

**SERVICE UNIT PRODUCT SALES COORDINATOR - COOKIE SALE
SELF-APPRAISAL**

Check (✓) one: _____ New _____ Experienced

Name: _____

Service Unit _____

RATINGS

The service team implements and evaluates ways to provide and maintain Girl Scouting within a designated community. The service team is appointed by and is accountable to the service unit manager and the field director.

Please circle the appropriate category.
Explain ratings below 2.
1 = needs improvement
2 = meets expectations
3 = exceeds expectations

Return this appraisal to SUM or Field Director by June 30. Thank You

ACCOUNTABILITIES

RATINGS

- | | | | |
|--|---|---|---|
| 1. Attended training for the position and kept my knowledge current at all times. | 1 | 2 | 3 |
| 2. Provided training for troop cookie managers/leaders. | 1 | 2 | 3 |
| 3. Contacted membership coordinator for troop updates. Contacted all troop leaders to give them training date(s), location and time(s). | 1 | 2 | 3 |
| 4. Trained all troop cookie managers and leaders, followed up with those troops who could not attend the training and trained them individually when necessary. | 1 | 2 | 3 |
| 5. Collated troop packets. | 1 | 2 | 3 |
| 6. Collected all troop orders and compiled service unit cookie cupboard order and made sure they were turned in to council office by deadline day. | 1 | 2 | 3 |
| 7. Found a central drop site, recruited a team to help, accepted delivery for service unit on designated day, and distributed cookies to all troops. | 1 | 2 | 3 |
| 8. Assisted in the collection of missing reports and/or money if requested to do so. | 1 | 2 | 3 |
| 9. Promoted rallies, booth sales, direct sales, and cookie day. Assisted troops participating in rolling sales by assigning portions of the community according to the number of troops taking part in community canvassing. | 1 | 2 | 3 |
| 10. Distributed recognitions to troops immediately. | 1 | 2 | 3 |
| 11. Attended service team and service unit leader meetings as needed. | 1 | 2 | 3 |
| 12. Adhered to and promoted National and council policies, standards and procedures. | 1 | 2 | 3 |

continued over>>>>>

Please circle your satisfaction in the job: greatest 5 4 3 2 1 least

13. My strengths as a service team member are:

14. In order to accomplish the responsibilities of this position and assist the service unit, I need the following help:

Please check (✓) one of the following:

- Recommended for reappointment to current position
- Recommended for the following position: _____
- Not recommended for reappointment
- Will not continue

COMMENTS: _____

Service Team Member

Service Unit Manager

Field Director