

## **Service Unit SUD-Bud Manual**

Thank you for accepting the position of Service Unit SUD-Bud. This position supports the Service Unit Director (SUD). The SUD-Bud should be prepared to assume the duties of the SUD, if necessary.

The SUD-Bud position requires management, dedication, and the acceptance of Girl Scout of Utah (GSU) and Girl Scouts of the USA (GSUSA) policies and procedures. The SUD-Bud should follow all policies and procedures outlined in *Safety-Wise*, *Volunteer Resource Guide*, and *Volunteer Essentials*.

Because the primary concern at Girl Scouts is the health and safety of the girls and adults we serve, the release and distribution of any Girl Scout membership list to a Girl Scout council or non-Girl Scout entity, or release of any data or information on Girl Scout members, is prohibited except upon approval by Girl Scouts of the United States of America. As a volunteer for Girl Scouts of Utah, you will have access to adult and girl member personal information. You are responsible for safeguarding this information. It should not be shared or used for any purpose that is not related to your volunteer duties.

The SUD-BUD will report directly to the SUD and is supported by the Girl Services Director (GSD).

There are six volunteer positions on the Service Unit team:

- Service Unit Director (SUD)
- Service Unit Director Bud (SUD-Bud)
- Service Unit Finance Director
- Service Unit Event Director
- Service Unit Registrar
- Service Unit Cookie Manager (SUCM)

A complete description of these volunteer positions can be found in the *Volunteer Resource Guide*. Please contact your SUD or GSD for any clarification.

## **Recognitions**

A primary role for the Service Unit SUD-Bud is to oversee the recognitions of girl members, adult volunteers, and troops within the Service Unit area. GSU provides many opportunities to do this. Girls and adults should be recognized for accomplishments, projects, and efforts throughout the membership year.

It has been proven that volunteers who receive recognition feel valued and appreciated. An effective, targeted recognition program supports our organization in many ways.

**Contribution to productivity:** Volunteers who are given meaningful responsibilities will feel rewarded by their own accomplishments.

**Contribution to retention:** By identifying and addressing the specific needs of individuals and providing recognition that satisfies these needs, you are more likely to encourage volunteers to continue to support the organization and promote the Girl Scout Mission.

**Contribution to morale:** Our organization demonstrates concern for volunteers through appropriate assignments and performance recognitions. This concern increases volunteers' personal satisfaction and willingness to participate.

### **Girl Recognition**

In Girl Scouting, we recognize a girl's achievements by the badges and patches she wears on her uniform; however, there is more to girl recognition. Your role as the SUD-Bud is to find ways that go above and beyond earning badges and patches to reward girls for their efforts.

Utah communities benefit greatly from the amount of service conducted by girls, and every attempt should be made to recognize their work. The SUD-Bud should work with the Service Unit team and troop leaders to identify girls who should be recognized. GSU encourages Service Unit teams to also share these accomplishments with the council.

Some of the easiest achievements to recognize are directly related to the Girl Scout experience, including:

- Girl Scout Gold Award recipients
- Girl Scout Silver Award recipients
- Girl Scout Bronze Award recipients
- Graduating Girl Scout Ambassadors
- Ten-Year Membership Awards
- Community service projects

The **Girl Scout Gold Award**, the highest award a girl can earn in Girl Scouting, can be worked on by girls ages 14–17. This award captures girls' interests, personal leadership journeys, career exploration, self-improvement, and community service. GSU hosts an annual Recognitions of Excellence event each spring to identify girls who have earned this prestigious award. Troop leaders and Service Units are also encouraged to recognize girls' accomplishments during a Service Unit event, such as day camp or a year-end celebration. We encourage you to include local community officials, sponsors, and families in the festivities.

The **Girl Scout Silver Award** symbolizes the accomplishments and community activities of Girl Scouts ages 11–14. This award is earned as a girl develops and

recognizes ways in which to better her life and the lives of others. GSU recognizes girls that have earned their Girl Scout Silver Award at the Recognitions of Excellence event in the spring.

The **Girl Scout Bronze Award** recognizes Girl Scout Juniors who have gained the leadership and planning skills required to follow through with a project that makes a positive difference in the community. GSU recognizes girls that have earned their Girl Scout Bronze Award at the Recognitions of Excellence event in the spring.

**Graduating Girl Scout Ambassadors** are girls who have been members of Girl Scouting for ten or more years. These girls are recognized at the Recognitions of Excellence event in the spring. Leaders and Service Unit teams are also encouraged to recognize girls for these accomplishments during a Service Unit event or celebration.

### **Girl Workshops**

GSU offers workshops to help girls learn about earning awards. At these sessions, girls receive important material and information to help them through the award process. For workshop dates, times, and locations, refer to the *Fun Stuff Happening in Girl Scouts* program activity guide.

### **Adult Recognition**

An effective, targeted recognition program can support our organization in many ways. Our recognition program motivates volunteers by satisfying their individual needs and supporting our organization goals.

GSU works closely with volunteers to recognize their efforts and accomplishments. The council has developed a year-long recognitions plan. This plan includes, but is not limited to:

- Volunteer recognition events held in the spring.
- Leader's Day celebrations.
- Council awards and recognitions.
- Service Unit awards and recognitions.

### **Volunteer Appreciation Events**

The SUD-Bud receives an *Adult Awards and Recognitions Information Packet*, which details Service Unit and council level awards volunteers may be nominated to receive from Girl Scouts of Utah. It is the responsibility of the SUD-Bud to know about available awards and work with members of the Service Unit and the GSD to submit qualified candidate nominations.

Council awards are sanctioned by GSUSA, which are the highest level awards a volunteer can receive in Girl Scouting. Sample Council awards include:

- Appreciation Pin
- Honor Pin
- Thanks Badge

Service Unit awards are sanctioned by GSU, and are also valuable ways to show appreciation and recognition for volunteers. Sample Service Unit awards include:

- Emerald Award
- Outstanding Leader Award
- Outstanding Volunteer Award

Earned Recognition serves to consistently recognize Girl Scouting in every community while giving credit for previous and current service. Sample Earned Recognition includes:

- Years of Membership Pin
- Years of Service Pin

A list of all council awards, criteria, and forms can be found online at [www.gsutah.org](http://www.gsutah.org), under Volunteer Recognition. Anyone may nominate any volunteer for an award. The Council Awards and Recognitions Task Group meets throughout the year to develop the criteria and manage the process of giving awards.

When GSU established a formal recognitions strategy and strengthened the role of the Service Unit SUD-Bud to better serve the needs of adult volunteers, it was done with great care and consideration concerning things that matter most to volunteers, including:

**Budget accountability:** GSU knows it is important to recognize volunteers. We try to do this without misusing girl money in the process. It is important to know that GSU follows the Girl Scout Law, "Use resources wisely."

**Inclusiveness:** We are sensitive in developing ways in to pay tribute to volunteers and work to make sure all recognition programs are inclusive.

**Missed opportunities:** It is imperative that our volunteers' work is recognized and incorporated into Service Unit meetings. The SUD-Bud and the Membership Services team are key in helping identify ways to incorporate training or networking as part of the recognition and rewards of volunteering.

### **Troop/Group Sponsors**

Girl Scouts is linked to the community through the support of local organizations, businesses, and residents. Community sponsors can provide volunteers, funding, or facilities to assist a troop, Service Unit, or individual girl. A positive relationship between Girl Scouts and community sponsors benefit everyone. The sponsor

derives satisfaction from providing expertise, volunteers, or the use of a facility. Girl Scouts benefits through funding opportunities, growth to the Service Unit, and by building community. Sponsors are also a great resource during the Cookie Program.

The SUD-Bud is a key component to these partnerships. It is the SUD-Bud's responsibility to educate the Service Unit on the guidelines and benefits of troop sponsorships. New troops will need assistance in securing a troop sponsor. There are resources available for soliciting troop and Service Unit sponsorships. Work with your GSD for further support.

### **Girl Scout Tips - Mini-Course Programs**

Service Units are encouraged to provide learning and enrichment opportunities for volunteers as part of the monthly Service Unit meeting. Many Service Units do this by offering mini-courses. GSU has made it very easy to conduct mini-courses at Service Unit meetings. Topics include *Safety-Wise*, *Volunteer Resource Guide*, service projects, and program activity training. Call the GSU Education Manager for a list of mini-courses, outlines, and resources.

### **Managing Service Unit Delegates**

The SUD-Bud is responsible for overseeing the Service Unit delegate process, making sure that the Service Unit elects delegates and that those delegates represent the Service Unit in the council's democratic process. Once delegates have been elected, they work closely with GSU's Executive Assistant. SUD-Buds may become Service Unit delegates or alternate delegates, if elected. For more information, contact your GSD.

### **Delegates**

Council Service Unit delegates and the Board of Directors are accountable to the community for the organization's success in carrying out the Girl Scout Mission.

Service Unit delegates are policy-influencing volunteers. With the Board of Directors, they are responsible for proposing new or modified policies to best meet the needs of the council. These policies guide organizational actions. Modifications are proposed and voted on at official council meetings.

Two delegates are elected by each Service Unit. Delegates serve a term of two years, or until their successors are elected. Service Units that have more than 200 girls are entitled to elect an additional delegate for every 100 girls over the original 200. Service Units are notified in August of delegate ratios. GSU bases that figure on girl membership as of July 31.

Remember, girls can also be delegates. All Service Units are encouraged to elect at least one girl, age 14 or older, as a delegate or alternate delegate.

## Delegate Responsibilities

Delegates are required to:

- Attend and participate in Service Unit meetings.
- Attend and participate in GSU Town Meetings (held in the fall and spring).
- Represent the Service Unit at the GSU Annual Meeting.

Service Unit delegates elect members of the Board of Directors each year at the council's Annual Meeting. Delegates also elect members of the Council Nominating Committee at the Annual Meeting. This committee reviews referrals for potential board members, national delegates, and committee members. Their work includes reference checks and personal interviews. This committee strives to find the best candidates to balance the skills and expertise needed on the policy-making board.

## Delegate Training

Delegate training dates are listed in *Fun Stuff* and *Adult Education* publication. You can also check with your GSD for times and dates. Trainings take place via a telephone/web-based conference call. Town Meeting dates and times can be found on the GSU web site, [www.gsutah.org](http://www.gsutah.org)

## Media/Public Relations

The Communications department is committed to increasing GSU's visibility statewide. Throughout the year, GSU's Director of Communications promotes the Utah council, as well as specific areas. The SUD-Bud's assistance is needed to help troops and Service Units obtain local media coverage. In particular, GSU wants to promote events, stories, service projects, and awards. Work with your GSD to determine appropriate submissions.

A "Media Request" form (#04-0010) has been created for SUD-Buds to use to submit media requests on behalf of troops and Service Units. Be mindful of upcoming events and submit your requests early. All submissions will be reviewed by the Director of Communications to determine appropriate media worthiness and the correct media outlet. The Director of Communications cannot guarantee coverage.

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