

Service Unit Share Coordinator

A Self-Paced Training



Service Unit Share Coordinator

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Service Unit Share Coordinator

Thank you for volunteering to fill this important position on your service team. This course will prepare you for your role as the Service Unit Share Coordinator.

COURSE OBJECTIVES

After completing this training, you should be able to:

- Understand the Share campaign and its relevance to our Girl Scout Community
- Explain the importance of Share to the leaders in your service unit
- Create a Share plan for your service unit
- Ensure that the service unit team sets a goal for Share for the Share year (membership year)
- Assist the our council in conducting the Share Campaign.

HOW TO USE THIS TRAINING PACKET

Thank you for volunteering to help ensure a successful Share campaign for your service unit and Girl Scouts San Diego!

This training is designed to be completed at your own pace. The training packet is yours to keep and you should use it as a reference.

As you go through this training, think about and maybe even write down all the great times you have had in Girl Scouts, what it has helped you to achieve, and how it has changed the girls you have worked with. Sounds cheesy, but, remembering these good times and great outcomes helps inspire others to give back to the organization that has brought added value to the lives of countless girls, including your own Girl Scout, girls in her troop, and girls in the community.

Sharing the *joy* of Girl Scouting with girls and families who might not otherwise have the opportunity to participate, helps to lift everyone's spirit and inspires us to make this world a better place! Sharing your own **stories** with girls and families helps to inspire giving so we can continue to open more doors for the girls in our communities.

Here is an example of a story:

A Great Girl Scout Experience: Girl Scout Outreach (GSO) has a summer camp program called, Mountain Adventure, and it's for girls who participate in GSO. Girl Scout Outreach is a staff-led, 4-6 week, after-school program for girls from K-6th grade in low socio-economic areas.

A year ago, there was a girl who attended a session. She and her family were homeless. This Girl Scout was so excited that she was going to be able to attend the summer camp program- Mountain Adventure! Thanks to hundreds of families and donors that give to Share, she and several girls just like her, were able to attend camp. All costs, transportation, sleeping bags, camping supplies, all the programming and meals for the weekend were provided. Donating to Share is just one way to *share the joy* of Girl Scouting. At the end of the Mountain Adventure weekend, the girls gathered to talk about their favorite adventures of camp. Some talked about obstacle course, canoeing, cooking over the fire...and this girl said, **"My favorite part was having my own bed, and feeling like a normal kid"**. She talked about how great it felt to be a part of a group and discover new things she wouldn't be able to.

This is why we give. We give so that more girls can have access to Girl Scouting. We Share, so we can share our best experiences with someone who might not otherwise have the opportunity.

Use this extra space to jot down a few reasons why you volunteer for Girl Scouts San Diego and why your Girl Scout participates:

What is Share?

Share is a campaign to grow more G.I.R.L.s—that's Go-getters, Innovators, Risk-takers, and Leaders—right here in San Diego and Imperial counties. It is our Annual Family Giving Campaign, which starts from Oct. 1 to Sept. 30. With the help of our service units, we are able to **"Share the Joy of Girl Scouting"** by encouraging our Girl Scout families and friends to donate, making Girl Scouting available to *all* girls, regardless of their ability to pay. Each service unit sets a Share fundraising goal at the beginning of the membership year, and donations made by members of that service unit count towards the goal.

Previously, the campaign was called "S.H.A.R.E." or *Share Her Annual Real Expense*. Currently, the annual cost to provide Girl Scout programming to our members is \$500 per girl. Thanks to our generous donors, and successful Girl Scout events, we are able to have much of it covered. Nonetheless, there is still a need for Share, as of 45% of the 20,000 local girl members are living in households that struggle to make ends meet.

Supporting the Share Campaign for your Service Unit

Share Coordinators are members of the service unit team who advocate for the Share program. They help our 40 separate service units connect under a common objective of engaging our Girl Scout families in support of Girl Scouts San Diego.

Take a few minutes to review your position description in the REFERENCE PAGES to develop an understanding of your role.

Your position is divided into two areas of responsibility: Administration and Marketing. Let's look at them one at a time.

Administration

One very important task for each service unit is to set a Share goal, you will help your service unit to establish this goal. This goal is useful for you as you plan your activities for the year and for our council as we put together our budget and plan activities and programs.

In collaboration with your service support specialist, **you and your service unit team will set a goal each membership year**. Our council can suggest an amount, based on the previous year's performance. Once you have agreed on a goal, the dollar amount should be reported to your service unit support specialist staff by **October 15th**.

Goal Setting Tips:

One way to help determine what your goal might be is to review how much your service unit was able to raise in last year's Share campaign. This number can be found on your service unit goal sheet which you will receive from your service unit support specialist. You might want to stretch your service unit a little and add a percentage or two to this number for this year's goal.

Part of setting your service unit dollar goal is to determine how you will provide every parent in your service unit with the opportunity to participate in Share. Will there be events that families attend where you can solicit contributions to Share (World Thinking Day, Cookie Kick-Off, etc.)?

If possible, you will help each troop leader to establish a troop Share goal. Keep an updated roster of the troop goals in your service unit. Remember, you can use any system that works for you.

The Service Unit Share Report (REFERENCE PAGE) is an optional form to be used to keep track of the troop Share goals. As you receive Share contributions, submit the appropriate documentation to council by June 30th to be eligible for the Presidents' Award and by September 30th to be applied to the current Membership Year. Some parents and troop leaders will turn their contributions in directly to our council. Girl Scouts San Diego records these contributions and credits them to the service unit goal.

Marketing

Another part of your responsibility will be to educate your service unit team members, troop leaders and parents in your service unit about Share. There is a Frequently Asked Questions (FAQ) sheet included in your REFERENCE PAGES that will help you when you make your presentations. Resources from your Share lead will also be available to you: Flyers, customizable PowerPoint Presentation, readily available snippets for Social Media postings, community newsletters, or for your service unit website.

Plan on inviting all the parents to at least one Share meeting or activity in your service unit. This is a great way to get this message out. Participation increases awareness and involvement in all aspects of Girl Scouting. How you decide to present Share to parents can help you set your goal.

Twice a year you will make a Share presentation at a service unit meeting to educate new leaders on the importance of Share and to remind continuing leaders of this vital part of our council's overall fund development efforts.

Share Presentation Board (or PowerPoint presentation) - You can create a service unit Share presentation board, or PowerPoint slide show to assist you with presenting. You or someone in your service unit is asked to keep this board and make it available for leaders to check out for their parent presentations.

Share Events - Your service unit may conduct a special event for Share, however, we ask that you encourage your parents to give to Share through the **Share Cards** provided to you at the beginning of the membership year. The Share cards are the cards attached to the patches. If a family donates towards a Share Patch for \$15 or more, they can write out their information and send it back to our council to receive a tax receipt letter. Families may also donate to Share through our website. **Please remember to have them note their service unit, with any transaction.**

You can also easily incorporate Share into existing service unit events.

Some ideas include:

- Add \$1 or \$2 to the price of an existing service unit event to be a donation to Share.
- Have a Share information table with resources and Share giving cards.

Promoting the Share Patch – Using the Share patch is a great opportunity to raise funds at any of your events. With a donation of \$15 or more, a family can receive a patch. If 10 families receive patches, that's \$150!

Share Patch Contest – Each year, Girl Scouts San Diego coordinates a Share Patch contest, where all girls are welcome to design the next year's Share patch! The entry forms will be available in June of each year. In August, we will judge the patch and reveal the winner on October 1. Please do your best to spread the word about the Share Patch contest! It's fun for the girls and helps build community. To receive a patch packet, please reach out to your Share lead at give@sdgirlscouts.org, your service unit manager.



Congratulations to Hannah A. of Imperial Valley Service Unit for winning this year's Share Patch Contest!!

How to access the Opportunity Fund

It is so important to let ALL members in your service unit know how to access Share/Opportunity funds. With the widespread pandemic, many more families have a greater need this year and most will be too proud to ask. Please ensure all your members that their applications are strictly confidential and can be found on our website at sdgirlscouts.org/financialaid. No family in need will be denied membership into Girl Scouts!

Ways to Give to Share

Online

Online donations are an easy and secure way for families to contribute to Share. You can find the form at sdgirlscouts.org/give. Donors may use the form on general donation page or on the Share section on the Girl Scouts San Diego website. All members can contribute when registering for a council event, or when renewing their membership. Please remind your members to note your service unit on the form to receive credit! Once we receive a donation via the website, the philanthropy team will send a "Thank You" letter/tax receipt in the mail within 3 to 5 business days. If you do not receive the letter, please contact Trish Domingo at [tdomingo@sdgirlscouts.org](mailto:t Domingo@sdgirlscouts.org).

In Store

Each of our council stores (Escondido, Carlsbad and Balboa) can accept Share donations. You can always add a Share Patch donation to your phone or in person order! Make sure to check store location, hours and COVID restrictions at sdgirlscouts.org/store.

Join Daisy's Circle

Daisy's Circle is Girl Scouts San Diego's monthly giving program. Daisy's Circle members make convenient, monthly gifts to support the long-term success of Girl Scouts San Diego. Anyone who joins Daisy's Circle can designate their donation to count towards their service unit's Share goal. See more on the benefits and incentives of monthly giving at sdgirlscouts.org/daisyscircle. You may also contact Barbara Kramer at bkramer@sdgirlscouts.org, if you have any Daisy Circle questions.

Mail a check

Share contributions can be mailed directly to philanthropy team. When the pandemic shut down is lifted, money can also be hand-delivered to our Balboa Park offices at **1231 Upas Street, San Diego, CA 92103**. Be sure to include service unit name and troop number. Please do not mail cash donations. If you receive a donation don't forget to submit it to council within 30 days of receipt.

Employee Matching Gifts

A matching gift is an excellent way to increase contributions that your families are already giving. Encourage your families to see if their employer/human resources department does a dollar-for-dollar match. Companies may also offer to match volunteer time contributed to nonprofit organizations through a volunteer incentive program. You can really double your impact!

Share Award

Yes! You can win an awesome Award!! The Share Award recognizes Service Unit Share Coordinators or other volunteers who have set, tracked, created, and followed a plan to build support the Share campaign, which helps keep Girl Scouting available and affordable for all.



Candidate criteria:

- Registered Girl Scout adult member in good standing
- Demonstrated evidence of action by giving their encouragement, education, and motivation toward philanthropy in Share and involvement in Girl Scouting.
- Service went above and beyond what is expected of a service unit share coordinator

Nomination process:

- Girl Scouts San Diego volunteers may recommend an organization or individual or service unit Share coordinator.

Approval:

- A volunteer recognitions task group reviews all nominations and approves or denies the award. The volunteer recognitions specialist will notify candidates of their acceptance.

Form of recognition:

- Gold Share pin

Award presentation:

- Annually at Volunteer Celebration

SHARE

Reference Pages



Service Unit Share Coordinator

Position Description

Appointed by: Service Unit Support Specialist
Reports to: Service Unit Manager and Service Unit Support Specialist
Term: One year — may be reappointed annually.

Expectations

- Honor and live by the Girl Scout Law.
- Ensure service unit team sets a Share goal for membership year by Oct. 15.
- Attend monthly service unit team and leader meetings.
- Make at least two (2) presentations at monthly service unit meetings to educate service unit membership on the importance of supporting Girl Scouts and the Share Campaign.
- Maintain regular inventory of Share incentives (patches)
- Submit Share donations to council within 30 days of receipt
- Maintain regular communication with service unit manager, team members and Girl Scout staff.

Competencies

- Supportive team-player able to work with people of diverse cultures, abilities, personalities, ages and backgrounds.
- Serve as a positive role model to girls and adult members.
- Strong organizational skills; accurate and efficient.
- Effective oral and written communication skills.
- Computer/internet access and proficiency
- Willing and able to give the time necessary to complete duties and responsibilities as outlined.
- Informed and enthusiastic resource of Girl Scout knowledge for members and non-members.

Requirements

- Be a currently registered Girl Scout member in good standing.
- Have a current background screening on file.
- Complete training for the position prior to assuming duties.
- Accept responsibilities and duties as outlined.
- Attend annual Service Unit Share Coordinator Roundtable and/or Webinar.
- Affirm that the Girl Scout movement actively seeks members of every racial, ethnic, religious and socioeconomic group.
- Accept Girl Scouts of the USA and Girl Scouts San Diego policies, procedures and guidelines.

Thank you for volunteering!!

Service Unit #	
Name:	
Address:	
City:	Zip:
Primary Phone:	
Email:	

Girl Scout Law

**I will do my best to be
honest and fair,
friendly and helpful,
considerate and caring,
courageous and strong, and
responsible for what I say and
do, to respect myself and others,
respect authority,
use resources wisely,
make the world a better place, and
be a sister to every Girl Scout.**

This agreement must be signed and returned to the service unit support specialist.

I have read and understand the responsibilities of this position:

I am a registered Girl Scout member in good standing and agree to do my best to uphold my responsibilities as service unit registrar. I recognize this is a volunteer position and will not expect or accept any monetary compensation. If for any reason I cannot fulfill my tasks as defined here, I will inform my service unit manager and/or service unit support specialist immediately.

Signature: _____

Supervisor: _____

Date: _____



Share Patch donation procedure for COVID-19

Due to the limitations the pandemic has presented to us, the service unit share coordinator will need to ask families to return this portion of the Share Patch card for an official tax letter/receipt.

A green rectangular form with a white background for the text area. The word 'SHARE' is at the top left. To its right, it says 'Please provide the following information so we can send your receipt.' Below this are several lines for personal information: Parent's name, Address, City, State, Zip, Phone, Email, Troop, Service Unit, and Donation amount. On the right side of the form, there is a vertical dashed line and the text 'Thank you for helping more girls experience the joy of Girl Scouting!' written vertically.

SHARE Please provide the following information so we can send your receipt.

Parent's name _____

Address _____

City _____ State _____ Zip _____

Phone _____

Email _____

Troop _____ Service Unit _____

Donation amount _____

Thank you for helping more girls experience the joy of Girl Scouting!

Your service unit support specialists (SUSS) will have patches available, or please reach out to Trish Domingo at tdomingo@sdgirlscouts.org to request your own packet of patches!

Instruct family to send the card to:

Girl Scouts San Diego
Attn: Share
1231 Upas St
San Diego, CA 92103

Note: It is important for us to know their Troop # and/or service unit# to give proper credit to your service unit!

- If a Share Patch is purchased via the Girl Scout San Diego store, please instruct the same.
- For Share donations received via our website, a patch will be mailed directly to the family, along with a tax letter/receipt.

SHARE

Service Unit Share Report

Service Unit Name _____
 Service Unit Manager _____

Instructions:

- Fill out all information for each contribution received. Remember to include gifts that have been made during the eligible period: Oct. 1 to Sept. 30.
- Final deadline to turn in contributions is September 30. Deliver or mail contributions to Balboa Service Center: **1231 Upas Street San Diego, CA 92103 Attn: Share**

Family Member's Name	Troop #	Address	Amount
		Total:	



Service Unit Share Coordinator Self-Assurance Questionnaire

1. Why is Share important?
2. How do you set your service unit's Share goal and when is it due?
3. Is it your job to help train troop leaders on the importance of Share?
4. What form do you, as a Share coordinator, use to track troop and service unit contributions?
5. What form does a troop leader use to track troop contributions?
6. When are the Share contribution forms from the service units due to council?
7. Where does Share money go?
8. How many service unit Share presentations are encouraged per year?

SHARE



1231 Upas St., San Diego, CA 92103-5199

Phone: 619-298-8391

Toll-free: 800-643-4798

Store: 619-610-0760

Fax: 619-298-2031

give@sdgirlscouts.org