

Troop Cookie Manager Position Description

The **Troop Cookie Manager's** purpose is to manage all facets of her or his Girl Scout troop's annual cookie program in a manner that is consistent with the Girl Scout Mission, Promise and Law, and policies and goals of Girl Scouts of Western Washington (GSWW) and Girl Scouts of the USA.

Qualifications: The ability and willingness to contribute to a high quality Girl Scout experience for the girls and parents of the troop and conscientious effort toward meeting the responsibilities of the position are required. Good communication, math and organizational skills, ability to meet deadlines, access to the internet and comfortable working on the computer preferred.

Service Commitment: The Troop Cookie Manager is appointed by the Troop Leaders to serve for a one year renewable term in which she/he can expect to provide a minimum of 3-4 hours of service weekly during the busiest period, depending on the needs of the troop. This position is active from November until May; however the majority of the responsibilities are concentrated from January through March.

Supervision and Support: The Troop Cookie Manager is supported by and accountable to the Troop Leaders and Girl Scouts of Western Washington and is additionally supported by the Service Unit Cookie Manager.

Duties and Expectations:

- Become/remain a registered GSUSA member.
- Agree to be guided in all actions by the Girl Scout Mission, Promise and Law, and to comply with the policies of GSWW and GSUSA.
- Attend Troop Cookie Manager Training provided by the Service Unit.
- Assure that troop is prepared to participate in the sale by training girls and parents, verifying that **all** participating girls are registered Girl Scouts and collecting a Parent Permission and Financial Responsibility Forms for every participating girl.
- Maintain regular communication with SU Cookie Manager, Booth Sales Coordinator, Troop Leaders and parents regarding cookie inventory, booth sale locations and sale updates.
- Coordinate troop cookie inventory, including ordering, re-ordering, distribution and transfer of cookies for the troop using cookie sale website. Be financially responsible for all cookies until they are receipted to a parent.
- Maintain accurate financial records of transactions with girls/parents using cookie sale website. Collect, deposit and account for all money generated from the sale.
- Submit final troop reports and recognitions orders from cookie sale website to SU Cookie Manager by specified deadlines.
- Assist Troop Leaders in distributing sales aids and recognition items to girls.

The Girl Scout Mission:

Girl Scouting builds girls of Courage, Confidence and Character who make the world a better place.

The Girl Scout Promise:

On my honor, I will try
to serve God* and my country,
to help people at all times,
and to live by the Girl Scout Law

*May be replaced by a word that reflects your personal beliefs

The Girl Scout Law:

I will do my best to be
honest and fair,
friendly and helpful,
considerate and caring,
courageous and strong, and
responsible for what I say and do,
and to
respect myself and others,
respect authority,
use resources wisely,
make the world a better place, and
be a sister to every Girl Scout