

# Award of Distinction Service Unit Registrar



Name of Registrar \_\_\_\_\_ Service Unit \_\_\_\_\_

## The candidate meets each of the following criteria:

Yes    No

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Completed appropriate training for role, including review of the Registrar Guidebook and basic use of Looker.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Attended SU Registrar Roundtable and at least one other enrichment opportunity.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Regularly attended service unit and team meetings to provide support to leaders.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Utilized Looker to maintain up-to-date rosters for service unit team as necessary.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Maintained confidentiality and appropriate use of girl and volunteer information.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Ensured girls and volunteers maintained up to date registration, working in conjunction with council staff during annual membership campaigns.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Participated as a member of the service unit team in development and implementation of service unit plan of work to support council objectives.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Fostered an environment of cooperation, encouragement and engagement in line with the Girl Scout Promise and Law.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Followed all council procedures, policies and standards.  |
| <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 Service Unit Manager**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Recognitions Chair**

\_\_\_\_\_  
**Date**

**Pin** (Receives the First Year Awarded)

**Year Tab Number**

(All criteria must be met each year to receive a new year tab)



HM; mw  
RE-0036W 09/05/2019