

## Service Unit Cookie Manager Job Description

### Summary of Responsibilities:

This position is accountable for managing all aspects of the Cookie Sale within the Service Unit (excluding those duties of the SU Booth Sale Coordinator) ensuring that every troop has the opportunity to participate and that all deadlines are met.

### Accountabilities:

The Service Unit Cookie Manager is appointed by and responsible to the S.U. Manager and agrees to:

1. **Register** as a member of Girl Scouts of the USA
2. **Attend** Council sponsored Cookie training.
3. **Set Up** one or more Service Unit Cookie Trainings.
4. **Interpret & Promote** the sale as a valuable program activity for girls that also provides important funding for troop programs.
5. **Contact & Train** all Troop Cookie Managers and leaders so that they understand:
  - a) their role in training girls
  - b) forms - how to complete them
  - c) important dates - when orders and money are due
6. **Tally** all troop orders by computer using *Excel* and submit Service Unit order to council by deadline. Arrangements can be made to enter data on a computer at the council office if *Excel* is not available on the home computer.
7. **Arrange** for delivery station(s) for cookies within the Service Unit.
8. **Cross-reference and Record** sisters' troop numbers using information from the T-1's, Troop Cookie managers and permission slips.
9. **Collect** troop checks and verify deposits to troop account.
10. **Notify** Council product Sales Manager of any discrepancies before depositing troop checks into Council Account. Turn in Council Account deposit receipts to Council.
11. **Ensure** that cookie credits are issued to all girls in the Service Unit who earned them. The credits may be labeled at the Council or done at home and returned to the Council for mailing.
12. **Accept** delivery of and distribute "Thank You Gifts" (stuffed animals, patches, etc.)
13. **Return** to Council written evaluation form following completion of sale.