

# 2022 Cookie Cupboard Keeper

**Function:** Cookie cupboards are places where Girl Scout cookie volunteers can go get extra cookies for selling. You will supply cookies for cookie volunteers from any troop in your area. As a Cupboard Keeper, you will supply the space for the cookies and have hours when volunteers can come and get re-supplied for booth or other sales.

**Reports to:** Council Product Program Director and Specialist

**Length of commitment:** End of February – First week of April

## Requirements

- Need to have a garage or secure, dry area, free of hazardous materials, large enough to hold 100 cases of cookies.
- Need to be available 1-2 days on a weekend and 1 night a week for cookie distribution from your cupboard.
- Need to be a registered member for the 2021-2022 membership year and have a completed background check on file (GSAK will facilitate).
- You will need a computer, internet access, a printer, and a valid email address.
- Attend any trainings hosted by the Product Program Director and Specialist.
- Check email frequently for cookie program updates.
- Maintain close communication with the Product Program Director or Specialist in regards to inventory needs.
- Fill new orders, replace damaged packages, and process returns with accuracy.
- Check inventory system frequently for new troop orders.
- Supervise the distribution of cookies to troop cookie managers and advise them on order quantities and transfers as needed.
- **Implement safety protocols as required by GSAK and CDC guidelines.**
- Return all cookies not sold to Council.

I have read and fully understood the responsibilities of this position. By signing below, I verify that I am a registered Girl Scout in good standing and agree to uphold my responsibilities as a volunteer Cookie Cupboard Keeper. I agree to follow all procedures and guidelines described within the Cookie Cupboard Keeper handbook. If for any reason I cannot fulfill my role as Cookie Cupboard Keeper, I will inform the Product Program Director immediately.

Name: \_\_\_\_\_ Address: \_\_\_\_\_ City: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ State: \_\_\_\_\_ DOB: \_\_\_\_\_ Cupboard #: \_\_\_\_\_

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