



Group/Troop leader
Volunteer Performance Review
Swift Water Council

Name: _____ Date: _____

Service Area: _____

Qualifications

- | | | |
|-----|-----|---|
| Yes | No | |
| ___ | ___ | I am a currently registered Girl Scout |
| ___ | ___ | My application and references are on file at the Service Center |
| ___ | ___ | I signed and returned a Service Description and Appointment form for this year |
| ___ | ___ | I have taken or am scheduled for orientation and training specific to this position |
| ___ | ___ | This year I attended and participated in meetings relevant to my position |
| ___ | ___ | I refer to and follow Safety-Wise standards |

Responsibilities

Place an X in the corner of the box that best describes your performance for the current year			
Girl Program	I only held a few meetings. I cancelled meetings not do to weather or illness.	I held regularly scheduled meetings and incorporated girl planning throughout the year.	I held and/or participated in additional meetings with the girls and/or adults to complete special projects.
Beyond Meetings	My group/troop did not go on a field trip, attend a council event or a service unit event or invite a parent/resource person to speak.	My group/troop participated in 1-3 field trips, council events, service unit events, or parent/speaker presentations.	My group/troop participated in 4 or more field trips, council events, service unit events or parent/speaker presentations.
Group/Troop Trips	I sent in Group/Troop Trip Alert forms late or did not send in forms when going on a field trip. I gave permission slips out last minute or forgot to collect them prior to departure of trip.	I sent Group/Troop Trip Alert forms to SUM two weeks in advance of field trips. I distributed Permission slips in advance and collected them prior to departure of trip.	My group/troop consistently sent Group/Troop Trip Alert forms to SUM two weeks in advance of field trips. We never went anywhere without permission slips and emergency forms.
Registration and Recruitment	Not all my girls are registered or my group/troop did not effectively include all girls who wanted to join. I did not register parents to help the group/troop. I did not register	My group/troop effectively included all girls. I registered parents to delegate responsibilities I re-registered girls in the Spring. I am a registered adult.	I re-registered a majority of the girls in the Spring and secured leaders for bridging girls. I recruited additional girls for the Fall

Community Service	My group/troop did not provide any community service	My group/troop participated in Community Service Projects during the year	My group/troop participated in Community Service Projects that received positive community acknowledgement.
Group/Troop Records	My records are not updated on a regular basis. I did not submit a Group Annual Report or a Group Finance Report or submitted it late.	My group/troop updated the following records on a consistent basis: attendance, dues, detailed cash report, checkbook register & girl's record The Group Annual Report and Group Finance Report were submitted by June 1.	My girls participated in updating and maintaining current records. All girls have received proper awards.
Group/Troop Bank Account	My troop/group has not set up a bank account or has less than 3 signers on our account.	My group/troop account has 3 registered adults as signers including the Service Unit Finance Manager My Group/Troop Bank Account form was submitted by Nov 15.	My girls participate in updating and maintaining our financial records.
Product Sales and Money Earning	My group/troop has not set goals. I did not submit required forms or permission slips or submitted them late	My group/troop used girl planning to set girl and group/troop goals. I submitted required forms and permission slips on time. I participated in both product sales before requesting approval for additional money-earning projects.	My group/troop exceeded our goals. Girls take ownership for the earned funds and plan expenditures.
Girl Decision Making	I did not involve girls in program planning	My girls participated in planning program	My girls showed an increase in decision-making abilities throughout the year.
Communication	I did not communicate effectively with girls, parents, my SUM and GSSWC.	I communicated effectively with girls, parents, my SUM and GSSWC. I attended Service Unit and Regional meetings regularly or sent a representative.	I promoted Girl Scouts in the community and in the media. I contributed articles and pictures to GSSWC for promotional purposes.

Fund Development	I did not give out information or materials to girls and parents on Family Partnership Campaign	I informed girls and parents of the Family Partnership campaign and encouraged donations	I held a formal presentation for girls and parents of Family Partnership Campaign and/or other GSSWC fundraising opportunities.
Ethics & Organizational Integrity	I do not support GSUSA and GSSWC policies & procedures.	I support GSUSA and GSSWC policies and procedures 100%	I follow council procedures for initiation change and voicing my concerns.
Community Cultivation	I do not look for opportunities to promote Girl Scouting.	I look for and make use of opportunities to promote Girl Scouting.	I actively promote Girl Scouting, educating the public about our mission, arranging collaborations, or recruiting new girl and adult members.
Problem Solving	I avoided or put off dealing with problems.	I dealt with problems in a timely manner and did my best to keep a positive attitude.	I worked to prevent problems from arising in the first place
Additional Duties			
Total each column	____ x 1 =	____ x 2 =	____ x 3 =
Total columns 1 – 3 _____			
14 – 27 = Needs Commitment 28 = Meets Expectations 29 – 42 = Exceeds Expectations *If all qualifications are met and no ratings fall in column 1, volunteer can be recommended for adult award.			

Additional comments by Volunteer on performance or accomplishments: _____

Based on my evaluation above, next year I would like to:

- Remain in my current position
- Be considered for appointment to a new position (state position): _____
- Not return as a Girl Scout volunteer (state reason) _____

Volunteer's Signature _____ Date: _____

Immediate Supervisor's comments: _____

- Recommended for reappointment to current position
- Recommended for the following position _____
- Recommended for Adult Recognition (state recognition) _____
- Not recommended for reappointment (state reason) _____

Supervisor's Signature _____ Date: _____