

Service Unit Evaluation and Support Program

Annual Self-Reflection: Area Event Director



Volunteer Name:
County/Service Unit:
Email Address/Phone Number:

Section I: Self-Reflection

Section II: Service Values

Section III: Training & Planning

Volunteer Position Description Summary: The Area Event Director is responsible for overseeing the planning, implementation and delivery of fun, educational, and safe events at the community level that provide high-quality experiences for girls and are aligned to the Girl Scout Leadership Experience in their assigned area of service.

Section I: Self-Reflection

When thinking about your last year of service, please reflect on the following:

Core Values – The Girl Scout Law

I will do my best to be honest and fair, friendly and helpful, considerate and caring, courageous and strong, and responsible for what I say and do, and to respect myself and others, respect authority, use resources wisely, make the world a better place, and be a sister to every Girl Scout.

How do you see your volunteer role connecting to the Girl Scout Law? Is there a part, or sections, that you find to be particularly important in this role?

When thinking about your performance this past year, is there a part of the Girl Scout Law that you feel you have been consistent in incorporating into your role? Is there a part of the law that you feel you could improve on?

Section II: Service Values

Using a scale of 1 – 5, where 5 = excellent and 1 = needs improvement, self-score your performance for this past year in the following service areas: Responsibilities, Professionalism, and Effectiveness.

5 – Excellent; 4 = Very Good; 3 = Good; 2 = Fair; 1 = Needs Improvement

Responsibilities

5 – Excellent; 4 = Very Good; 3 = Good; 2 = Fair; 1 = Needs Improvement	Self-Score
Worked with administrative team members to develop a program that was needed by the area and directly aligned to the GSLE for girls	
Completed and submitted event plan, schedule, and budget for approval prior to the promotion of the event to program staff; provided copies of all approved paperwork to Membership Director and appropriate program staff	
Created and submitted flyers, programs and/or other printed materials and had them approved by the Membership Director	
Attended the event and evaluated the success of the event with the planning committee	
Supported and encouraged event participants to attain desired goals and awards and provide appropriate recognitions of achievement(s)	
Completed and submitted the event planning guide including full financial documentation to Membership Director and/or appropriate program staff within 4 weeks of the conclusion of the event	

Professionalism

5 – Excellent; 4 = Very Good; 3 = Good; 2 = Fair; 1 = Needs Improvement	Self-Score
Embodied the Girl Scout spirit and EPIC culture of the council	
Cultivated relationships with other volunteers, co-leaders, members of the administrative team, and Girl Scout staff	
Maintained poise in handling difficult situations	
Communicated promptly and clearly with other volunteers and staff	
Was reliable and timely in completing assignments	

Effectiveness

5 – Excellent; 4 = Very Good; 3 = Good; 2 = Fair; 1 = Needs Improvement	Self-Score
Welcomed opportunities to learn or try new things	
Sought guidance and clarification when necessary	
Cultivated a welcoming, comfortable, and safe space and atmosphere	
Facilitated the sharing of ideas for both new and veteran volunteers	

Section III: Training & Planning

When looking back at your last year of service, please share a little more about your Girl Scout experience, training needs, goals for the upcoming year and how we can further assist you in meeting volunteer needs.

In what ways have your abilities, experience, and spirit benefitted Girl Scouts this past program year?

Do you feel that you were adequately trained for your role? What additional support, training, or learning opportunities would you like to see made available to you in your role?

Did you join the Area Event Director rally on Rallyhood? If so, can you provide feedback regarding your Rallyhood experience? If you did not join Rallyhood, why not?

Would you be interested in mentoring a fellow Area Event Director if the opportunity became available?

What is your hope for next year? Do you have suggestions for things we may do differently?

Additional Comments:

Membership Director Name

Date

Volunteer Name/Signature

Date

Administrative Team Member Self Reflection/Area Event Director - 7-22