

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

Position Description:

To direct and coordinate the operation of the cookie sale for a specified troop in order to assist the leader in providing a meaningful experience for the girls who participate.

Accountabilities:

- ❖ Attend the appropriate training.
- ❖ Coordinate the ordering, reordering, distribution and transfer of product for the service unit.
- ❖ Collect girl order cards, compile troop's cookie order. Check for accuracy and transfer troop's order online with eBudde. Submits by deadline with Community Cookie Manager.
- ❖ Verify all girl orders by checking for accuracy.
- ❖ Keep accurate records and see that they are turned in to the Community Cookie Manager on or before the required date.
- ❖ See that appropriate materials and parent consent forms are distributed to each girl.
- ❖ See that the loss or theft of any funds or product is reported immediately to local police or sheriff and the council product sales staff.
- ❖ Make arrangements to attend a Service Unit meeting for girls and parents to instruct girls in the use of the buddy system, adult supervision, selling hours, where to sell, handling of money, and to wear a Girl Scout uniform and/or pin.
- ❖ See that product is issued only to currently registered girls.
- ❖ Make sure girls and parents understand that cookie monies should be turned in frequently and understand what the acceptable forms of payment are.
- ❖ Follow up on delinquent monies owed to troop and council until collected.
- ❖ Pick up incentives for the Service Unit and distributes incentives promptly.

Qualifications:

- ❖ Troop Cookie Managers 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.

