team	Recog	SUM
2	Anderson Susan	anderson@yahoo.com	1234	1	1	1								
3	Blake Sarah	blake@hotmail.com	3456	1	1		1					1		
4	Collins Vera	collins@lafn.org	7890	1	1			1						
5	Elliott Betty	elliot@me.com		1								1		
6	Ferris Marilyn	ferris@gmail.com	234	1	1				1				1	
7	Gonzalez Maria	gonzalez@yahoo.com	345	1	1	1	1	1			1			
8	Holmes Charlotte	holmes@hotmail.com	456	1	1				1			1	1	1
9	Johnson Sally	johnson@lafn.org	567	1	1			1						
10	Kutscher Fran	kitscher@aol.com	678	1	1		1							
11	Martin Stephanie	martin@earthlink.net	789	1	1	1							1	
	Nelson Jane	nelson@att.net		1								1		
13	Peterson MaryAnn	peterson@sbcglobal.net	246	1	1				1	1	1			
14	Randall Theresa	randall@aol.com	357	1	1							1	1	1
	Stevens Kate	steens@att.net	468	1	1			1						
16	Thompson Sharon	thompson@hotmail.com	579	1	1					1		1		
	Walker Cindy	walker@yahoo.com	680	1	1					1				
18	member services	ms@girlscoutsla.org		1										
19				17	14	3	3	4	3	3	2	6	4	2
20														
21														
	NOTE: This is a sam	•												
23	addresses are fictitiou	us.												

Forms – Request to Post

	SERVICE UNIT REQU	IEST TO POST			
Please include all information that you wish to have distributed/posted via service unit- communication tools (e.g., service unit website, newsletter, social media, etc.) and retur to:					
A digital fillable version o	f this form can be accessed at: girlsc	outsla.org/pages/for_xolunteers/Cool_Tool			
Name (include troop #	and level):				
Phone:	Email:				
Date submitted:	Preferred	I date to distribute/post:			
Write-up/Details - This	s event was approved on:	by			
Event name:					
Event date(s):		Event time:			
Event location:					
Adult to contact:	Er	nail/phone:			
Other details (If submi	ssion is NOT an event, put full wr	ite-up here):			
Distribute or post using	g (SU website, Facebook, newsle	etter, etc.):			
		· /			
Who is to receive this i	information (community, age leve	el, all leaders, etc.)?			
	and a second continuity, ago love	., a			

New for 2015: There are additional forms & tools to help you with your job! Find them at the end of the CC manual, and email communications@girlscoutsla.org if you have questions about them.







You have completed Service Unit Communication Coordinator Training

Congratulations from the Communication Go Team !

Volunteers Allison Hurd Barb Karpp Barbara Courter Christyna Butcher Cindy Bernsdorf* Heather Hetrick Joan Hasler Melissa Pepe Rebecca Murphy 2015 Liaisons

Tina Wilson twilson@girlscoutsla.org Melanie Larsen mlarsen@girlscoutsla.org

* Go Team Lead

