



Troop: _____

GSWPA Troop Cookie Manager Volunteer Position Description and Agreement

Submit this signed form to your Service Unit Cookie Manager.

Reports to: Service Unit Cookie Manager and/or Troop Leader

Core Competencies:

1. Girl Focus: Helps girls to achieve desired outcomes via Discover, Connect, and Take Action
2. Adaptability: Adjusts and modifies own behavior and remains flexible and tolerant in response to changing situations and environments
3. Fostering Diversity: Understands and embraces differences
4. Oral Communication: Expresses ideas clearly and concisely
5. Personal Integrity: Demonstrates honesty, credibility, and dependability

APPOINTMENT: One(1) year following notification or completion of the annual appraisal process.

TRAINING: Completes training as required for the position – as per council policies and procedures.

QUALIFICATIONS: The ability to work with people, have organizational skills and access to the Internet (or job-share with a tech buddy), and be a registered adult member of Girl Scouts

Responsibilities:

- Provides good customer service to troops and encourages participation in the Cookie Program
- Confirms that girls who participate are registered members of GSUSA
- Schedules and conducts training for girls and parents, encourages use of program materials, and communicates the benefits to girls
- Ensures that troop cookie orders and recognitions are complete, accurate and submitted online according to the deadlines
- Coordinates distribution of the product to the girls
- Collects and deposits payments weekly and keeps accurate records of the girls sales, payments and recognitions earned
- Schedules and makes arrangements for girls to receive recognitions
- Follows GSWPA procedures for deadlines, reports and collection of any outstanding money
- Financially responsible for the cookies received and money collected
- All money collected from the Cookie Program must be deposited into the troop bank account, including the payment due to Council and the troop's proceeds

VOLUNTEER AGREEMENT

The Council agrees to:

- Provide the volunteer with a copy of the volunteer policies
- Provide a position description
- Provide a volunteer agreement and/or a letter of appointment
- Provide orientation to the position, the council, and the organization
- Offer relevant training for the position
- Give recognition for time and energy devoted to the position
- Implement ongoing affirmative action for volunteers
- Carry liability insurance and supplementary accident insurance as part of the national and/or council membership
- Provide ongoing support, guidance, and performance appraisal

Service Unit Cookie Manager's Signature: _____ Date _____

The Volunteer agrees to:

- Meet membership requirements and register as a member of the Girl Scout Movement
- Devote sufficient time and energy to fulfill outlined position requirements and checklist tasks
- Support the purpose and values of the Girl Scout Movement
- Comply with council and GSUSA policies and standards
- Be supportive of the council and its activities and goals
- Meet with appropriate groups on a regular basis for ongoing support and evaluation
- Affirm that the Girl Scout Movement actively seeks members of every racial, ethnic, religious, and socioeconomic group
- Recognize that the Girl Scout Movement is a voluntary service and not expect or solicit monetary compensation
- Complete position-related training

Volunteer's Signature _____ Date _____