
Year



Name (Please Print)

Girl Scouts of Swift Water Council
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Service Unit

SERVICE UNIT REGISTRAR ANNUAL VOLUNTEER SERVICE DESCRIPTION AND APPOINTMENT

Reports to: Service Unit Manager and Regional Staff

Responsibilities:

- Distributes computer printed membership registration forms to current members and blank membership registration forms to prospective members within the assigned Service Unit(s) and instructs the adult leadership on the correct completion of the forms.
- Receives and processes all Girl Scout annual membership registrations in accordance with instructions given during the Service Unit Membership Registrar training. Forwards lifetime member registrations directly to Council Registrars.
- Reviews each membership registration form for completeness and accuracy of information: inserts missing information and/or corrects information where possible, verifies that correct amount of money is paid.
- Maintains (along with the Service Unit Group Organizer) files of Service Unit Membership registration reports by report code. Provides documentation of membership data or member information for Service Unit Volunteers as appropriate.
- Notifies Swift Water Council Membership Registrar of changes or corrections to member information, transferring members, or to report code and/or membership reports.
- Takes ongoing training for the position.
- Attends and participates in related meetings (i.e. service team, community, constituency, training, etc.).
- Follows standards as stated in GSUSA Safety-Wise.
- Participates in the Volunteer Management System.
- Promotes Girl Scouting as a positive force in the community.
- Attends yearly constituency meeting and encourages attendance of all registered members over 14 years of age.

Qualifications:

Meets GSUSA membership requirements as stated in the Blue Book of Basic Documents:
... accepts the principles and beliefs as stated in the Preamble of the Constitution,
... has paid annual or lifetime membership dues,
... meets applicable membership standard.
Adheres to and carries out national and council policies and procedures.

Benefits to Volunteers:

Training and other learning opportunities, support in the position, council publications, references upon request, liability insurance, and supplementary accident insurance, as part of national and/or council membership.

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I meet and will abide by the above qualifications, I will assume the above responsibilities, and accept the appointment of SERVICE UNIT REGISTRAR for:

_____ Service Unit.

I acknowledge that, while my volunteer appointment is for the term described below, my appointment can be terminated at any time by the below-named GSSWC designee or me for any reason or no reason.

Date: _____ Signature: _____
Service Unit Registrar

Term: _____ Signature: _____
GSSWC Staff Member/SUM