

GIRL SCOUTS OF SUFFOLK COUNTY

(631) 543-6622 • www.gssc.us

Service Unit Cookie Manager

JOB DESCRIPTION

• **REGISTERS AS A MEMBER OF GIRL SCOUTS.**

- Attends training session.
- Works closely with and keeps the Troop Cookie Managers informed.
- Receives troop selling aids from cookie company and checks to see if there are enough. If not, contact Product Campaigns Department at Council Headquarters, 543-6622, or visit us on the web at www.gssc.us.
- Arranges training sessions for Troop Cookie Managers (TCM) and Leaders. During training, uses printed instructions provided and stresses Girl and Troop goal setting, important dates, sales, banking procedures and use of selling aids. Distributes troop material to the TCMs.
- Checks with leaders and Service Unit Coordinator to be sure each TCM is registered.
TCMs must be registered Girl Scouts and sign a job description in order to handle the troop's money.
- Contacts and trains any TCM who could not attend the scheduled TCM training session.
- Receives and checks for accuracy each troop's original order (on form T-2A). Makes out Service Unit initial orders (on form N/S2-A) and delivers it with a copy of each troop's order form (T-2A), and a copy of a signed TCM job description form for each troop participating in the Cookie Campaign, to either Council Headquarters, Riverhead office or Camp Edey Welcome Center.
- Arranges for and runs Service Unit Cookie Depot to receive and dispense initial troop cookie orders, having each person count and sign for cookies received. A signed TCM Job Description **MUST** be on file **before** dispensing cookies.
- Coordinates troop requests for cookie booth sales within the Service Unit, and encourages troops to have them.
- Plans selling areas with troops in Service Unit to ensure full coverage of the Service Unit.
- Receives deposit slips from TCMs on dates designated and delivers them to either Council Headquarters, Riverhead office, or Camp Edey Welcome Center.
- Serves as a resource person for TCMs.
- Accepts responsibility for follow-up of any troops not reporting, or which have money due to Council.
- Completes or forwards outstanding cookie account forms for any troops or individuals owing money to either the Council Headquarters, Riverhead office or Camp Edey Welcome Center with required paperwork.

I agree to serve as the Service Unit Cookie Manager for Service Unit # _____

Name _____ Home Phone _____ Work Phone _____

Address _____ Town _____, NY (Zip Code) _____

Signature _____ Date _____

E-mail Address _____

White Copy - Council Headquarters Yellow Copy - Retain