

INSTRUCTIONS

Populating the Fields

Fill out the following form with the information of the service team member you would like to create business cards for.

First and last name (type in all caps):

In this field, type “Girl Scout Volunteer”:

“Service Unit” followed by your service unit number:

Position title* (fill out exactly as written below):

Phone number formatted (XXX) XXX-XXXX:

Email address:

In this field, type “girlscoutsosw.org”:

This information will autopopulate into the business cards on the next page. Review to make sure all information fit into the text boxes. Adjust if needed. Save PDF.

***Service Team Position/Role Titles**

Fill out your service team position or role title exactly as written here. Some titles have been modified slightly to fit on the contact cards.

- Data Specialist
- Membership Growth Mgr.
- Girl Experience Mentor
- Event & Travel Coordinator
- Product Sales Manager
- Treasurer
- Volunteer Mentor
- Service Unit Manager

If you serve on an integrated service team, please list the following title:

- Service Team Member

To Print

These business cards are formatted to print on Avery Printable Business Cards (8371). When ready to print, print double sided and only print pages 2-3.


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of oregon
& sw washington


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Courage
Confidence
Character



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Courage
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