

Girl Scouts Diamonds of Arkansas, Oklahoma, and Texas

Troop Cookie Manager Position Description

PURPOSE OF POSITION: To coordinate the annual Cookie Program at the troop level, accepting all accountabilities as stated.

ACCOUNTABILITY: Appointed by Troop Leader and accountable to the Service Unit Cookie Manager and to the Membership Marketing Specialist for a one year term (June 1st – May 31st)

QUALIFICATIONS:

- Girl focus: Empower girls to lead activities, learn by doing, and cooperate with others on current issues that involve their interests and needs, while having fun.
- Personal integrity: Demonstrate dependability, honesty, and credibility.
- Adaptability: Adjust, modify own behavior, and remain flexible and tolerant in response to changing situations and environments.
- Oral communication: Express ideas and facts clearly and accurately.
- Foster diversity: Understand, respect, and embrace differences.
- Computer skills: Access to e-mail and the Internet.

Additional requirements:

- At least 18 years of age. Must become a registered member of GSUSA
- Must complete and pass a criminal background check
- Willing to assume responsibility for cookie distribution from the service unit delivery station to troop for girl delivery to customers.
- Possess good judgment, the ability to conduct training sessions for girls/parents, and good math skills.
- Accept responsibility for all products and money handled

RESPONSIBILITIES:

- Attend service unit troop cookie managers' training.
 - Complete Troop Cookie Manager Agreement form and return as instructed on form by the due date.
 - Observe all deadlines.
- Work with the troop leader to ensure that each girl is:
 - Currently a registered member of Girl Scouts.
 - Has returned a completed and signed "Girl/Parent Permission" form before she receives an order card and other program materials and participates in the Cookie Program.
- Inform girls and families about all aspects of the sale, such as program goals, marketing and use of program materials, safety rules, time lines, cookie bucks, troop proceeds, completing forms correctly and financial responsibilities.
- Ensure that each girl's participation helps her achieve the program goals and that she has a positive experience.
- Key troop orders into E-budde.
- Responsible for all monies and products handled.
- Coordinate the troop's cookie inventory:
 - Check orders for completeness and accuracy.
 - Accept and sign receipts for troop cookies.
 - Distribute each girl's initial order and obtain signed receipts for cookies received.
 - Coordinate troop's booth sales with the troop leader and order extra cookies as required.
 - Maintain accurate records and receipts of all transactions with girls/parents, other troops, and cookies purchased from council office.
- Collect money and make daily bank deposits.
 - Issue receipts for all money received towards girls' cookie bills.
- Communicate with Service Unit Cookie Manager and compile/submit all final reports by specified deadline.
- Submit a debt report and all supporting documents with the troop's final paperwork for any parent who does not pay in full.

I understand and agree to the terms of the position as stated above.

Troop Cookie Manager

Service Unit Cookie Manager

Date