



## 20\_\_ SU COOKIE PROGRAM MANAGER DESCRIPTION AND AGREEMENT

Service Unit \_\_\_\_\_

Name: \_\_\_\_\_

Full Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email (Required): \_\_\_\_\_

### **Qualifications**

- Registered adult member of Girl Scouts of the USA with a current background check in good standing with the Girl Scouts of Alaska (GSAK).
- Accepts and demonstrates the principles of the Girl Scout Movement and the Girl Scout Promise and Law.
- Ability to organize and process paperwork efficiently, meet deadlines, keep accurate records and account for all product and rewards received and distributed.
- Ability to work with numbers accurately.
- Has an understanding of the overall Cookie Program process.
- Access to a computer, internet and email is required.
- Ability to learn and train others in GSAK Cookie Program policies, procedures, and online systems.

### **Duties and Responsibilities**

- Completes SU Cookie Program Manager Training online.
- Works amicably with GSAK girls, volunteers, and staff.
- Verifies Troop Sales Managers and girls in troops are REGISTERED and abiding by Cookie Program policies and procedures.
- Provides troops with Cookie Program resources and necessary paperwork.
- Coordinates the training of all participating troop leaders by the start of their troop's order taking.
- Ensures that all necessary volunteer forms have been submitted to Council by the given deadline(s) and that no volunteer is participating prior to the completion and submission of these forms.
- Supports troop leaders in final order entry by the given deadline.
- Organizes troops for a delivery station pick-up and oversees distribution.
- Submits final information into the eBudde system in accordance with deadlines.
- Obtains recognitions via mail and distributes them to troops in a timely manner.

I will uphold my responsibilities as the Service Unit Cookie Program Manager. If for any reason I cannot fulfill my responsibilities, I will contact the Girl Scouts of Alaska Product Program Specialist immediately.

I agree to use Service Unit funds appropriately and in accordance with other Service Unit representatives to support the Cookie Program. I also understand that any misuse or failure to appropriately deposit any Cookie Program funds on my part may result in collections and/or legal action taken against me by the Girl Scouts of Alaska.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_