



Girl Scouts.

GIRL SCOUT COUNCIL OF THE NATION'S CAPITAL
VOLUNTEER APPOINTMENT LETTER
FOR SERVICE UNIT LOCAL PRESS REPRESENTATIVE



Girl Scouts.

Having successfully met the position qualifications, \_\_\_\_\_ is appointed to the position of SU Local Press Representative (LPR) for the period of \_\_\_\_\_ to \_\_\_\_\_. The volunteer agrees to fulfill the role, duties, and responsibilities of the position with accountability to the service unit manager, field director, and area manager.

ROLE: Increase the visibility of Girl Scouts on the local level
Provide a link with local media outlets to support major council efforts
Enhance community visibility and awareness by initiating community contact to help tell the Girl Scout story

Table with 3 columns: Duties and Responsibilities, On-Target Yes, On-Target No. Rows include: Write, edit, and proofread press releases; Take photographs of event(s); Help association chairpersons; Maintain an active link with the field director; Schedule and attend LPR training; Maintain contact with council PR Department; Inform the PR Specialist.

Table with 3 columns: Qualifications, On Target Yes, On Target No. Rows include: Register as an adult member; Complete the Volunteer Position Application Process; Accept and adhere to the purpose and principles; Show a willingness to work with diverse groups; Recognize, understand, accept, interpret, and support all council goals; Complete required training; Owe no outstanding debts; Demonstrate planning, organizational, and communication skills; Be able to type, use e-mail, use the internet, and be able to operate a camera.

I, \_\_\_\_\_, SU Local Press Representative, agree to fulfill the duties and responsibilities as listed above and have met or will meet all qualifications as listed. I understand that failure to fulfill these responsibilities and/or qualifications could result in my not being re-appointed and/or dismissal from this position.

Signature Date Number of Years in Position Date of Review Initials

Signature Service Unit Manager Date Date of Review Initials

The back of this form may be used to expand on the duties and responsibilities of this position and or the volunteer's role in meeting them.