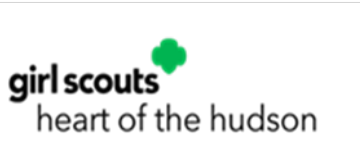




SERVICE UNIT Merger Guide



Created & Update: 5/8/23



Introduction Guide On Service Unit Mergers

Productive and healthy Service Units are a key component to ensuring that Girl Scouting can, and is, thriving in the local communities we serve. Strong Service Units ensure that girls and adults are able to fully access Girl Scouting, allowing them to have a valuable and meaningful experience with our movement.

The Service Unit structure is at the core of making Girl Scouting happen “on the ground,” so it is important that Service Units are functioning at their best. In the case where a Service Unit may not be able to fulfill the responsibilities necessary to keep Girl Scouting moving forward in their community, it may be necessary for the Service Unit to consider merging.

This guide is a resource and outlines the process for key Service Unit volunteers as they explore a possible merger.

Each potential merger may look different as each Service Unit has varying demographics, volunteer support and needs.

Please review this guide carefully and know that the ultimate goal is always to ensure that girls and adults, in each Service Unit, have the best possible experience in Girl Scouting.

- **Step 1: Notify the CEO and Director of Community Engagement if you are considering a possible merge.**
- **Step 2: Identify the need for service units to merge and begin discussions following the steps below.**
 - A. Sample reasons or conditions to consider a merge of Service Units:
 - Declining membership due to population shifts
 - Lack of participation in all Girl Scout related events, including council and/or Service Unit programs, camps, fundraising
 - Financial limitations and challenges
 - Need help in all aspects of operations of the Service Unit (*Key Service Unit Team Roles*)
 - No meeting location
 - School District has initiated a realignment of schools
 - Lack of leadership
 - Two Service Units overlap school districts

*These are sample reasons or conditions and not exhaustive to the discussion.
 - B. Does the merger work geographically?
 - C. Look at the school districts that will be covered by the merge
- **Step 3: Identify conflicts that could occur.**
 - A. Examples of conflicts that could occur;
 - One Service unit does not want to merge.
 - Two Service Unit Managers or Service Unit Teams unwilling to work together
 - Meeting location conflict
 - Merging bank accounts and Service Unit money distribution
 - Strong personalities in one Service Unit overtaking weaker personalities
 - Facilitating the Service Unit Team's re-structuring
 - Lack of Service Unit volunteer leadership for key Service Unit roles
- **After notifying the CEO & Director of Community Engagement of an interest in merging, the timeline is determined by the Service Unit's merging and must be completed within one year.**
 - A. Providing time allows the Service Unit to spend any money that they currently have available, giving the two merging Service Units time to attend each other's events prior to the merge and get to know each other.
 - B. If they have a current calendar of events scheduled for the Girl Scout year, they will be able to complete all the events; and on the start of the new Girl Scout year, October 1, integrate calendars going forward.
 - C. Have both Service Unit teams get together as soon as possible to share their current calendars.
- An initial meeting of both Service Unit teams is recommended to review current Service Unit positions and any other positions vacant to assure the future success of the new Service Unit and the financial status of each Service Unit. At this point, the Service Units evaluate the need to create a new Service Unit team with members referring to the Service Unit volunteer position descriptions document for further guidance. If the Service Units determine additional support is needed, the community

engagement director, COO, CFO or CEO are ready to assist the Service Units in assuring a successful outcome.

- Once leadership is identified for the new Service Unit, the new Service Unit Manager and Service Team will be given a list of all the schools that are in the new Service Unit area, a map of the geographic area and provided access to a combined Service Unit roster in Looker.
- The new Service Unit leadership team will decide which existing Service Unit number is to be used going forward, and select a new name which best represents the new jurisdiction.
- The new Service Unit leadership team reviews the merge of their calendars, including re-establishing a Service Unit meeting location, what events will remain, which ones will not be carried forward, and new ones that will be put in place.
- A final review with the new Service Unit leadership team and the CEO, COO and/or Community Engagement Director will be scheduled to assure that all steps have been completed and everyone is in agreement. At that time, the council staff will confirm the effective date of the merger with the new Service Unit leadership team.
- The Service Unit can decide if they would like to celebrate the new merger with a memorable ceremony.

Step 4: Final Steps:

- Once the merger is complete, the CEO, Director of Community Engagement, or COO sends an email notifying Registrars that it is complete.
- VOLUNTEER EXPERIENCE MANAGER Service Unit list for the council should be updated.
- Dashboard should be updated.
- Recruitment plans should be updated.
- Council staff should be updated.

General Processes

- A. Discuss recruitment strategies
- B. Discuss management roles
- C. Discuss name change

Impacted Service Units: [Click here to enter text.](#)

Proposed time to begin merger process: [Click here to enter text.](#)

Proposed time for completion of merger process: [Click here to enter text.](#)

Step One: Identify the need for Service Units to merge. Include data to support as needed.

Reason one: [Click here to enter text.](#)

Reason two: [Click here to enter text.](#)

Reason three: [Click here to enter text.](#)

Reason four: [Click here to enter text.](#)

Step Two: Identify conflicts that could occur and how they can be mitigated

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Submit Steps 1 and 2 to supervisor electronically

Date approved by CEO: [Click here to enter text.](#)

Step Three: Timeline

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Step Four: Notifications & Internal Changes	
Action: Notification of CEO & Director of Community Engagement of completion of merger	Date: Click here to enter text.
Action: Update of troops and members in VS – Data Analytics	Date: Click here to enter text.
Action: SU List for council updated	Date: Click here to enter text.
Action: Dashboard updated	Date: Click here to enter text.
Action: Notified All Staff	Date: Click here to enter text.
Action: Recruitment plans updated	Date: Click here to enter text.
Action: Notification of Director of Member Care	Date: Click here to enter text.