



TROOP COOKIE CHAIR
POSITION DESCRIPTION & AGREEMENT
Cookie Program

Complete and return to SU Cookie Program Chair at SU Training

Name _____ Troop # _____ Service Unit _____

Email (required for eBudde) _____

Address _____ City _____ Zip _____

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

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

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 & SUCPC 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 Service Unit Cookie Program and eBudde software training provided by GSGLA
- 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 all girls, parents, Troop Leader and SUCPC throughout the program
- Distribute Cookie Program materials to girls & parents
- Collect and enter troop orders using eBudde by specified dates and encourage continued order taking
- Check all troop orders for accuracy using eBudde – 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
- Follow banking procedures as outlined in the *Troop Cookie Program Guide* and forward collections issues to SUCPC and/or Council by specified dates
- Promptly distribute girl recognitions to the troop when they are received
- Adhere to all GSGLA deadlines as outlined in the *Troop Cookie Program Guide*
- Adhere to all GSGLA and GSUSA policies

Qualifications:

TCCs must be currently registered adult members of GSUSA and have completed a background check. They 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 with the program 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 deposited into our troop account by the deadlines outlined in the Troop Cookie Program Guide. 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 (Volunteer Essentials, Chapter 5: Managing Group Finances).

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 Greater Los Angeles.

Signature _____ Date _____