

Award of Distinction

Service Unit Communications

Coordinator



Name of Communications Coordinator _____ Service Unit _____

The candidate meets each of the following criteria:

Yes No

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Completed Council Branding 101 training |
| <input type="checkbox"/> | <input type="checkbox"/> | Attended communications coordinator roundtable |
| <input type="checkbox"/> | <input type="checkbox"/> | Created or maintained and managed two or more communications outlets (email, newsletters, social media, Google documents, phone tree, etc.) |
| <input type="checkbox"/> | <input type="checkbox"/> | Worked closely with the service unit manager and service team in closing the gap between the service unit leadership and the volunteers within the service unit |
| <input type="checkbox"/> | <input type="checkbox"/> | Promoted Service Unit events and happenings through consistent and detailed posts |
| <input type="checkbox"/> | <input type="checkbox"/> | Distributed yearly calendar of events created by the activities coordinator |
| <input type="checkbox"/> | <input type="checkbox"/> | Worked closely with the Girl Scouts San Diego Service Unit Support Specialist to stay up to date on best practices, and to ensure s/he is communicating council happenings as well as service unit events. |
| <input type="checkbox"/> | <input type="checkbox"/> | Created or maintained a communications system to be used by the volunteers as a means to get information to the communications coordinator to share. |
| <input type="checkbox"/> | <input type="checkbox"/> | Instructed volunteers on how to use the created communications system (email, survey, Google drive, etc). |
| <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

Pin (Receives the First Year Awarded)

Year Tab Number

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



JD; mw
RE-0039W 09/04/2019