

The Service Unit Registrar Self-Assessment form is used by the Service Unit Registrar in partnership with the Service Unit Manager at the end of the program year. The purpose is to assess the comfort level with the position in order to determine the needs for specific educational sessions.

Please evaluate yourself on the items below:

1. Have you taken the necessary educational sessions for this position? __Yes __ No When: _____

2. Have you completed the online background check? Yes No

3. What are three things that you have mastered this year?

4. What are three things that you would like to put more emphasis on?

5. Please list the areas in which you feel that you still need assistance.

6. Other positions you would like to experience.

Please rate yourself 1 to 5 (1 = Not At All; 5 = Quite Well) I am able to:

- ___ Set goals
- ___ Be familiar with membership requirements and registration procedures
- ___ Set date, time and place of registration meeting
- ___ Conduct registration meeting
- ___ Check all registrations for accuracy and completeness
- ___ Problem solve
- ___ Process registrations and forward with dues to GSCB Registrar
- ___ Attend Service Unit and Service Team meetings
- ___ Ensure additions to Troops are registered promptly
- ___ Submit change of address or change of position to GSCB
- ___ Follow-up on Troops, girls and adults who fail to re-register on time
- ___ Interpret GSCB and National policies
- ___ Promote GSCB and National programs
- ___ Communicate (oral and written)
- ___ Ensure that Girl Scouting is offered to all girls
- ___ Promote retention of girls
- ___ Promote retention of adults
- ___ Promote Early Bird registration