



Service Unit Cookie Manager Position Description & Agreement

Reports to: MSS and Entrepreneurial Department.

Term: One year. May be reappointed for up to three years per term, up to two terms.

Time Commitment:

- Training: Nov - Dec
- Program Mgmt.: Jan - Mar
- Rewards Distribution: Apr – May

Function: Serve as the lead for the SU Cookie Program Team. Train and support Troop Cookie Program Managers to understand the cookie program, policies, timeline and deadlines.

Requirements:

- Attend council-provided training.
- Lead the SU cookie program team. Team includes Booth Site, Cookie Rewards and Cookie Rally Coordinators.
- Train troop cookie manager on their role and how to set troop goals with girls.
- Help troops teach girls about The 5 Skills.
- Assist troops with online Cookie Program platform and sales reports.
- Ensure troops meet the order submission deadlines set forth by the Entrepreneurial Team.
- Review initial orders and recognitions online.
- Provide timely communication & support to the troops within your service unit.
- Accept delivery of program materials and rewards for the service unit and distribute as needed to each troop participating in the cookie program.

Region _____
Troop # _____ SU # _____
Name _____
Street Address _____

City, Zip _____
Cell Phone # _____
Email _____

Girl Scout Law

**I will do my best to be
Honest and fair,
Friendly and helpful,
Considerate and caring,
Courageous and strong, and
Responsible for what I say and do,
And to respect myself and others,
Respect authority,
Use resources wisely,
Make the world a better place, and
Be a sister to every Girl Scout.**

This agreement must be signed and returned to your Member Support Specialist.

I have read and understand the responsibilities of this position. I am a registered Girl Scout member in good standing and agree to do my best to uphold my responsibilities as a SUCM. I recognize this is a volunteer position and will not expect nor accept any monetary compensation. If for any reason I cannot fulfill my tasks as defined here, I will inform my Service Team Coordinator and/or Member Support Specialist.

Signature _____
MSS _____
Date _____

Thank you for volunteering!