

# Service Unit Evaluation and Support Program

## Annual Self-Reflection: Area Treasurer



<b>Volunteer Name:</b>
<b>County/Service Unit:</b>
<b>Email Address/Phone Number:</b>

### Section I: Self-Reflection

### Section II: Service Values

### Section III: Training and Planning

**Volunteer Position Description Summary:** The Area Treasurer is responsible for the administrative oversight of the service unit/area's bank account(s), finances, and required financial reporting.

#### 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

<b>5 – Excellent; 4 = Very Good; 3 = Good; 2 = Fair; 1 = Needs Improvement</b>	<b>Self-Score</b>
With the service unit/area team, created an annual budget based on the service unit/area's plans for the program year	
Managed the timely collection and deposit of all Girl Scout monies and payment of bills	
Maintained documentation of all service unit/area inventories, event records, receipts, and bank statements	
Presented regular financial reports to the service unit/area (no less frequently than quarterly)	
Partnered with the Service Unit Manager to submit the Service Unit Annual Financial Report by the deadline	

### Professionalism

<b>5 – Excellent; 4 = Very Good; 3 = Good; 2 = Fair; 1 = Needs Improvement</b>	<b>Self-Score</b>
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

<b>5 – Excellent; 4 = Very Good; 3 = Good; 2 = Fair; 1 = Needs Improvement</b>	<b>Self-Score</b>
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 and 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 Treasurers 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 Treasurer if the opportunity became available?

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

Additional Comments:

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Membership Director Name

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Date

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Volunteer Name/Signature

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Date