



**Girl Scouts of Greater Chicago and Northwest Indiana**

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 www.girlscoutsgcnwi.org

SU # _____
Date _____

**Service Unit Manager  
 Year-End Review**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

E-mail \_\_\_\_\_

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.

Goals	Goal Achieved	Goal Scheduled
I evaluate Service Unit needs with the membership specialist and service team.		
I recruit and appoint team members to support Service Unit and council goals.		
I take appropriate training courses and ensure troop leaders and service team members do so as well.		
I delegate where necessary.		
I prioritize the needs of the Service Unit. I establish a timeline to keep the Service Unit on track for attaining its goals.		
I utilize a flexible plan of action to ensure Service Unit and council goals are met, reviewed, or adjusted as needed.		
I work with the membership specialist and service team to develop agendas which comply with the Service Unit plan.		
I actively participate in Service Unit meetings.		
I maintain lines of communication between the membership specialist, team members, and leaders.		
I schedule team and leader meetings in an effort to accommodate everyone's needs.		
My team offers girls the opportunity to attend programs and events that meet their needs and follows the Girl Scout Leadership Experience.		
I initiate a process for all team members to use in order to update the Service Unit manager on their specific responsibilities.		

Goals	Goal Achieved	Goal Scheduled
I strongly encourage and promote participation in Service Unit meetings.		
I provide an opportunity for input and evaluation of Service Unit agendas and program.		
I communicate and support the mission and values of the Girl Scout Movement and comply with GSUSA and council policies and procedures.		
I promote the Girl Scout Leadership Experience – Discover, Connect, Take Action.		
I promote a climate of courtesy and professionalism.		

<b>Accountabilities/Expectations</b> <i>Complete this section by using accountabilities and expectations found on volunteer position description. Be specific.</i>	<b>Results</b> <i>Summarize performance by citing results, using specific examples.</i>

1. What were some of your successes this year and did you have fun?

2. What would you do differently?

3. What additional resources would you find helpful?

4. Additional comments or recommendations:

Volunteer comments:

Membership Staff comments:

I have read this form and participated in the appraisal process

Signature of Service Unit Manager	Date	Signature of Membership Specialist
	Goal setting	
	Mid year	
	End of year	

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