



Your Service Unit Team

Position	Name	Phone #	Email address
Council MDM	Debra Sigman	692-0692 ext 124	dsigman@riverbluffs.org
Service Unit Manager	Sue Zimitsch 1324 Gerber Woods, Edw	655-1352 for messages 789-0479 for emergencies	smzimitsch@charter.net
SU Registrar/Day Camp Dir.	Renee Stephenson	288-5918	sgt_renee@hotmail.com
SU Training Coordinator	Laura Million	650-2409	lmillio@siue.edu
SU Cookie Chair	vacant		
Columbus TOC	Laura Keiser	659-1022	mlkeiser@sbcglobal.net
Glen Carbon TOC	vacant		
Hamel/Worden/Trinity TOC	Sherry Warren	488-6681	troop_789@yahoo.com
LeClaire TOC	Stacey McCracken	656-2740	mccracken4@charter.net
Liberty/Lincoln/HS TOC	Denise Coad	659-9067	dcoad@charter.net
Midway TOC	Danielle Roberts	692-1902	danx2@madisontelco.com
NO Nelson TOC	vacant		
St. Boniface TOC	vacant		
St. Mary's TOC	Glynda Lavelle	659-0863	bnglavelle@charter.net
Trinity Lutheran TOC	Vicki Thalmann	288-1149	tsthalmann@yahoo.com
Woodland TOC	Barb Stamer	692-0991	no email

Future Grapevine Topics

- Sep** Trips & Tours—share places to go for field trips, critiques & evaluations of places you've been
Leaders' meeting guest—Hampel Magic
- Oct** websites—share website addresses you've found helpful, include a short description
- Dec** Troop meeting activities—share activities for troop meetings that went well
- Jan** Troop meeting guests—names of people/organizations willing to come to your troop meetings
Leaders' meeting guest—Dorothy Mezo with a scrapbooking demo
- Feb** Crafts/SWAPS ideas—simple ones to make with girls
- Mar** Council Resources—a list from Council, share your evaluations of things you've used
Leaders' meeting guest—Council staff
- Apr** Games—ones you think the kids like
- May** Songs—send in the words to your favorite camp songs
Leaders' meeting guest—someone to lead us in a sing-along

Always pass along any service opportunities you hear about and I will include them. Share anything else you can think of and if room allows I will include it.

If you write a critique of a place or activity you've done please try to be specific about what you liked or disliked. For example, instead of saying 'It was great' say 'It was great because the girls were kept busy the whole time, the activities were wonderfully age appropriate'. Or instead of saying 'It was horrible' say 'It was horrible because the girls were bored by too long of breaks between activities'.

Commonly Used Forms

Parent Permission Form – one for every girl every time you do anything for Girl Scouts outside your regular troop meetings including Service Unit events; troop leader keeps all signed copies; carries them to the event

Troop/Group Activity Notification Form – one for troop/group every time you do Parent Permission Forms; turn in to your TOC with one unsigned copy of the Parent Permission Form attached

Troop/Group Report – fill out every month Sep-May; turn in to TOC at monthly Leaders' meetings

Annual Report of Detailed Cash – fill out once a year; turn in to TOC at May Leaders' meeting

Year End Evaluation – fill out once a year, turn in to TOC at May Leaders' meeting

Camp Application – use this when you want to reserve a site at one of the Council's camps or the Council building; must be signed by Service Unit Manager or other authorized people (for us this means Sue Zimitsch, Stacey McCracken, or Sherry Warren); fill out two copies, leave one with the SUM and turn in the other to Sharon Miller at the Council with payment; Sharon is also the person at Council you would call first to find out the availability of the site you want to reserve

Camp Report – must be filled out and returned to Council every time you use any of the campsites or Council building; you will receive this in your confirmation packet when you make your reservation; you will not be allowed to use a Council facility again until this is completed

Equipment Requisition Form – use this when you want to borrow from Council any of the vast multitude of equipment, activity boxes, flags, etc; flag requisitions are turned in to June Herschbach at Council, any other requisitions go to Sharon Miller with a \$20 deposit which will be returned to you when you return the equipment to Council

Money-Earning Approval Request Form – whenever your troop is doing a fundraiser besides the Council's cookie and candy/nut sales; must be approved by Service Unit Manager (Sue Zimitsch) she has a list of Council approved types of fundraisers

Insurance Enrollment Form – you must purchase extra insurance any time you have non-registered people at your Girl Scout events including troop meetings (registered Girl Scouts are covered by insurance in their registration fees); there is a minimum so put as many events as you can on one enrollment form; turn in to Council with payment; Barb Boyer at Council can answer your questions; the Service Unit will purchase this insurance for all SU events as does Council for Council events

Cookie Caravan Registration Form – only if you will be participating in the Cookie Caravan; must be signed by SU Registrar (Renee Stephenson) and then turned in to Council; normally your SU Cookie Chair would assist you but since we don't have one, for now Amanda Kaemmerer at Council can answer any questions about this

Registration Forms – one for each girl; turned in to SU Registrar (Renee Stephenson) with payment from troop account (no cash and no personal checks except for new troops who don't yet have a troop account); registrations can be turned in any time throughout the year; a registration year runs from Oct 1-Sep 30

Dues Summary Form – every time you turn in Registration Forms to your SU Registrar (Renee Stephenson), you must include one of these whether you are turning in one Registration Form or your whole troop

Financial Assistance Forms – for girls and adults; use this if you have someone who cannot pay the registration fee; girls would also receive a sash and the troop would receive dues up to \$20 for the girl; Barb Boyer at Council can answer questions about this

Individual Girls Records – kept and used by troop leaders; this tracks activities, badges, recognitions, etc; if girl transfers to another troop this should go with her; there is a different form for each level of Girl Scouts

Health History Form – kept and used by troop leaders; should be updated each year; brought to all Girl Scout events