



Service Unit Recognition Representative

Summary

The Recognition Representative plays an important role to ensure that adult volunteers in the service unit are recognized for their hard work and outstanding service. Works with the team and volunteers to collect stories of amazing members and nominate them for Girl Scout Adult Awards while cultivating an atmosphere of appreciation through formal and informal volunteer recognition within the service unit. Recognizes girls who earn leadership, service, and the Girl Scout Gold, Silver, and Bronze awards.

Responsibilities/Duties

- Recruit 2 - 4 people to serve on the service unit recognition committee.
- Become familiar with the criteria and nomination process for GSUSA and Council Adult Recognition Awards; including those on the service unit level.
- Educate members of the service unit about various types of awards for adults and the nomination process, including nomination deadlines.
- Encourage participation and submission of nominations annually.
- Become familiar with the criteria, process, and deadlines associated with the Bronze, Silver, and Gold awards.
- Consult with the Service Unit Finance Representative to ensure budget compliance for recognition.
- Provide informal opportunities to recognize volunteers during service unit meetings.
- Record and verify years of service and previous nominations of all service unit volunteers that will be provided by council award staff in February. Following verification report inaccuracies back to council staff.
- Request service unit council award recognition pins and certificates from council staff by March 30.
- Reach out to parents/girls to encourage them to thank their leaders/co-leaders, especially during Volunteer Appreciation Month and Leaders Appreciation Day in April.
- Support Girl Scouts of Utah formal recognition process with a goal of at least three (3) Council Adult Award nominations annually.
- Solicit endorsement letters from volunteers and/or community to support adult nominations.
- Coordinate with Program Department to identify Bronze recipients; host an event to recognize Bronze awardees with their certificates and pins. May include girls who have received Silver, Gold, or other awards.
- Co-ordinate service unit annual recognition/appreciation event for awardees and volunteers.

Qualification Requirements

- Excellent communication, planning skills, and is well organized.
- Experienced and skilled in using basic computer programs*.

Benefits of Service

- Develop leadership skills
- Develop planning, organizing, and budgeting skills
- Network with community partners

Term of Appointment

Appointed by Volunteer Support Specialist and reappointment based on annual evaluation. This position is a minimum two (2) year commitment and is renewable for a second consecutive term, for a total of four (4) years of service. The Girl Scouts of Utah council, in conjunction with the service unit team, will perform an annual evaluation of each service unit team member.

Support Team

- Volunteer Support Specialist
- Volunteer Support Manager
- Council Volunteer Recognition Liaison
- Program Department

Resources

- Service Unit Guidebook
- Service Unit Planning Packet
- Volunteer Essentials
- GSU Volunteer Policies
- GSU Website