

SERVICE UNIT MANAGER AWARD

CHECKLIST:

Take Service Unit Manager Training and at least one additional training and/or workshop offered by Girl Scouts or a community agency.

Date of SUM Training: _____

Title of additional: _____ Date: _____

Recruit and designate Service Team members, familiarize them with their position description.

Date completed: _____

Create roster and distribute to troop leaders and the Service Center.

Date completed: _____

Present a signed letter of agreement to each Service Team member and leader yearly.

Date: _____

With the membership staff, set a realistic membership goal for the Service Unit. Make a plan with the Service Team and staff to meet that goal.

The goal number set: _____ Number reached: _____

Attend Service Unit Manager Meetings. Dates: _____

Plan and preside at regular Service Team Meetings. Dates: _____

Plan and preside at regular Service Unit Leader meetings. Dates: _____

Delegate, direct and coordinate the work of the Service Unit Team and Leaders in the Service Unit. Activities demonstrating this goal were:

SUM Signature: _____ Date: _____

Verified by: _____ (Membership Service Delivery Specialist)