

Girl Scouts of Greater South Texas
2010 Cookie Sale
Community Cookie Manager Agreement

Summary of Position:

The Service Unit Community Cookie Manager is appointed by the Service Unit Manager for a term of one year and is subject to reappointment. The Service Unit Community Cookie Manager is responsible for coordinating the Cookie Sale in the service unit.

Responsibilities:

- Attends the appropriate training.
- Collects parent permission forms and distributes cookie selling materials to troops for each girl with a signed permission slip.
- Verifies that all girls selling are registered members of Girl Scouts of the USA.
- Collects initial orders/delivery sheet from Troop Cookie Managers. Reviews eBudde online orders before submitting service unit order online.
- Helps supervise initial deliveries along with council staff.
- Provides support and communications to troops throughout the sale. Promptly returns all phone calls/ emails from Troop Leaders and Troop Cookie Managers.
- Collects and double checks end of sale paperwork from each Troop Cookie Manager. Ensures that all receipts are with end of sale reports. Submits all paperwork to council by deadline.
- Assists in the collection of delinquent accounts as requested by council, and reports back to council.
- Receives girl recognition items from the bakery, sorts them by troop and distributes the items to troops in a timely manner. Returns unclaimed recognition items to the council.
- Evaluates the program and makes recommendations for the next year.

Qualifications:

- Must maintain registered membership in the Girl Scouts of the USA and subscribe to the principles of Girl Scouting as embodied in the Girl Scout Promise and Law.
- Willing to work within the framework of the Council Charter, Bylaws, Policies, Standards, Affirmative Action Plan, and Goals of the Girl Scouts of Greater South Texas council.
- Must be free of delinquent debt with Girl Scouts of Greater South Texas Council.
- Has a positive and supportive attitude about the cookie sale.

Having read the above Position Description and being aware of the accountability and procedures required of me, I assume full responsibility of the duties of Community Cookie Manager for 2010.

Signature: _____ Date: _____

Name (Print) _____ Service Unit: _____

Address: _____ City, State, Zip _____

Email: _____

Social Security#: _____ Drivers License #: _____

Home Phone#: _____ Cell #: _____ Work #: _____