

## **Resigning as a Volunteer**

### **Policy**

Girl Scouts Western Pennsylvania is deeply grateful for the service of our volunteers. We understand that there will be circumstances under which a volunteer no longer wishes to continue in one or more of their volunteer roles. When that happens, we encourage the volunteer to work with council staff to ensure that there is minimal disruption to the Girl Scout experience for all our members.

### **Procedure**

Any volunteer wishing to resign should inform their membership engagement specialist. The membership engagement specialist will encourage the volunteer to submit their resignation in writing. The volunteer and the membership engagement specialist will work together to address any final business that requires the assistance of the volunteer. This may include:

- The removal of the volunteer as a signer on Girl Scout bank accounts.
- The filing of any outstanding annual finance reports.
- The transfer of any Girl Scout documents or property that are in the volunteer's possession.
- Providing information or instructions to other volunteers or staff members as needed.

All volunteers are expected to respond to reasonable requests for assistance in the wrapping up of their volunteer role(s).

**Revised 6/2/2025**