

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)	
Time Commitment:	January to March is the most concentrated tim distribution of girl recognitions and collection of		
Function:	delivery, boothing program and distribution of eligible troops while working with Troop Cookid	ie Chairs (TCCs), parents, and other Service Unit r, Recognitions Chair and Cupboard Manager).	t Act
<ul> <li>Provide Cook guidelines, Coustomers are</li> <li>Distribute an to distributine</li> <li>Distribute Co</li> <li>Maintain close</li> <li>Check all troce</li> <li>Arrange processor</li> <li>transactions</li> <li>Coordinate be</li> <li>Adhere to all</li> </ul>	ie Program and eBudde software trainings provided in Program and eBudde software trainings provided in Program training for TCCs and/or Troop Leads ouncil procedures, program activities, goal setting deach other and collect signed Troop Cookie Chair Agreements and the Girl Order Cards to troops and turn in to Cookie Program materials to Troop Cookie Chairs are contact with TCCs and offer support througho op orders for accuracy using eBudde duct delivery with Council PSM and schedule troop including delivery and pick-ups (may appoint Deboothing program in accordance with GSGLA guid listribution of girl recognitions to troops when the GSGLA deadlines as outlined in the Service Unit I GSGLA and GSUSA policies	lers in the Service Unit including GSUSA safety ng, customer service, courtesy and respect for and ACH Debit Authorization forms from TCCs accouncil PSM by the specified date (see timeline) but the program; mentor new TCCs as necessary top pick-ups. Count, sign and retain receipts for elivery Chair) delines (may appoint Boothing Chair) they are received (may appoint Recognitions Chair)	y · all
have a strong attenti computer, Internet a and Council PSM is e	rently registered adult members of GSUSA and had on to detail, be well organized and maintain account of the mail 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 to through, meet deadlines, and be accessible to To	CCs
	responsibilities of the position of Service Unit Cookie I gram Chair for the	=	

Date \_\_\_\_\_