



# Troop Cookie Manager

## Position Description and Agreement

### 2018 Cookie Program

Complete and return to SU Cookie Chair at SU Training

Name \_\_\_\_\_ Troop # \_\_\_\_\_ Service Unit \_\_\_\_\_

Email \_\_\_\_\_

Address \_\_\_\_\_

Phone (day) \_\_\_\_\_ (cell) \_\_\_\_\_

**Accountable to:** Troop Leader, Service Unit Product Sales Coordinator and Council Senior Director of Advancement

**Time Commitment:** January to March is the most concentrated time commitment. Final responsibility is ensuring distribution of girl recognitions and collection of Council proceeds.

**Function:** To manage troop participation in the Cookie Program. Work with the Troop Leader & PSC by promoting, coordinating and conducting troop Cookie Program activities. Encourage participation of all currently registered girls to incorporate the Cookie Program as a meaningful part of the Girl Scout leadership development program.

#### Duties & Responsibilities:

- \* Attend your area Service Unit Cookie Program and Smart Cookies software training provided by your area PSC.
- \* Provide Cookie Program training for girls and their families, including GSUSA safety guidelines, Council procedures, program activities, goal setting, customer service, courtesy and respect for customers and each other
- \* Verify that all girls participating are registered and have submitted a signed *Parent/Guardian Permission and Responsibility Agreement* for each girl prior to distributing the girl order card.
- \* Maintain close communication with the girls, parents, Troop Leader and PSC throughout the program.
- \* Distribute Cookie Program materials to girls & parents
- \* Collect & enter troop orders using Smart Cookies by specified dates and encourage continued order taking
- \* Check all orders for accuracy using Smart Cookies – be sure all allocations are completed by specified dates
- \* Coordinate pick up of troop cookie orders from appointed delivery station and cupboards
- \* Distribute girl product orders and retain receipts for all transactions
- \* Adhere to all service unit selling boundaries for both girl and booth sales; explain those boundaries to the girl.
- \* Follow banking procedures as outlined in the *Troop Cookie Program Guide* and forward all collections issues to PSC and/or Council by specified dates.
- \* Promptly distribute girl recognitions to the troop when they are received
- \* Adhere to all GSSNE deadlines as outlined in the *Troop Cookie Program Manual*
- \* Maintain all financial records until September 30, 2018.

#### Qualifications:

TCMs must be currently registered adult members of GSUSA and may need to complete a background check. She/he must have a strong attention to detail, be well organized and maintain accurate records for the troop. Access to computer, internet and email is required. Flexibility, patience, fairness and honesty will be crucial in this position. The ability to work with many personalities, as well as the desire to motivate and support girls and parents is a must.

***I understand that I am responsible for managing my troop's Cookie Program including all sales proceeds and ensuring that the funds are submitted to your PSC or to the council by the deadlines outlined in the Troop Cookie Program Manual. I agree to carry out the duties and responsibilities as outlined above I further understand that sales proceeds are troop and council property and should not be retained by individual girls, their families, or myself as personal property in accordance with GSUSA guidelines.***

***I also understand that any misuse or failure to appropriately deposit these funds on my part may result in legal action taken against me by Girl Scouts of Southeastern New England and I and my family members may be restricted from participation in Girl Scout activities.***

Signature \_\_\_\_\_ Date \_\_\_\_\_