

**VOLUNTEER APPOINTMENT LETTER
SERVICE UNIT MONEY MANAGER**

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 train troop money managers
 - Track troop bank account activities

DUTIES AND RESPONSIBILITIES:		On-Target	
		Yes	No
	Accurately account for funds raised in the name of the service unit and regularly report checking account activity and balances to service unit manager (SUM) and/or SU team.		
	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, due to the field director by June 30 th each year.		
	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 resolve troop money related issues, including troop debts and bounced checks.		
	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.		

QUALIFICATIONS:		On Target	
		Yes	No
	Register as an adult member of the Girl Scouts of the USA. Date:		
	Complete the Volunteer Position Application process. Date:		
	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. Date:		
	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.