

## 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, and be a registered, approved volunteer member of Girl Scouts

Responsibilities:

- Identifies troop cookie manager role in the 'myGS' profile.
- Provides good customer service to troops and encourages participation in the Girl Scout Cookie Program
- Confirms that girls who participate are registered members of GSUSA
- Schedules and conducts training for girls and caregivers, encourages use of program materials, and communicates the benefits to girls
- Ensures that troop cookie orders and rewards are complete, accurate, and submitted online according to the deadlines
- Coordinates distribution of the product and rewards to the girls
- Verifies banking information is uploaded into eBudde and uploaded information is accurate
- Collects and deposits payments weekly and keeps accurate records of the girls' sales, payments, and rewards earned
- Follows council 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

As a troop cookie manager, you agree to:

- Meet membership and volunteer requirements 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 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

By signing below, you understand your responsibilities as a troop cookie manager. You also understand that you're financially responsible for all cookies ordered on the troop's behalf (unless there is an outstanding parent debt and the Outstanding Cookie Money Form is filed by the deadline). You understand:

- Cookies cannot be returned or exchanged.
- Payment is made to council by ACH sweep or check/money order from the troop's bank account.
- As per *Volunteer Essentials*, all fees incurred by the troop relating to discrepancies in the bank account, such as fees added for insufficient funds and/or other fees charged by the bank or financial institution, are the personal responsibility of the troop leader and/or troop volunteer who is managing the troop account.

If the financial obligation is not fulfilled, you will be ineligible to be appointed as a volunteer or participate in any volunteer/program/camp position until the debt is paid. In addition, your Girl Scout cannot participate in future product programs or receive financial aid until the debt is paid.

Volunteer's Signature \_\_\_\_\_ Date \_\_\_\_\_