



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 treasurer training with the finance support specialist |
| <input type="checkbox"/> | <input type="checkbox"/> | Attended at least one additional training offered by Girl Scouts (roundtable, webinar, etc.) |
| <input type="checkbox"/> | <input type="checkbox"/> | Worked closely with the service unit manager and team in planning activities and events to ensure service unit financials are in order |
| <input type="checkbox"/> | <input type="checkbox"/> | Maintained the service unit checkbook 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 two 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"/> | Provided new troops with resources on how to open bank accounts and update bank account signers |
| <input type="checkbox"/> | <input type="checkbox"/> | Working closely with the finance support specialist, ensured that 90 percent of troops turned in annual financial report at the end of the membership year; reviewed, signed and forwarded all completed reports to the finance support specialist |
| <input type="checkbox"/> | <input type="checkbox"/> | Instructed leaders on maintaining financial records and completing the Annual Troop/Group Financial Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Aware of the Girl Scout keys to leadership — discover, connect and take action — and utilized the three processes — girl-led, learning by doing and cooperative learning — in planning activities with and for the girls |

Recognition chair signature

Date

Service unit manager signature

Pin (first year) _____

Year tab number * _____

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

