



Girl Scouts.

GIRL SCOUT COUNCIL OF THE NATION'S CAPITAL
VOLUNTEER APPOINTMENT LETTER
SERVICE UNIT MONEY MANAGER



Girl Scouts.

Having successfully met the position qualifications, _____, is appointed to the position of SU Money Manager 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: Accurately manage the financial activities of the service unit (SU), including support to events, fund raising activities, and maintenance of the SU bank account
Regularly report to the SU team
Provide consultation to or trains troop money managers
Track troop bank account activities

Table with columns: DUTIES AND RESPONSIBILITIES:, On-Target (Yes, No). Rows include: Accurately account for funds raised in the name of the SU, Provide input to SU revenue and expenditures, Prepare Report of the Service Unit Money Manager - Form C and Service Unit Annual Troop Financial Report - Form B, Provide support for sound troop money management, Train or provide consultation to troop money managers, Keep records of troop account numbers, May serve as liaison between bank and troop to fix overdrafts or close accounts, Help to resolve troop money related issues, May serve as the SU signatory on troop checking accounts to assist in: Coordinate the closing of troop accounts and the disbursement of funds when a troop disbands, Closing out dormant accounts and properly distributing funds.

Table with columns: QUALIFICATIONS:, On Target (Yes, No). Rows include: Register as an adult member of the Girl Scouts of the USA, Complete the Volunteer Position Application process, Accept and adhere to the purpose and principles of Girl Scouting, Show a willingness to work with diverse groups with varying lifestyles and cultures in a positive manner, Recognize, understand, accept, interpret, and support all council goals, policies, guidelines and objectives, including the Human Relations Policy Statement, Complete required training, Owe no outstanding debts to the council, Understands basic money management skills.

I, _____, SU Money Manager, 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.