

Service Unit Cookie Manager Responsibilities

- Need to be a registered member for the 2021-2022 membership year and have a completed background check on file (GSAK will facilitate).
- Educate troops on the ins and outs of the cookie program
- Distribute materials to troops
- Place the service unit initial cookie order through eBudde
- Manage pick-up and distribution of the service unit's cookie delivery to troops
- Coordinate booth scheduling for the service unit
- Monitor online and in-person sales of troops
- Monitor service cookie inventory
- Place cupboard orders for low inventory (depending upon location of cupboard)
- Distribute girl recognitions to troops

Time commitment: Approximately 15-20 hours per month, from January through April.

- December: Cookie Kick Off – 2 hours
- January: Pre-orders 10 – 20 hours depending upon how many new troops/cookie volunteers
- February (prior to cookies arriving): 1 – 3 hours
- March (cookie): 15 – 25 hours

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 Troop Cookie Manager. I agree to follow all procedures and guidelines described within the Troop Cookie Manager Manual. If for any reason I cannot fulfill my role as Troop Cookie Manager, I will inform the Product Program Director immediately.

Name: _____ Address: _____ City: _____

Zip Code: _____ Phone: _____ Email: _____

Driver's License #: _____ State: _____ DOB: _____

Signature: _____ Date: _____