



Volunteer Position Description

Girl Scouts Heart of Central California | 6601 Elvas Avenue Sacramento, CA 95819 | www.girlscoutshcc.org

POSITION: **TROOP COOKIE MANAGER**

OBJECTIVE: Manage the Cookie Product Program for a troop.

ACCOUNTABILITY: Appointed by and accountable to the troop leader.

WORKS WITH: Service Unit Cookie Manager and Troop Leader

RESPONSIBILITIES:

1. Attend service unit troop cookie managers' training:
 - Complete Product Program Position Application/Agreement form and submit to Service Unit Cookie Manager.
2. Work with the troop leader to ensure that each girl is:
 - Currently a registered member of Girl Scouts.
 - Has returned a completed and signed "Cookie Girl/Parent Permission & Financial Responsibility" form before she participates in the program and receives an order card and other program literature.
3. Inform girls and families about all aspects of the program, such as program goals, safety rules, time lines, incentives, troop proceeds, completing forms correctly and financial responsibilities.
4. Ensure that each girl's participation helps her achieve the program goals and that she has a positive experience.
5. Legally and financially responsible for all monies and products handled.
6. Input troop orders, transfers, distribution of cookies among girls in troop, money collected from girls and bank deposits into web-based program.
7. Coordinate the troop's cookie inventory:
 - Check orders for completeness and accuracy.
 - Distribute each girl's initial order and obtain signed receipts for cookies received.
 - Coordinate troop's booth sales with the Service Unit Cookie Manager or Booth Sale Coordinator and order extra cookies for the booth sales, if needed.
 - Maintain accurate records and receipts of all transactions with girls/parents, other troops, warehouse, cookie cupboards and council office.
8. Collect money and deposit it as soon as possible in Girl Scouts Heart of Central California checking account. Do NOT wait to the end of the cookie program to make deposits. Be sure to obtain a stamped bank deposit slip for each deposit.
9. Communicate with Service Unit Cookie Manager and submit all final reports by specified deadlines.
10. If a parent does not pay in full, a collection report and all supporting documents must be submitted with troop's final cookie paperwork.
11. Pick-up incentives from Service Unit Cookie Manager and distribute to girls in a timely manner. Needs to be done before the end of the school year.
12. Contribute to the development of a diverse and pluralistic Girl Scout membership.

QUALIFICATIONS:

- Is at least 18 years of age and is (or is willing to become) an adult member of Girl Scouts of the USA (also known as Registered Adult)
- Able to work with people from a variety of backgrounds.
- Able to add, subtract, multiply, and divide.
- Access to the Internet (Internet Explorer 5.5 or higher) throughout the Cookie program. An email address is also helpful.
- Able to maintain accurate records and to meet deadlines.
- Good communication skills.
- Must have a working telephone and access to a computer.

NOTE: E Council (GSHCC web-based program) is not compatible with Macintosh computers.