



Service Unit Annual Giving Coordinator Self Study

Thank you for volunteering to be a service unit annual giving coordinator (SUAGC). This self study is designed to prepare you for the duties of your position.

Materials Needed

To work through the activities in this self study you will need access to the internet. You can download a PDF version of Volunteer Essentials 2011-2012 from the River Valleys website at girlscoutsrv.org. Information about troop and service unit money-raising activities is included. Paper copies are also available by request at your local service center.

Course Objectives

After completing this self study, you will be able to:

- Promote and provide accurate information about River Valleys' annual giving program to families, leaders, service unit teams, other volunteers, and the public.
- Identify the purpose of the annual giving campaign for families.
- Identify the purpose of the service unit annual giving coordinator position.
- State the responsibilities of the service unit annual giving coordinator.
- Identify giving methods best suited for your service unit and families.
- Identify printed and Web resources pertinent to the annual giving campaign and your position.
- Apply the Girl Scout mission and law to your position as SUAGC.

Course Completion

Throughout this self study, there will be "Checking In" questions for reflection. These are for your use only and do not need to be turned in. Complete and return this page of the self study, along with the evaluation on the last page, to record your completion of the service unit annual giving coordinator training. Return forms electronically to training@girlscoutsrv.org.

Signature _____ Date _____

Name _____

Address _____

City _____ State _____ Zip _____

Phone (home) _____ Service Unit: _____

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Introduction

Before beginning the self study, take a moment and reflect on how you feel right now about serving as a service unit annual giving coordinator.

Checking In



Directions: Please complete the questions below.

1) What do you think are the responsibilities and duties of a service unit annual giving coordinator?

2) What are some questions or concerns you have about the position?

A) _____

B) _____

C) _____

3) What do you think philanthropy means?

Record your thoughts. At the end of the self study, there will be a chance for you to look back on these first reflections.

The Girl Scout Promise and Law

Girl Scouts' core beliefs are expressed in the Girl Scout Promise and Law. While Girl Scouting encompasses girls of different ages, cultures, and backgrounds, all Girl Scouts are united in their commitment to living The Promise and Law in their daily lives.

Girl Scout Promise

On my honor I will try:

To serve God and my country,
To help people at all times,
and to live by the Girl Scout Law.

Girl Scout Law

I will do my best to be
honest and fair,
friendly and helpful,
considerate and caring,
courageous and strong, and
responsible for what I say and do

and to

respect myself and others,
respect authority,
use resources wisely,
make the world a better place, and
be a sister to every Girl Scout.

Checking In



Directions: Please complete the questions below.

1) What are two illustrations of how you live The Girl Scout Law in your daily life?

2) As a service unit annual giving coordinator, which aspects of The Girl Scout Law do you believe will be most important to your work? Why?

Girl Scouts of Minnesota and Wisconsin River Valleys

With the assistance of nearly 18,000 adult volunteers, River Valleys serves approximately 45,000 girls in the southern Minnesota and western Wisconsin areas. Members can receive assistance and resources at any of River Valleys' five service centers.

Girl Scouts of Minnesota and Wisconsin River Valleys main number: 1-800-845-0787

Girl Scouts of Minnesota and Wisconsin River Valleys website: www.girlscoutsrv.org

Brooklyn Center Service Center

5601 Brooklyn Boulevard
Brooklyn Center, MN 55429
Fax: 763-535-7524

Redwood Falls Service Center

809 East Bridge Street
Redwood Falls, MN 56283
Fax: 507-627-2138

Northfield Service Center

1025 Highway 3 North
Northfield, MN 55057
Fax: 507-645-6605

Rochester Service Center

4228 8th Street Southwest
Rochester, MN 55902
Fax: 507-288-7702

St. Paul Service Center

400 Robert Street South
St. Paul, MN 55107
Fax: 651-227-7533

Fund Development Contact

Stephanie Klenk

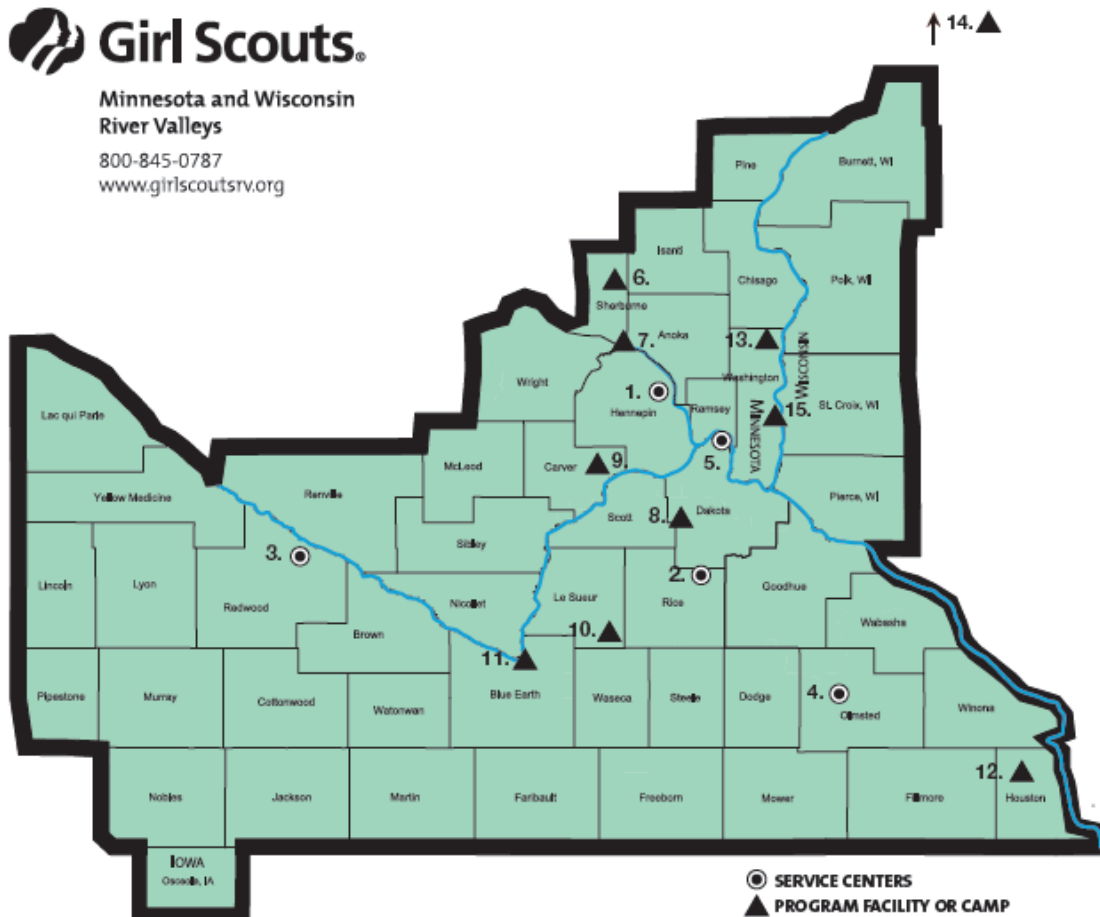
Annual Giving Officer/
Family Fundraising Coordinator
651-379-4773
stephanie.klenk@girlscoutsrv.org



**Minnesota and Wisconsin
River Valleys**

800-845-0787

www.girlscoutsrv.org



PRIMARY SERVICE CENTERS

- 1. **Brooklyn Center Service Center**
(formerly Greater Minneapolis)
Brooklyn Center, MN
- 2. **Northfield Service Center**
(formerly Cannon Valley)
Northfield, MN
- 3. **Redwood Falls Service Center**
(formerly Peacepipe)
Redwood Falls, MN
- 4. **Rochester Service Center**
(formerly River Trails)
Rochester, MN
- 5. **St. Paul Service Center**
(formerly St. Croix Valley)
St. Paul, MN

PROGRAM FACILITY AND CAMP LOCATIONS

- 6. Camp Elk River - Zimmerman, MN
- 7. Camp Lockeslea - Fridley, MN
- 8. Satellite Shop - Burnsville, MN
- 9. Satellite Shop - Chanhassen, MN
- Northfield Service Center**
- 10. Camp Singing Hills - Waterville, MN
- Redwood Falls Service Center**
- 3. Bremer Science Learning Center
Redwood Falls, MN
- 11. Mankato Satellite Office
Mankato, MN
- Rochester Service Center**
- 4. Edith Mayo - Rochester, MN
- 12. Whispering Hills - Houston, MN
- St. Paul Service Center**
- 5. St. Paul Service Center - St. Paul, MN
- 13. Camp Lakamaga - Marine, MN
- 14. Camp Northwoods - Mason, WI
- 15. Sagata - Bayport, MN

Rev 11/10

The Service Unit

River Valleys is divided into different geographical areas called service units. The service unit team is the group of volunteers who support and assist the leaders and troops in that area. Since you will be working closely with the members of your service unit team, it is important that you know who they are and what role they play. The chart below provides you with a place to write the names and contact information of the other members of your service unit team.

Service Unit: _____

Staff membership specialist/council staff support person: _____

Staff membership specialist/council staff support person's contact info: _____

Position	Name	E-mail/Phone	Description
Service Unit Manager			In partnership with Girl Scout membership staff, provides leadership, direction, and support to service unit volunteers
Service Unit Product Program Manager			Coordinates the Fall Product Program and/or the Cookie Program Activity at the service unit level
Registrar			Assures that girls and volunteers get registered as members
Organizer/Recruiter			Recruits girls/volunteers and organizes troops
Treasurer			Manages service unit funds and guides leaders in proper financial management
Fast Start Coach			Provides troop start-up assistance for new leaders
Resource Coordinator			Provides support/information to troop leaders regarding programming
Event Coordinator			Supervises service unit event directors.
Communications Representative			Promotes Girl Scouts and increases community awareness within the service unit.
Annual Giving Coordinator	You!		Coordinates River Valleys' annual fundraising program in the service unit
Centennial Take Action Coordinator			Coordinates the Take Action Project on October 13, 2012.

What Role Do I Play in the Service Unit?

As a service unit annual giving coordinator you play an important role for River Valleys by asking families in the service unit to invest in Girl Scouts with a financial donation.

Your responsibilities as a service unit annual giving coordinator fall into four main categories. Each of these responsibilities will be explained more in depth later in the self study.

- **Family Giving Liaison** – communicate with the service unit and Fund Development department, specifically with the Annual Giving Officer, about service unit efforts regarding Family Giving and goal setting.
- **Educator/Planner** – provide information and respond to questions about River Valleys Family Giving campaign, become familiar with fundraising methods for the service unit and troops, and plan Family Giving events/campaign.
- **Promoter** – promote Family Giving. Give every Girl Scout family the opportunity to make a financial contribution and to be educated about annual giving.
- **Steward** – be a fiscal steward of donations, submitting contributions in a timely, ethical manner.

The activity below will help you learn more about the specific tasks and responsibilities of your position. It will also help you determine which areas of the service unit annual giving coordinator you are most comfortable with, and which areas may require more training or assistance from other members of your service team or council staff.

Checking In



Directions: Read the position description located on the next page to learn more about the specific tasks of your position. As you read, circle the responsibilities with which you are comfortable and underline the responsibilities with which you feel unsure. Use the results of this activity to answer the questions below.

1) In what two areas do I feel most comfortable? Why?

2) What is one area where I need to work on my skills? What resources could I use to do this? Who could I contact to help me with this?



Annual Giving Coordinator (AGC), Family Giving Campaign Position Description

This key volunteer position works to educate and solicit Girl Scout families for annual giving contributions from the local service unit area. By raising funds at the local level, AGC's increase River Valleys ability to deliver services and program to girls. A one-year term, this position reports to the service unit manager, with support from River Valleys' Annual Giving Officer and membership staff.

Opportunities:

- Hands-on experience in project planning and execution.
- Refine skills while sharing your commitment to Girl Scouting.
- Gain valuable experience in motivating and communicating to others.
- Receive enrichment training.
- Strengthen River Valleys' financial ability to deliver services to girls.

Responsibilities:

1. Give every Girl Scout family the opportunity to make a gift and become educated about annual giving.
2. Attend training/information session, complete a self-study, or meet with the Annual Giving Officer.
3. Identify giving methods best suited for service unit, based on options discussed at information sessions.
4. Set outreach objectives, coordinate tasks, and make effective plans to reach service unit's annual giving goal.
5. Keep records of annual giving efforts.
6. Submit reports and funds in a timely manner to the service unit manager or local service center. Please be aware of bank cashing deadlines for checks. Checks will not be cashed if they are more than three months old.

Qualifications:

- Familiarity (or willing to become familiar) with local service unit/community, Girl Scout program, and financial needs of River Valleys.
- Excellent verbal and written communication skills.
- Ability to coordinate projects and to motivate others.
- Comfort in speaking about fundraising.
- Leading by example; make a personal annual gift.
- Handle donors and donations with responsibility, confidentiality, and ethical behavior.

Service Unit Annual Giving Coordinator Timeline and Responsibilities

As a service unit annual giving coordinator there are various tasks to accomplish throughout the year to support the family fundraising efforts within your service unit.

Various resources are available to assist you in planning for these responsibilities.

General Timeline:	Task:
Fall	<ul style="list-style-type: none"> • Review Service Unit Essentials and plan where Family Giving can be promoted <ul style="list-style-type: none"> ○ Service Units hold events/campaigns
October 1	<ul style="list-style-type: none"> • Start of River Valleys Fiscal Year
January-July	<ul style="list-style-type: none"> • Family Giving Campaign <ul style="list-style-type: none"> ○ Service Units hold events/campaigns ○ Council sending out mailing/email to families in January and end of summer
April	<ul style="list-style-type: none"> • Incorporate Family Giving events in the Service Unit Essentials for the next year
July	<ul style="list-style-type: none"> • Review the Family Giving efforts and amounts raised
September 30	<ul style="list-style-type: none"> • End of River Valleys Fiscal Year

Annual Giving Coordinator Core Responsibilities:

- Complete self study/training
- Review service unit essentials, noting opportunities to promote Family Giving
- Read River Valleys' materials about solicitation guidelines
- Review Family Giving goals for River Valleys and service unit
- Contact River Valleys' annual giving coordinator for help and assistance
- Give every family the opportunity to contribute
- Assist troop leaders/families with understanding of annual giving
- Oversee family giving efforts for service unit
- Present to groups about family giving
- Understand the financial impact of fundraising on River Valleys
- Manage contributions in a responsible, timely manner
- Receive and distribute incentive
- Complete assessment of the year's efforts

Fundraising 101

The primary goal of the annual Family Giving Campaign is to ensure that every Girl Scout family has the opportunity to make a gift to Girl Scouting. As a membership organization, we reach out to our membership. While there is no mandatory amount for families to give, it is important to educate families about why giving to Girl Scouts is important. The funds we raise help cover River Valley's day-to-day operating expenses, from upkeep of our properties (i.e. camps, service centers) to volunteer training and girl program resources and kits. When we ask families to give, we are asking them to be philanthropic.

The definition of philanthropy as provided by the Association of Fundraising Professionals: *Love of humankind, usually expressed by an effort to enhance the well-being of humanity through personal acts of practical kindness or by financial support of a cause or causes, such as charity, mutual aid or assistance, quality of life, and religion.*

Why do people give?

When asked why they give, people gave the following responses:

- Because they are asked
- To identify with a worthy cause
- To express themselves (i.e. grief, memorial)
- To gain immortality
- For professional advancement
- Peer approval – acceptance
- To give something back
- To help or care for others
- Feelings of obligation
- Tax benefits
- Ego driven – to raise self esteem

People are asked to make charitable gifts through a variety of ways. The best way to ask a person for a gift is in person. Other ways to ask are: personal solicitation through calling on the telephone, letter, special events, proposals, websites/e-mail, and cause-related marketing.

Individuals can make charitable gifts in any number of ways – using a variety of vehicles. River Valleys accepts outright gifts of cash, check, credit card, stock and monthly contributions through EFT (electronic fund transfer). Many people also use workplace giving, volunteer matching gifts from employers based on hours served, and matching gifts as a way to give contributions. River Valleys also accepts planned/deferred gifts made via trusts, insurance, charitable gift annuities, appreciated assets – stock, real estate.

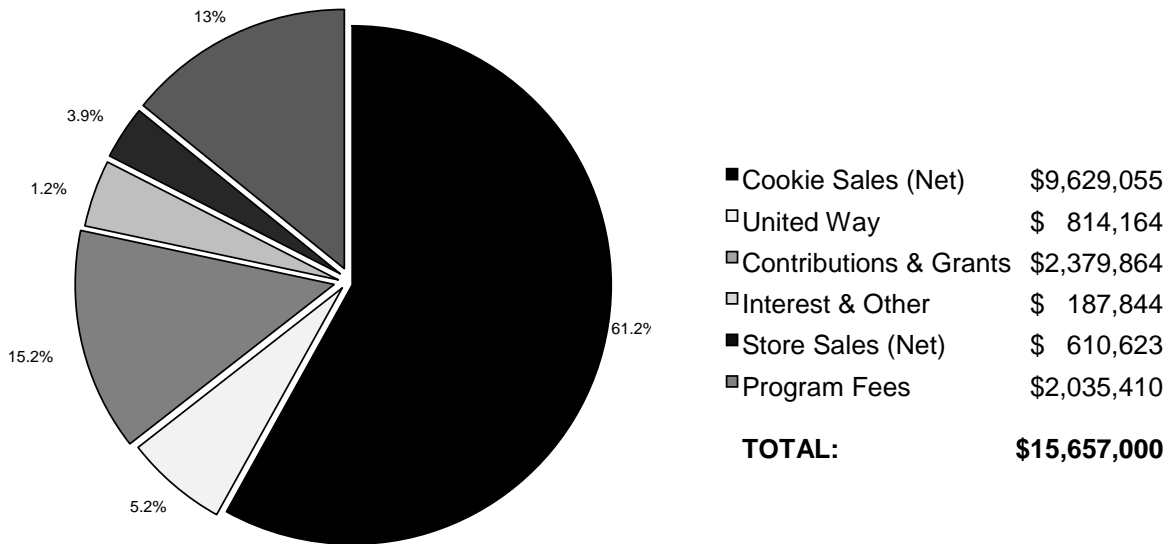
Your communication to families and ability to reach the families in your service unit are the keys to a successful campaign. You can help families make the connection between family giving and quality programs that deliver our mission, *to build girls of confidence, courage, and character, who make the world a better place.*

River Valleys Fiscal Responsibility

Girl Scouts of Minnesota and Wisconsin River Valleys is a fiscally responsible organization. The Charities Review Council recommends at least 70 percent of the organization’s annual expenses be used for program activity and not more than 30 percent for management/general and fundraising combined. In a typical year, eighty one cents of every dollar goes directly to supporting Girl Scout programs. Less than 19% of the budget is designated toward management and fund development, which is well within the Charities Review Council guidelines.

Where does the money come from to support Girl Scouts?

Girl Scouts of Minnesota and Wisconsin River Valleys Budgeted 2010 Revenue



Family Giving donations are part of contributions and grants income.

It is important for River Valleys to diversify income so not all funding comes from one area of revenue.

Family Giving is just one of the initiatives by River Valleys’ fund development department to support the council. Other initiatives include gifts to the annual fund—from alumnae, community members, board of directors, council staff; grants from corporations and foundations; funding from the United Way; in-kind gifts; and planned giving. In addition, the United Way and many donors want to know that an organization’s membership also gives to the organization.

For individual giving, the overall Fund Development goal for 2011-2012 is \$517,000. The target amount for Family Giving, part of the overall goal, is \$55,000. Other goal amounts are: Staff Giving \$25,000, Board Giving \$35,000, alumnae/community members/planned giving \$407,000.

The fiscal year for River Valleys is October 1 to September 30.

Where Does the Money Go?

Did you know that on average it costs more than \$333 a year to support the educational leadership programs and activities for one girl in our River Valleys'?

River Valleys provides approximately \$490,000 in financial assistance for girls, has over 1,100 council sponsored programs and events, has materials (program kits and supplies) to help enrich troops and services units, maintains facilities, and trains over 18,000 volunteer adults.

The \$12 membership fee does not stay here in our area, but goes to GSUSA.

Troop funds are used by troops to participate in events and activities. Also, proceeds that troops earn from the product program sales also go toward funding troops activities.

Checking In



Instructions: Review the information and answer the following questions.

1) When is the end of River Valleys' fiscal year? _____

2) What is River Valleys' family fundraising overall goal? _____

3) Name three ways the contributions for Family Giving help River Valleys?

4) What are two other funding sources for River Valleys? _____

5) Name three reasons why people give? _____

6) How has your troop or service unit benefited from financial support? _____

Options for Family Giving

It's not just up to you to make the Family Giving efforts successful. Family Giving is supported by River Valleys' staff, in particular, the annual giving officer. However, as the Annual Giving Coordinator, you know your service unit the best and know what will work to reach families. Consider thinking outside of the box when planning your annual giving campaign. There is room to try new things, and of course you can utilize methods your service unit has done in the past when approaching families.

How River Valleys Supports Family Giving:

- Mailings/emails to families will be sent during the year to reach families and help educate families about giving to Girl Scouts. The annual giving officer will ask for help personalizing the letter from the service unit.
- Special giving days will be promoted: Give to the Max day in November and Give to Girl Scouts Day in May.
- Resources available: DVD, power point, giving envelopes, form and flier templates.

How Service Unit Efforts Support Family Giving:

Events

Make an "ask" at a family event:

- | | | |
|--------------------------|-------------------|------------------|
| ▪ miniature golf | ▪ Court of Awards | ▪ dance |
| ▪ regatta | ▪ pot luck | ▪ roller skating |
| ▪ international festival | ▪ He and Me | ▪ bingo |
| ▪ pinewood derby | ▪ She and Me | ▪ game night |

Holding an event where it makes a profit for family giving:

- carnival
- silent auction
- spaghetti dinner

Informational:

- Pass out letters and giving envelopes for each family to the troops to give to families and then collect them back.
- Resource fair

Timing

Depending on your service unit and how often families gather together, your area might have one effort for Family Giving, have a fall and spring effort, or ask at every event.

While some service units have a certain time of year for Family Giving, there are options for flexibility. Keep in mind that council fundraising as a whole cannot be done during Untied Way (October-November) or Cookie season (February-March). However a service unit may still have an event during this time frame.

Goals

Goals for Family Giving are based on each individual service unit. Factors for these goals include the number of girls, the average family giving raised in the past, and capacity of giving of the families. The goal amount is set by the Annual Giving Officer and the annual giving coordinator. Your service unit goal for annual giving will be sent to you in October by the Annual Giving Officer.

Reflection Time



Directions: Take your time to reflect on the Family Giving options. Write your thoughts in the spaces below.

1) How can River Valleys' staff and the annual giving office support me and the Family Giving efforts of my service unit?

2) What Family Giving effort appeals to me? What would work best for my service unit? Why?

3) What personal story would I tell if I were asked why Girl Scouts is important to me and my girl?

4) The easiest part of leading the Family Giving effort for me will be:

5) Some ideas of how I can have others in my service unit help me are:

Frequently Asked Questions

In your role as Annual Giving Coordinator you will get questions from members of your service unit about family giving. The following questions are samples of these frequently asked questions for you to refer to in these situations.

Our Girl Scout sells cookies. Isn't that enough to help cover River Valleys' expenses?

The benefit of having a strong council that has financial support of its members is very important. Although the Girl Scout Product Program Activities are an important source of funding, it only covers a portion of the annual operating budget. River Valleys funds the rest of the operating budget from donations, United Way funding, and corporations/foundations. It is important to diversify the funding we use to support the budget. The Family Giving Campaign is a direct gift to the Girl Scouts of Minnesota and Wisconsin River Valleys, and a demonstration of your commitment over and above your support of the annual Cookie Program Activity.

I give my Girl Scout money for troop dues. Doesn't that count?

Troop dues are set by the troop and support specific troop activities. None of that money is used for the services provided by River Valleys. On average it costs River Valleys \$333 annually to provide services to your Girl Scout. These costs include things like training troop leaders, communications, council-sponsored program events and activities, and ensuring clean, safe facilities.

I pay \$12 for my child to be a Girl Scout. Isn't that enough?

Your entire \$12 membership fee goes directly to GSUSA for national program development and activity insurance.

My family doesn't see the benefits of funding from River Valleys. Why should we give?

Sometimes the benefits that you receive are easily overlooked. These are just a few of the ways family giving support River Valleys:

- Volunteers attended training sessions with council facilitators
- Kits and enrichment materials are available to troops for free or at a low costs
- Volunteers that oversee service units are supported by membership staff that help guide and grow the program
- Program staff arrange and promote more than 1,100 programs throughout our council area, not including all of the camp programs offered year round
- Financial assistance is provided for girls whose families cannot afford Girl Scouts

At the troop, service unit, and River Valleys level, from horse helmets to event insurance, many benefits and services are offered to our members—and can be found in every girl's experience.

What is the value of Girl Scouts for me?

Watch your girl discover positive skills, connect with her community, and take action to make her community a better place. Your girl will have a sense of community and belonging to something bigger than herself. What part of being in Girl Scouts does your girl love?

How can I support the Family Giving Campaign?

You can give support in the following ways:

- Participate in your service unit's event or activity to support Family Fundraising.

- Donate online at www.girlscoutsrv.org or send in a donation with the Family Fundraising envelopes provided to you. Every donation counts.
- Check to see if you can double your gift through employer matching programs.
- Be aware of the “real” cost of what it takes to support a girl in our council.
- Be an advocate for Girl Scouts and the Family Giving efforts.

Annual Giving Coordinator Problem Solving

So what do I do if....

An issue arises while implementing my service unit annual giving campaign? River Valleys has resources to help you best address these issues. Although an ideal situation would be problem free, it is best to be prepared in case you are faced with an issue. Please contact the Annual Giving Officer if need arises:

Stephanie Klenk

Annual Giving Officer/Family Fundraising Coordinator

651-379-4773 or stephanie.klenk@girlscoutsrv.org

Activity: Below are a few scenarios. Take a minute to read each scenario and come up with a solution to the issue. At the next “check in” you will have an opportunity to record your thoughts.

Scenario #1- Making the Ask

I am worried about asking for donations. I don’t know how.

Scenario #2-Financial Bad Times

My service unit has never participated in family giving. In fact, not everyone on the service team thinks that we should be asking families for any donations. The area in which we live is having economic difficulty. Should I even be asking for contributions?

Scenario #3-Delayed Checks

I just found out that the previous annual giving coordinator didn’t turn in any of the money that was collected last year. What do I do?

Scenario #4-No Family Event

My service unit doesn’t have a service unit-wide family event. How do I reach the families to make an ask?

Scenario #5-Unsuccessful Attempt

My service unit had the family event and families were asked to give. It was not successful. What do I do now?

Scenario #6-Council Mailing

The council sent out mailing and emails three times to the families in my service unit and I know they didn’t give as much as they usually do. Why didn’t it work?

Checking In



Directions: Take a moment to reflect on the scenarios you just reviewed. Does an example fit your service unit situation? Answer the following questions by utilizing your personal experiences. Review the problem solving scenario feedback on the next page for sample solutions.

Based on your situation:

1) What are some ways to resolve this scenario?

2) Who/what would be your first point of contact in this situation? _____

3) What are the priorities in this scenario? _____

4) What issues would you address with the service unit team? And what issues would you pass along to the annual giving coordinator?

Annual Giving Coordinator Problem Solving: Scenario Feedback

Scenario #1- Making the Ask

I am worried about asking for donations. I don't know how.

Please know that there are many resources available to you. The annual giving officer has materials that explain to families why we ask members for contributions. In addition, the giving officer would be willing to meet and discuss how best to do the Family Giving ask for your service unit. Also, there are volunteers that would be willing to come and help do an ask at an event.

Scenario #2-Financial Bad Times

My service unit has never participated in family giving. In fact, not everyone on the service team thinks that we should be asking families for any donations. The area in which we live is having economic difficulty. Should I even be asking for contributions?

River Valleys is a membership organization that asks its members for contributions. Every family has the right to be asked if they would like to contribute. Rarely do contributions get made, unless people are asked. Consider inviting the Annual Giving Officer to a leader meeting to discuss why the Family Giving campaign is important.

Scenario #3-Delayed Checks

I just found out that the previous annual giving coordinator didn't turn in any of the money that was collected last year. What do I do?

Please contact the Annual Giving Officer as soon as possible. Arrangements to get the contributions to a service center can be made. If there are outdated checks that can no longer be cashed, the families will be notified. Your efforts in this type of situation will help River Valleys be as responsible and transparent as possible with donation procedures.

Scenario #4-No Family Event

My service unit doesn't have a service unit-wide family event. How do I reach families to make an ask?

If a service unit doesn't hold service unit-wide family events, there are a few alternative options to make sure that each family still has an opportunity to give. Consider working with another service unit volunteer to start an event that can be tailored as a family giving opportunity. Another option would be to try a service unit giving campaign with envelopes. There are family giving envelopes available to distribute to families. These can be distributed by troops and girls. Finally, in May, River Valleys promotes a Give to Girl Scout Day. This is another opportunity that you can tell families about, while sharing the importance of giving.

Scenario #5-Unsuccessful Attempt

My service unit had the family event and families were asked to give. It was not successful. What do I do now?

There are many reasons why an event might not have turned out exactly how you had hoped. Some questions to consider when planning your next event are:

- Was there a contribution built in to the event fee?
- How could you increase attendance?
- Was there a specific ask at the event or was it hard to fit in?

Sometimes it takes a couple of years to educate families about why you do an event, and why Family Giving is important. Depending on the time of year your event occurs, you can promote the Give to Girl Scouts Day in May or personalize River Valleys' mailing that goes out in the summer (discuss this option with the Annual Giving Officer).

Scenario #6- River Valleys' Mailing

River Valleys sent out mailing and emails three times to the families in my service unit and I know they didn't give as much as they usually do. Why didn't it work?

River Valleys finds it beneficial to have a mailing sent from the council so all families are asked in the same way. This mailing is intended to educate families throughout our entire council jurisdiction. Although this is effective service unit events or asks are often more successful because families know the person asking and know how much time they give to Girl Scouts. A personal approach is often the best one when asking for contributions, so consider using both of these approaches to your service unit family giving campaign.

Reflection Time



Directions: Revisit your first reflection questions on page three. If there are still questions you have regarding your roles as the Service Unit Annual Giving Coordinator please contact the Annual Giving Officer: Stephanie Klenk at 651-379-4773 or stephanie.klenk@girlscoutsrv.org.

Thank you for volunteering to serve as the Annual Giving Coordinator in your service unit. Please complete the evaluation on page 19 and return with our course completion information from page one.



Like this: ● Not like this: ✓ ✗ /

Use blue/black pen to fill out the survey. Please no markers or light colored pen/pencils.

Service Unit Annual Giving Coordinator Self-Study Evaluation

Please return this evaluation to Adult Development, Girl Scouts of Minnesota and Wisconsin River Valleys, 400 South Robert St., St. Paul, MN 55107 or fax to 651-227-7533. Completion of this self-study will be recorded in your volunteer training record.

Course: Annual Giving Coordinator Self Study		Date:
Name:	Service unit:	
Phone:	Email:	

How prepared do you feel to begin your volunteer position as annual giving coordinator?											
	10	9	8	7	6	5	4	3	2	1	Not Prepared
Very Prepared	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Please rate this training session in the following areas. If you wish, you may add comments.
5 = Strongly agree, 4 = Agree, 3 = Somewhat agree, 2 = Disagree, 1 = Strongly disagree.

Promote and provide accurate information about River Valleys' annual giving program.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Identify the purpose of the annual Family Giving campaign	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Identify the purpose of the service unit annual giving coordinator volunteer position	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
State the responsibilities of this volunteer position	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Determine if I am capable and willing to fill this position for your service unit	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Identify giving methods best suited for my service unit and families	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Identify printed and web resources pertinent to the annual family giving campaign	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

The two most useful things I learned from this training are: _____

One suggestion that would improve this training is: _____

Thank you for volunteering with Girl Scouts.