



Girl Scouts®

Girl Scouts of South Carolina – Mountains to Midlands, Inc.

## Troop Cookie Manager

*Girl Scouting builds girls of courage, confidence, and character, who make the world a better place.*

**Position Title:** Troop Cookie Manager

**Appointed by/  
Accountable to:** Troop Leader  
Service Unit Cookie Manager

**Term:** Length of Sale

**Summary of Position:** The Troop Cookie Manager is appointed by the Troop Leader to coordinate the troop's participation in the Council Cookie Sale Program. The Troop Cookie Manager works directly with the girls, their families, AND the Service Unit Cookie Manager to assure that the Cookie Sale Program is carried out properly and in a timely manner according to Council procedures.

### Qualifications:

1. Registered member of GSUSA.
2. Understanding and acceptance of GSUSA, Council and Service Unit policies, procedures, and deadlines necessary to run a smooth Cookie Sale Program.
3. Basic understanding of the Girl Scout program.
4. Belief in the aims and purposes of the Girl Scout Movement and a willingness to subscribe to principles expressed in the Promise and Law.
5. Time necessary to carry out primary tasks and accessibility on key sale dates.
6. 18 years of age or older.
7. Accuracy in handling paperwork, in keeping records and accounting for all cookies and monies received by the girls.
8. Basic banking skills.
9. Enthusiasm and a positive attitude are essential in communications with girls, parents, and other volunteers.

### Responsibilities:

1. Attend Council-sponsored training.
2. Promote the Cookie Sale Program to parents and girls.
3. Coordinate with your Troop Leader activities to be done at troop meetings, i.e., goal setting, sales aids, safety tips.
4. Inform parents of all aspects of the Cookie Sale Program and their responsibilities (may be done in a training session).
5. Obtain signed Parent Permission Slip for each girl.
6. Make sure all girls who are participating are registered members of GSUSA.
7. Inform and train girls in all aspects of the Cookie Sale Program (conduct a training session).
8. Order product and recognitions for troop based on girls' order card totals (ensuring all troop cookies have been transferred to the girls).
9. Keep accurate records of transactions with girls and parents.
10. Maintain regular communication with parents and girls.
11. Collect product from girls having trouble selling and redistribute unsold product to other girls within the troop.
12. Submit all troop paperwork according to *Cookie Sale Program* guidelines and deposit monies according to banking instructions.
13. Distribute recognitions to girls in a **TIMELY** manner.
14. Sign a Troop Cookie Manager Volunteer Agreement.

### Special Requirements

- Heavy phone use and may need use of an answering machine or voice mail.
- E-mail and access to Internet and should have access to a computer.
- Familiarity with and able to use Excel, a plus.

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