

SERVICE UNIT TEAM

Treasurer Orientation Manual Review

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Service Unit (name or number) _____

Please complete the review questions below and return to:

Girl Scout and Volunteer Resource Center
321 Virginia Street W
Charleston, WV 25302
Attn: Shawn Kasten

1. Who does the Service Unit Treasurer report to?
 - a) Chief Executive Officer
 - b) Chief Finance and Business Officer
 - c) No one

2. You need to attend service unit meetings.
 - a) True
 - b) False

3. You are accountable for reviewing troop financial reports.
 - a) True
 - b) False

4. What records do you maintain on the service unit level?

5. You have to have a criminal background check.
 - a) True
 - b) False

6. List at least one training that you need to attend.

7. When should you begin updating continuing troops' information?

8. How should you organize your files?

9. How much time commitment does the position description say that you will spend each month?
