



Award of Distinction - Service Unit Treasurer

Name: _____

The candidate meets each of the following criteria.

- | Yes | No | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Completed service unit self-study guide and troop/group treasurer self-study guide |
| <input type="checkbox"/> | <input type="checkbox"/> | Attended at least one additional training offered by Girl Scouts, i.e. Roundtables, Leading the Way, etc. |
| <input type="checkbox"/> | <input type="checkbox"/> | Worked closely with the service unit manager and service unit team in planning activities and events to ensure service unit financials are in order |
| <input type="checkbox"/> | <input type="checkbox"/> | Maintained the service unit check book and balanced the statement once a month |
| <input type="checkbox"/> | <input type="checkbox"/> | Produced monthly reports on service unit finances; presented at team meetings |
| <input type="checkbox"/> | <input type="checkbox"/> | Ensured that all troop bank accounts have three signatures of current members |
| <input type="checkbox"/> | <input type="checkbox"/> | Oversaw the distribution of splitting and disbanding troops' funds |
| <input type="checkbox"/> | <input type="checkbox"/> | Assisted new troops to open bank accounts |
| <input type="checkbox"/> | <input type="checkbox"/> | Maintained files of completed Bank Authority Forms, copied and forwarded originals to council office |
| <input type="checkbox"/> | <input type="checkbox"/> | Working closely with the Volunteer Support Coordinator, ensured that all troops turned in financial report at the end of the membership year, reviewed and forwarded all completed reports to council offices |
| <input type="checkbox"/> | <input type="checkbox"/> | Instructed leaders on maintaining financial records and completing the Annual Troop/Group Financial Report and Equipment Inventory, as well as the Detailed Cash Record |
| <input type="checkbox"/> | <input type="checkbox"/> | Aware of the Girl Scout Leadership Experience keys to leadership - Discover, Connect and Take action. Utilized the three processes - Girl-led, Learning by Doing and Cooperative Learning in planning activities with and for the girls. |

Signature of Recognition Chair

Date

Signature of Service Unit Manager

Pin (first year)

Year tab number*

*all criteria must be met each year the tab is awarded

