



# 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

