

Service Unit Training

Steps to Success in SU Training:

1. Pick a date and time for cookie training. We recommend setting aside at least one full hour for this. Decide whether you wish to hold this in-person or virtually.
Special Note: It is crucial that you hold this for all members – especially new troop leaders. By holding a full training, you can help solve problems before they start, people are more comfortable, it helps troop leaders connect, and more.
2. Use your **Looker Report** to invite all Troop Co-Leaders and Troop Cookie Sale Coordinators to your training. Be sure to check if you have an IRM Coordinator or IRM parents you may want to invite.
3. Host training and distribute materials. If hosting virtually, determine how leaders will get materials from you.
4. Follow up with any Troops that did not attend training.

Your Service Unit Training: Sample Agenda

- **Welcome & Introductions**
You may want to have everyone attending introduce themselves if you have new leaders.
- **Power Point/Volunteer Guide Walk Through**
Overview of the Program
- **Show them where to find their resources**
- **Talk to them about hosting their own Troop Parent Night.**
Help leaders understand the importance of hosting a troop parent night meeting. (A [sample agenda](#) can be found on our website in the Resources for Volunteers section)
- **Review Dates and Deadlines**
- **Questions & Closing**

Please let us know if you need help!

- If you are not comfortable training or want council support.
- If you do not know how to use Looker - please let your Membership Specialist know!
- If you can't get logged into eBudde.
- If you need more materials.

**We are here to help support you so that you
and your Service Unit succeed!**

Training Materials

- Volunteer Manual (one per Troop)
- Family Manual (one per girl)
- Cookie Order Cards (one per girl)
- Money Envelope (one per girl)
- Initial Order Worksheet (one per girl)
- Receipt Booklet (one per Troop)
- SU Cookie Samples for tasting
- Package of Cookies (one per Troop)

Other Supplies

- Cookie University Flyer
- Train Your Troop Flyer (Foldable Cookie Signs)
- Parent Meeting Night Agenda Sample