

Signature\_

## SERVICE UNIT COOKIE PROGRAM CHAIR POSITION DESCRIPTION & AGREEMENT

## **Cookie Program**

Complete and return to Council Product Sales Manager at SU Training

Name	Service Unit		
Email (required for e	Budde)		
Address	City	Zip	
Phone (day)	(eve)	(cell)	
Accountable to:	Service Unit Manager (SUM) & Council Product	t Sales Manager (PSM)	
<b>Time Commitment:</b> January to March is the most concentrated time commitment. Final responsibility is distribution of girl recognitions and collection of Council proceeds.		·	suring
Function:	To manage and coordinate the Cookie Program delivery, boothing program and distribution of eligible troops while working with Troop Cookie Volunteers (e.g. Boothing Chair, Delivery Chair, as the key liaison between the Council Product	f girl recognitions. Encourage participatio ie Chairs (TCCs), parents, and other Servic r, Recognitions Chair and Cupboard Mana	on of ce Unit ger). Act
<ul> <li>Provide Cook guidelines, C customers ar</li> <li>Distribute an to distributin</li> <li>Distribute Co</li> <li>Maintain clos</li> <li>Check all troot transactions</li> <li>Coordinate b</li> <li>Coordinate d</li> <li>Adhere to all</li> </ul>	ie Program and eBudde software trainings provided in Program training for TCCs and/or Troop Leads council procedures, program activities, goal setting and each other and collect signed Troop Cookie Chair Agreements are the Girl Order Cards to troops and turn in to Cookie Program materials to Troop Cookie Chairs are contact with TCCs and offer support throughed op orders for accuracy using eBudde duct delivery with Council PSM and schedule troop including delivery and pick-ups (may appoint Depothing program in accordance with GSGLA guid distribution of girl recognitions to troops when the I GSGLA deadlines as outlined in the Service Unit I GSGLA and GSUSA policies	lers in the Service Unit including GSUSA sang, customer service, courtesy and respect and ACH Debit Authorization forms from Council PSM by the specified date (see time out the program; mentor new TCCs as necessary to pick-ups. Count, sign and retain receivelivery Chair) delines (may appoint Boothing Chair) they are received (may appoint Recognition)	ct for TCCs <i>prion</i> neline) cessary pts for all
have a strong attenti computer, Internet a and Council PSM is e parents and troops p	rently registered adult members of GSUSA and had not to detail, be well organized and maintain account email is required. The willingness to follow the ssential. The ability to work with diverse groups participating in the Cookie Program is a must.	curate records for the Service Unit. Access Chrough, meet deadlines, and be accessibles and a strong desire to motivate and sup	s to le to TCCs oport girls,
	ogram Chair for the	=	

Date \_\_\_\_\_