



**GIRL SCOUT COUNCIL OF THE NATION'S CAPITAL
VOLUNTEER APPOINTMENT LETTER
FOR SERVICE UNIT REGISTRAR**



Having successfully met the position qualifications, _____ is appointed to the position of SU Registrar 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: Register troops or groups and service unit (SU) personnel, according to GSUSA procedures

DUTIES AND RESPONSIBILITIES:		On-Target	
		Yes	No
<input type="checkbox"/>	Promote online Early Bird and On-time registration of troops, groups, Juliettes, and individually registered adults in the SU	<input type="radio"/> Yes	<input type="radio"/> No
<input type="checkbox"/>	Provide online membership registration training and support to troops, leaders/advisors	<input type="radio"/> Yes	<input type="radio"/> No
<input type="checkbox"/>	Collect and review all paper registrations for accuracy; complete and deliver all registrations to the Field Director within 10 working days of receipt or prior to due date	<input type="radio"/> Yes	<input type="radio"/> No
<input type="checkbox"/>	Serve as liaison to the Registration Department for the SU	<input type="radio"/> Yes	<input type="radio"/> No
<input type="checkbox"/>	Validate monthly reports of registered troops, groups, Juliettes, and individuals for the current registration year	<input type="radio"/> Yes	<input type="radio"/> No
<input type="checkbox"/>	Follow-up on any delinquent registrations	<input type="radio"/> Yes	<input type="radio"/> No
<input type="checkbox"/>	Assist troop leaders/advisors with registering and transferring girls and adults throughout the year	<input type="radio"/> Yes	<input type="radio"/> No
<input type="checkbox"/>	Maintain a list of registered SU team members and special personnel	<input type="radio"/> Yes	<input type="radio"/> No
<input type="checkbox"/>	Maintain a list of forming and disbanding troops/groups	<input type="radio"/> Yes	<input type="radio"/> No
<input type="checkbox"/>	Assign troop numbers in coordination with the Data Coordinator and Field Director	<input type="radio"/> Yes	<input type="radio"/> No
<input type="checkbox"/>	Participate as a member of the SU team	<input type="radio"/> Yes	<input type="radio"/> No
<input type="checkbox"/>	Advise the SUM of the status of registration including problems or concerns	<input type="radio"/> Yes	<input type="radio"/> No

QUALIFICATIONS:		On Target	
		Yes	No
<input type="checkbox"/>	Register as an adult member of the Girl Scouts of the USA Date: / /	<input type="radio"/> Yes	<input type="radio"/> No
<input type="checkbox"/>	Complete the Volunteer Position Application process Date: / /	<input type="radio"/> Yes	<input type="radio"/> No
<input type="checkbox"/>	Accept and adhere to the purpose and principles of Girl Scouting	<input type="radio"/> Yes	<input type="radio"/> No
<input type="checkbox"/>	Show a willingness to work with diverse groups with varying lifestyles and cultures in a positive manner	<input type="radio"/> Yes	<input type="radio"/> No
<input type="checkbox"/>	Recognize, understand, accept, interpret, and support all council goals, policies, guidelines and objectives, including the Human Relations Policy Statement	<input type="radio"/> Yes	<input type="radio"/> No
<input type="checkbox"/>	Complete required training Date: / /	<input type="radio"/> Yes	<input type="radio"/> No
<input type="checkbox"/>	Owe no outstanding debts to the council	<input type="radio"/> Yes	<input type="radio"/> No
<input type="checkbox"/>	Demonstrate planning, organizational, and communication skills	<input type="radio"/> Yes	<input type="radio"/> No
<input type="checkbox"/>	Have the patience, time, and flexibility to meet with troop leaders/advisors at mutually agreeable times and locations	<input type="radio"/> Yes	<input type="radio"/> No

I, _____, SU Registrar, 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 of Field Director	Date		Date of Review	Initials

Use page 2 to expand on the duties and responsibilities of this position and/or the volunteer's role in meeting them.

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