



Service Unit Registrar Volunteer Position Assignment

Reports to: GSCM Service Unit and Troop Support Specialist

Role: Assist in ensuring that all girls in your assigned SU become members of GSCM on an annual basis.

Main Responsibilities

- Ensure timely registration of all girls and adults in the troop and contact troops that have not registered by assigned date to assist them.
- Assist and provide assistance in the online registration system and the Opportunity Catalog.
- Encourage troops to use membercare@gscm.org for all transfers, and position changes.
- Provide financial assistance guidance for troops
- Recognize, Understand, Accept, Interpret and Support all council goals, policies and objectives.

Qualifications

- Complete GSCM’s Background Check and receive approval to volunteer
- Register as an adult member of Girl Scouts of the USA
- Demonstrate planning, organizational, and problem solving abilities.

I understand this position is volunteer based and that council may terminate this agreement at an time. I have met with a GSCM representative and reviewed this agreement and receive all materials need to proceed. I understand this position last for three years.

Volunteer Name (Print)_____

Volunteer Signature_____Date_____SU_____

GSCM Representative_____Date_____Title_____