

Girl Scouts of Greater South Texas
2011 - 2012 Cookie Sale
Service Unit Cookie Manager Agreement

Summary of Position:

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

Responsibilities:

- Attends the appropriate training.
- Work with council staff to ensure troops in Service Unit are registered and in good standing.
- Must have computer and internet access.
- Secures a location for Service Unit Cookie Delivery. Make sure there is enough space for cars to load cookies.
- Collects parent permission forms and distributes selling materials to troops for each girl with a signed permission slip.
- Reviews Snap system online orders before submitting service unit order online.
- 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.
- Ensures all Troop Cookie Managers have been trained. Must train all leaders that do not attend council training.
- Assists in the collection of delinquent accounts as requested by council, and reports back to council.
- Receives girl recognition items, 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.
- Must be free of delinquent debt with Girl Scouts of Greater South Texas.
- 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 Service Unit Cookie Manager for 2011 – 20112.

Signature: _____ Date: _____

Name (Print) _____ Service Unit: _____

Address: _____ City, State, Zip _____

Email: _____ Date of Birth: _____

Social Security#: _____ Drivers License#: _____

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

Can we contact you through Text Messages? Yes _____ No _____