

Troop Cookie Manager Position Description and Responsibility Agreement

Troop Cookie Manager is appointed by and accountable to the Girl Scout troop leader and area cookie manager. Coordinate and implement a well-rounded cookie program for the troop; is primary contact for parents and troop members.

Term of appointment: One year term with annual evaluation and option for reappointment.

Responsibilities:

- Attend required trainings.
- Work with the Girl Scout troop leader and area cookie manager to insure a successful program.
- Interpret and support in a positive manner Girl Scout Promise and Law, Girl Scouts Heart of Michigan policies, standards, procedures and decisions.
- Coordinate cookie training for parents/guardians and distribute necessary materials so they are aware of what the girls will learn from participating in the program, reward items, and collection procedures.
- Present the cookie program materials to meet the needs and interest of the troop.
- Keep accurate records of transactions with troop monies and cookies.
- Coordinate booth and arrange staffing as needed for troop.
- Make necessary arrangements with the Delivery Station to pick up troop cookies.
- Distribute cookies to girls/parents.
- Input troop information into the eBudde system. Compile accurate reports, orders and submit as required.
- Accountable for all cookies received by troop.
- Provide information to assist Girl Scouts Heart of Michigan in collecting delinquent accounts.

Qualifications:

- Meets requirements for membership in GSUSA and **must be a registered member**.
- Understand and accept policies and standards of GSUSA and Girl Scout Heart of Michigan.
- Serves as a positive role model for girls and adults.
- Has well-developed listening, communication and problem solving skills.
- Excellent written and oral communication skills.
- Has basic knowledge of or is willing to learn Girl Scout Cookie program and is willing to take necessary training.
- Strong organizational and planning skills.
- Knowledge and access to a computer and internet.
- Ability to guide girls and adults through the program.
- Motivate and work harmoniously with others without regard to race, creed, nationality, socioeconomic factors or disabilities.
- Recognizes, encourages and values pluralism in all its forms.
- Must undergo a back ground check.

Benefits to volunteers: Volunteers in this position will gain experience: (1) supervising and supporting girls; (2) setting goals, planning and implementing actions to meet troop goals; and (3) team building and marketing skills.

Agreement: I understand and agree to abide by the responsibilities and qualifications of this position.

Troop #: _____ Area #: _____

Volunteer's Name (printed): _____

Volunteer's Signature: _____ Date: _____

Driver's License #: _____ State: _____

Product Program Specialist Signature: _____

Cookie Booth Etiquette Agreement

Cookie booth sales give girls the opportunity to learn new skills, to promote Girl Scouting, to live the Girl Scout Promise and Law, and to sell more cookies. The proceeds from cookie booth sales help to support your troop and Girl Scouts Heart of Michigan. With this opportunity comes the responsibility to follow safety, public relations and business guidelines. Please keep in mind that selling Girl Scout Cookies at booth sales is a privilege granted to us by local businesses, not a right. This privilege, if abused, even unintentionally, or by a very small percentage of our adult volunteers, could cause all Girl Scouts in our Council to lose the opportunity for additional sales at these places of business. Additionally, these incidents are contrary to the core values of Girl Scouting and reflect poorly upon your troop, your area and Girl Scouts Heart of Michigan.

Before my cookie booth, my troop and I will not...

- Contact any store designated as “Council Sponsored” in an attempt to schedule a booth.
- Walk into any store designated as “Council Sponsored” to talk with management.

At my cookie booth my troop and I will...

- Use the restroom at home before arriving at the store.
- Wear a uniform or Girl Scout T-shirt.
- Bring our own money box and change.
- Be polite, friendly and respectful.
- Stay out of doorways, walkways and parking lots.
- Keep table and sales area neat and organized.
- Say “thank you” even if someone does not buy any cookies.
- Take all empty boxes (recycle if possible).
- Be sure to move out of the space when our assigned time is up.
- Follow the instructions of the store manager on duty.

At my cookie booth, my troop and I will not...

- Yell or talk loudly.
- Run around inside or in front of the store.
- Get in the way of customers or employees.
- Be rude or disrespectful to customers or employees.
- Eat, drink or chew gum at the booth.
- Argue with leaders/volunteers of other troops for any reason.
- Argue with or disrespect in any way employees or management of the business.
- Attempt to sell cookies from past sale years.
- Sell cookies for more than \$5.00 per box (or more than what their given GSHOM price is).
 \$5.00 Thin Mints, Tagalongs, Samoas, Do-si-dos, Trefoils, Savannah Smiles
 \$6.00 Toffee-Tastic, Girl Scout S’mores

ON MY HONOR, I will follow the rules listed above during cookie booth season. I understand that if I do not follow these guidelines, I may lose the right to participate in cookie booths. If Girl Scouts Heart of Michigan receives a complaint from store management about my troop’s booth, I may be required to attend a meeting with my area cookie manager, regional product program specialist, and membership specialist as a condition of continuing the cookie program. I also understand that poor behavior during the product program may result in not being re-appointed as a Girl Scout volunteer in the future.

Troop #: _____

Troop Leader Name (printed): _____

Troop Leader Signature: _____ Date: _____

Troop Cookie Manager Name (printed): _____

Troop Cookie Manager Signature: _____ Date: _____