



Service Unit Manager Orientation

Appendix A: Service Unit Evaluation Forms

March 2011 Edition



Service Unit Team Volunteer Evaluation

Evaluations may be completed annually. Use the specific service unit team volunteer position description as a basis for your evaluation. Give one copy to the volunteer and retain one copy for the service unit records. Evaluations are considered confidential.

Name of volunteer: _____ Position: _____

Service unit: _____ Evaluation period: from _____ to _____

Name of evaluator: _____ Date: _____

Describe the service unit team volunteer's strengths, accomplishments, and positive qualities related to the performance of the volunteer in her/his position. Use specific examples:

Describe areas in which the service unit team volunteer could improve, areas for growth, or problems areas related to the performance of the service unit team volunteer in her/his position. Use specific examples:

Describe ways in which the service team volunteer has contributed to the mission of helping girls to have courage, confidence, and character, who make the world a better place. Use specific examples:

Signature of volunteer: _____ Date: _____

Signature of service unit manager: _____ Date: _____

Volunteer Evaluation (one page)



Volunteer Self-Evaluation

At least once a year, it's important to take time to review how you are doing, acknowledge your successes and plan for your future. It's best if you can then share this information with your co-leader, or another team member. Please take a few moments to consider the following questions. Jot down some notes. Feel free to use extra paper, if needed.

What are your thoughts about the following statements?:

My major accomplishments this year have been:

I had planned to accomplish _____, but did not because...

When I think back over the past year, I am most proud of...

The things I really like about my volunteer position are...

The things I don't like are...

In the coming year, I am looking forward to...

In the coming year, I wish I didn't have to...

I would really like the opportunity to...

What situation did you learn the most from this year?

If you could do things differently, what changes would you make?

In Girl Scouting, who did you help in a significant way?

Who or what helped you the most?

In what way do you feel you contributed to the mission of Girl Scouting (Girl Scouting builds girls of courage, confidence, and character, who make the world a better place)?:

What wish would you like to have fulfilled?



Service Unit Year-End Evaluation

The following questions can be used as part of a discussion or as a handout for service team members.

Service to Adults:

Leader Meetings

Day of the week: OK_____ Not OK_____ (A better day is _____)

Time of day: OK_____ Not OK_____ (A better time is _____)

Meetings meet my needs: Yes_____ No_____

Comments:

Service Team Meetings

Day of the week: OK_____ Not OK_____ (A better day is _____)

Time of day: OK_____ Not OK_____ (A better time is _____)

Meetings meet my needs: Yes_____ No_____

Comments:

I receive the service team support I need to do my job: Yes_____ No_____

If no, what support do you need?

What supports have been especially helpful?

I receive the support I need from River Valleys' staff in the service center offices: Yes_____ No_____

Comments:

Service to Girls:

How can we serve girls better?

What would the girls like to do?

I need help or more information in the following areas:

- Grants for girls and adults
- Using GSUSA Journey books
- Day camp/Summer camp
- Service unit events
- Website navigation
- Council-wide program events
- Other: _____

Suggestions

To recruit more girls as members, I suggest:

To recruit more adults as members, I suggest:

To be more visible in the community, I suggest:

To increase support of the Family Fundraising Campaign, I suggest: