



SERVICE UNIT BOOTHING CHAIR POSITION DESCRIPTION & AGREEMENT

Cookie Program

Complete and return to SU Cookie Program Chair at SU Training

Name _____ Service Unit _____

Email (required for eBudde) _____

Address _____ City _____ Zip _____

Phone (day) _____ (eve) _____ (cell) _____

Accountable to: Service Unit Cookie Program Chair (SUCPC) and Council Product Sales Manager (PSM)

Time Commitment: January to March is the most concentrated time commitment.

Function: To help ensure success of participating troops in reaching their sales goals by assisting with the procurement of booth sites for the Girl Scout Cookie Program at the Service Unit level.

Duties & Responsibilities:

- Attend Service Unit Cookie Training
- Assist with troop training of boothing guidelines/store etiquette as needed
- Assist with procurement of booth sites by contacting businesses within the Service Unit, introducing the Cookie Program and requesting specific booth opportunities
- Provide boothing locations to PSM prior to opening of boothing scheduler (adding locations as needed)
- Assist troops with correcting, adding or releasing booth assignments
- Assist troops by helping to negotiate solutions to disputes if necessary
- Communicate regularly with volunteers, SUCPC and PSM
- Visit boothing sites for "spot checks" to ensure troops are following guidelines
- Adhere to all GSGLA deadlines as outlined in the *Service Unit Cookie Program Guide*

Qualifications:

- Current registered member of GSUSA
- Adherence to the mission and principles of Girl Scouting
- Adherence to all GSGLA and GSUSA policies
- Strong attention to detail, be well organized and maintain accurate records
- Accessible to computer, internet, email and telephone
- Willingness to follow through, meet deadlines and be accessible to PSM
- Ability to work with diverse groups and a strong desire to motivate and support girls, parents and troops participating in the Cookie Program is a must

I accept the duties and responsibilities of the position of SU Boothing Chair as outlined above and agree to act as the SU Boothing Chair for the _____ Service Unit during the _____ Cookie Program.
(year)

Signature _____ Date _____