

Girl Scouts of North-Central Alabama

Position Description

POSITION: Service Unit Cookie Manager

PURPOSE: Provides overall management and leadership to the Council Cookie Sale Program within assigned service unit

ACCOUNTABILITY: Works under the direction and is accountable to the Product Sales Manager

Responsibilities and Principal Duties:

- Attends Service Unit Cookie Manager's training.
- Attends service unit meetings during Cookie Sale Program period.
- Plans and carries out Troop Cookie Manager training, including selecting dates, times, and places to train, notification of Troop Cookie Managers of important events, assembling of Troop Cookie Manager packets, and follow-up with untrained managers.
- Secures delivery site for service unit cookies and updates delivery information in the eBudde system.
- Collects and reviews troop order forms, compiles service unit order, and submits report online using eBudde.
- Creates schedule for and manages the pick-up of troop cookie orders.
- Keeps in close contact with Troop Cookie Managers to assist in the event of selling problems and is available for questions.
- Receives and reviews troop final reports to verify that they are complete and all money has been properly deposited. Assists Troop Cookie Managers and troop leaders with the collection of non-payments.
- Submit all paperwork, which includes: Troop Reconciliation Form, all deposit slips, cupboard receipts, troop-to-troop transfer receipts, and evaluations due to Council.
- Receives service unit incentive order and ensures prompt distribution of troop incentive orders.
- Follows all Cookie Sale Program emergency procedures; completes incident reports as necessary; keeps Service Unit Manager and membership staff apprised of any incidents or problems.

Skills and Qualifications Required:

Registered member of GSUSA; has attended Service Unit Cookie training; demonstrated financial integrity and the ability to add, subtract, calculate, and keep records.

I, _____, accept the position of Service Unit Cookie Manager for the Service Unit of _____ and agree to adhere to the above Position Description.

I accept financial responsibility for all cookies and money I receive, and I agree to handle them as per procedures. I understand that cookies cannot be returned for credit.

Home Address _____ City _____ State _____ Zip _____

Home Phone _____ Business Phone _____

Signature _____ Date _____ Driver's License # _____

Printed Name _____ Service Unit _____

Girl Scouts of North-Central Alabama

Position Description

- POSITION:** Troop Cookie Manager
- PURPOSE:** Provides overall management and leadership of the Council Cookie Sale Program within a troop
- ACCOUNTABILITY:** Works under the direction and is accountable to Service Unit Cookie Manager

Responsibilities and Principal Duties:

- Attends Service Unit Leaders' meetings during the Cookie Sale Program.
- Trains troop members in the purpose and mechanics of the Cookie Sale Program.
- Guides girls in setting a Cookie Sale Program goal for the troop.
- Distributes Parent Permission Slips to registered girls and collects them after they are signed.
- Distributes and collects girl order cards.
- Compiles and submits troop order via eBudde on or before deadline.
- Arranges to pick up cookies from service unit delivery site and signs for all cookies received.
- Stores, inspects, and distributes cookies to girls using receipt system; returns girl order cards and distributes money envelopes.
- Arranges booth sales and secures additional cookies from cupboard and/or warehouse if needed.
- Collects all money from girls before deadline and deposits in troop account so that individual checks clear before depositing a troop check in the Council cookie account on or before the due date for the Amount Due to Council.
- Assists in selling undeliverable cookies.
- Submits girl incentive order by deadline.
- Completes the following reports/records and delivers to Service Unit Cookie Manager on or before deadline: Troop Reconciliation Form; validated copies of deposit slips into Council cookie account; copies of cupboard receipts, troop-to-troop transfer receipts, and evaluations.
- Picks up girl incentives from Service Unit Cookie Manager and delivers to girls.
- Follows all Cookie Sale Program emergency procedures and *Safety-Wise* procedures; completes incident reports as necessary.

Skills and Qualifications Required:

Registered member of GSUSA; has attended Troop Cookie Manager training; demonstrated financial integrity and the ability to add, subtract, calculate, and keep records.

I, _____, accept the position of Troop Cookie Manager for Troop _____ and agree to adhere to the above Position Description. I accept financial responsibility for all cookies and money I receive. I agree to deposit all money received for cookies into the troop account and the Council account as per procedures. I understand that cookies cannot be returned for credit and I will pay the costs incurred to collect my delinquent accounts.

Home Address	City	State	Zip
Home Phone	Business Phone		
Signature	Date	Driver's License #	
Printed Name	Service Unit		