



Girl Scouts.

GIRL SCOUT COUNCIL OF THE NATION'S CAPITAL
VOLUNTEER APPOINTMENT LETTER
FOR SERVICE UNIT REGISTRAR



Girl Scouts.

Having successfully met the position qualifications, _____ is appointed to the position of SU Registrar 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: Register troops or groups and service unit (SU) personnel, according to GSUSA procedures

Table with columns: DUTIES AND RESPONSIBILITIES, On-Target (Yes/No). Rows include: Register troops, groups, Juliettes, individually registered adults, and resource volunteers; Review all registrations for accuracy before passing on to the field director; Complete and deliver all registrations to field director within 10 working days of receiving or prior to due date; Follow up on any delinquent registrations; Assist troop leaders/advisors with registering and transferring girls and adults throughout the year; Maintain a current record of registered troops, groups, Juliettes, individually registered adults and resource volunteers for the current registration year and keep the service unit manager (SUM) advised of the status; Maintain a list of registered SU team members and special personnel; Maintain a list of forming and disbanding troops/groups; Assign troop numbers in coordination with the field director and SUM; Participate as member of the SU team; Advise the SUM of the status of registration including problems and/or concerns.

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; Demonstrate planning, organizational, and communication skills; Have the patience, time, and flexibility to meet with troop leaders/advisors at mutually agreeable times and locations.

I, _____, SU Registrar, 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 Field Director 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.