

Per Girl Scouts of Utah’s Youth Protection Policies, an evaluation of volunteers must take place each year. This is part of our insurance obligations and an opportunity to receive feedback on our volunteer support procedures.

Links

[Service Unit Team Resources](#)

[Troop Leader/Co-Leader Evaluation](#) (fillable PDF)

[Service Unit Team Evaluation](#) (fillable PDF)

Troop Leader and Co-Leader Process

Steps	Timing
<p><u>Service Unit Team:</u> Determine what system the service unit will use for distributing evaluations to volunteers (fillable PDF, survey, paper forms) and who is going to collect the information.</p> <ul style="list-style-type: none"> • Recommend using the fillable PDF (see Links section) and forwarding by email. • <i>Optional:</i> create a survey using free survey software such as Google Forms or Survicate. 	February / March
<p><u>Service Unit Team:</u> Distribute form to the leaders/co-leaders in your service unit.</p> <ul style="list-style-type: none"> • <i>Suggestion:</i> have the SU Communication Rep forward to all leaders/co-leaders by email with a message from the SUM 	March
<p><u>Leaders:</u> Request forms/survey be completed and returned to the team by the end of April.</p>	April
<p><u>Service Unit Team:</u> Follow up with those that have not completed their evaluation.</p>	May
<p><u>Service Unit Team:</u> Review evaluations as a team; look for “red flags” and mark for the face-to-face meeting.</p> <ul style="list-style-type: none"> • Red Flags <ul style="list-style-type: none"> • Answers such as “never” or “?” • Uncompleted trainings • Poor or low score on self-ratings • Not returning 	May
<p><u>Service Unit Team:</u> Determine how you will conduct face-to-face meetings, when those need to be completed, and who is going to meet with which volunteer.</p>	May / June

<ul style="list-style-type: none"> • Face-to-face can be in-person, in a group setting, over the phone, or using virtual tools 	
<p><u>Service Unit Team & Leaders:</u> Complete all face-to-face meetings by end of June</p> <ul style="list-style-type: none"> • Use the back side of the self-evaluation form to guide questions for the meeting. • If using survey software, be sure you can print off the individual's response to take notes during the face-to-face meeting and submit document to MSS. 	June
<p><u>Service Unit Team:</u> Keep track of all leaders/co-leaders who have completed the forms. (Only the forms of the leaders/co-leaders that required a face-to-face should be submitted, but a list showing who completed the self-evaluation and who has not will be submitted to the MSS.)</p> <ul style="list-style-type: none"> • Run a Troop Leader list from Looker or ask MSS to assist. 	June
<p><u>Service Unit Team:</u> A list of leaders/co-leaders for the service unit with confirmation they completed the self-evaluation and forms of those that participated in a face-to-face is submitted to the MSS by June 30 (no later than July 15).</p>	June

Service Unit Team Process

Steps	When
<p><u>Service Unit Manager:</u> Determine what system will be used for distributing evaluations to volunteers (fillable PDF, survey, paper forms).</p> <ul style="list-style-type: none"> • Recommend using the fillable PDF (see Links section) and forwarding by email. • <i>Optional:</i> create a survey using free survey software such as Google Forms or Survicate. 	February / March
<p><u>Service Unit Manager:</u> Distribute forms to your Service Unit Team.</p>	March
<p><u>Service Unit Team:</u> Request forms/survey be completed and returned to team by the end of April.</p>	April
<p><u>Service Unit Manager:</u> Follow up with those who have not completed their evaluation.</p>	May
<p><u>Service Unit Manager:</u> Review forms and set up meetings for face-to-face with all Service Unit Team members.</p> <ul style="list-style-type: none"> • Are you going to meet at a coffee shop and go by appointment? Maybe you'll spend time after the May SU 	May / June

<p>Leader Meeting or hold a June SU meeting? Consider different options to conduct the meetings.</p> <ul style="list-style-type: none"> • Talk to your MSS and see if they can assist with some of the meetings. 	
<p><u>Service Unit Manager & Service Unit Team</u>: Complete all face-to-face meetings by end of June.</p> <ul style="list-style-type: none"> • Use the back side of the self-evaluation form to guide questions for the meeting. • If using survey software, be sure you can print off the individual's response to take notes during the face-to-face meeting and submit document to MSS. 	June
<p><u>Service Unit Manager</u>: Keep track of all the Service Unit Team members that have completed the forms. All team members need to complete a form to be reappointed, and all forms will be submitted to the MSS.</p>	June
<p><u>Service Unit Manager</u>: Submit list of current and next year's Service Unit Team along with evaluation forms to MSS by end of June (July 15 the latest).</p>	June