



Girl Scouts.

GIRL SCOUT COUNCIL OF THE NATION'S CAPITAL
VOLUNTEER APPOINTMENT LETTER
SERVICE UNIT MONEY MANAGER



Girl Scouts.

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 trains 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 SU. Regularly report checking account activity and balances to the 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 which is due to the field director by June 30 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 to resolve troop money related issues, including troops 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.