



Girl Scouts of Greater Chicago and Northwest Indiana

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SU # _____

Date _____

Troop Leadership Team Year-End Review Tool for Leaders, Assistants, Co-Leaders, and Advisors (This form should be submitted to the Service Unit Manager by June 15)

Name _____ Troop _____

Address _____

City _____ State _____ Zip _____

Phone _____ Cell Phone _____

E-mail _____ Grade Level _____

The Girl Scout organization promotes adult development to enhance personal growth and to ensure a proper functioning Service Unit. As part of the development process, this document is a tool to assist in setting goals and identifying your accomplishments. This document may also be useful to you in translating your volunteer experience into resume enhancement and career development. The criteria below are based upon your position description. This report is just one of the pieces taken into consideration when discussing reappointment or reassignment of positions. This document will assist in planning as well as assist council staff in meeting your needs. Don't be discouraged if you do not meet every goal. It is a process - aim to fulfill additional goals each year.

Troop Guidelines	Goal Achieved	Goal Scheduled
Our troop accepts all girls regardless of race, ethnicity, socio-economic status, religion, or ability.		
The needs and interests of the girls guide the activities of our troop, incorporate the Girl Scout Leadership Experience, and reflect the funds we have available.		
Girls are involved in the decision making, budgeting, goal setting, and planning process at a level appropriate for their age group.		
Our troop understands the Girl Scout Promise and Law and can use it to guide our actions.		
Our troop provides activities that help girls learn how to be inclusive with other people.		
Our troop plans and carries out service projects and Take Action projects.		
We issue permission slips to parents in advance for all activities outside of our normal meeting location and day.		
We consult <i>Volunteer Essentials</i> and council policies and procedures when planning activities and trips, complete trip applications as required, and follow recommended girl/adult ratios for troop meetings and activities with a minimum of two adults.		
We have the council emergency procedures card, health history cards, and first aid kit with us at meetings, trips, and events.		
Adults who drive girls on trips have submitted a volunteer application, have a valid driver's license, and have current auto insurance.		
Our troop has a bank account with two signers, keeps an accurate record of all income and expenses, and submits financial report annually.		

Leader Year-End Review

Revised April 2013

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Troop Guidelines	Goal Achieved	Goal Scheduled
Initial GSUSA membership registrations are submitted by September 30 and registration forms for additional girls are submitted as soon as possible. Girls registering after September 30 cannot participate until their registrations are submitted.		
We participate in the Fall Product Program.		
We participate in the Cookie Program.		
Our troop has a system in place to communicate with parents/guardians regarding meetings, events, and emergencies.		
We inform parents/guardians about the benefits of Girl Scouting and encourage Family Partnership participation.		
I use the council and national web sites to keep myself up-to-date regarding Girl Scouting.		
Our troop is represented at most Service Unit meetings. _____%		
I have completed training appropriate for my position and informed other adults in the troop of the training required for their positions.		

Troop Enrichment Activities	Goal Met	Goal Scheduled
We participate in early registration.		
We welcomed additional girls and/or adults to our troop this year.		
We participate in activities from Girl's Guide to Girl Scouting and/or Journey books during our troop meetings.		
We work toward or complete an award for our grade level.		
We plan and carry out field trips or camping.		
Our troop has a first-aider, as needed, for camping, overnights, or other activities specified in <i>Safety Activity Checkpoints</i>		
The girls were afforded the opportunity to participate in all local Service Unit events that were age-appropriate.		
The girls participate in programs, trips, and other opportunities offered by Girl Scouts of Greater Chicago and Northwest Indiana.		
We participate in approved fundraising opportunities in addition to the Fall Product and Cookie Program Activities. Please describe: _____		
I receive the Girl Scouts of GCNWI e-CONNECT newsletter in order to keep up-to-date with council news and offerings		

Additional Information

1. What was your best Girl Scout experience this year? Did you have fun?
2. What were your goals for this year and did you accomplish them?
3. What additional assistance do you require from your Service Unit team?
4. What additional assistance or training do you require from council staff members?
5. Do you intend on returning as a troop leader next year? ☐ Yes ☐ No
If not, why?
6. If you are not returning, who is your replacement?
Name _____ Phone _____ E-mail _____
7. Does your co-leader intend on returning next year? ☐ Yes ☐ No
8. Are you interested in a position on the Service Unit team? ☐ Yes ☐ No
(Membership Organizer, Consultant, Treasurer, Registrar, Recognitions liaison, Communicator, Special Events Coordinator, Service Unit product sales team, etc.) If yes, which one?
9. Is there anything else you would like to share?

For Service Team Use

Follow-up phone call/personal conversation held on _____ by _____
Date Membership Team member

Service Unit Representative Signature

Date