



Girl Scouts of Greater Chicago and Northwest Indiana

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SU # _____
Date _____

Service Team Year-End Review

(This form should be submitted to the Service Unit Manager by June 15)

Name _____
Address _____
City _____ State _____ Zip _____
Phone _____ Cell Phone _____
E-mail _____
Service Team Position(s) _____

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.

Communication	Goal Achieved	Goal Scheduled	N/A
I represent my geographic area at most required Service Unit, council, or other meetings.			
I communicate with the volunteers for whom I am responsible and return calls/e-mails within 48 hours.			
I recognize individual volunteer achievements and provide positive feedback.			
I contact new leaders within one week of receiving notification.			
I represent the Girl Scout organization in the community to promote public awareness.			
I work with the registrar to maintain a database of area volunteers and coordinate e-mail communication.			

Finance	Goal Achieved	Goal Scheduled	N/A
I support council fundraising and encourage others to do so as well.			
I submit expenses and checks to the treasurer within two weeks of an event.			
I accurately maintain the Service Unit bank account, finances, and submit required monthly reports in a timely manner.			
I keep the service team, event coordinators, and Service Unit members updated on our financial status.			
I submit the annual financial form by June 30.			

Problem Solving	Goal Achieved	Goal Scheduled	N/A
I keep informed on GSUSA and council policies, procedures, and programs.			
I am fair and listen with an open mind when problem solving.			

Recruitment/Retention	Goal Achieved	Goal Scheduled	N/A
My recruitment efforts increased girl/adult membership while taking into consideration the Service Unit diversity plan.			
We experienced an increase in the number of troops in this area during this program year.			
I ensure that all girls/adults who are interested in becoming members of the Girl Scout organization are contacted in a timely manner and are given the opportunity to participate in Girl Scouting.			
A minimum of 80% of area troops are returning next year.			
I have contacted girl members of disbanded troops to offer an opportunity to continue Girl Scouting.			

Volunteer Support	Goal Achieved	Goal Scheduled	N/A
I maintain strict confidentiality and utilize the "chain of command" when handling sensitive issues.			
I am a motivator and demonstrate leadership.			
Volunteers respect and have confidence in my abilities.			
Our Service Unit team provides program opportunities outside of troop activities for all grade levels that address girls' needs while incorporating the Girl Scout Leadership Experience.			
The Plan of Work is designed so Service Unit meetings support the needs of the leaders while offering opportunities for development and participation.			

As a service team member:

1. What were your goals for this year and did you accomplish them?
2. What additional help or training would be beneficial if it were provided by council staff?
3. Do you wish to be reappointed as a team member next year? Yes No
Why or why not?
4. Are you interested in a new position on the service team? Yes No
(Membership Organizer, Consultant, Treasurer, Registrar, Recognitions liaison, Communicator, Special Events Coordinator, Service Unit product sales team, etc.) If yes, which one?
5. Is there anything else you would like to share?
6. Please share any recommendations which would improve the effectiveness of this position.

Follow-up phone call/personal conversation held on _____ by _____
Date Service Unit Manager

Service Unit Representative Signature

Date