



GIRL SCOUTS OF CONNECTICUT, INC.
340 Washington Street * Hartford, CT 06106
860-522-0163 or 1-800-922-2770 (CT Only)
Fax: 860-548-0325 www.gsofct.org

VOLUNTEER POSITION DESCRIPTION

TROOP / GROUP COOKIE MANAGER

Appointed by and Accountable to:

Troop/Group Leader
Service Unit Cookie Manager
One Year

Term:

Purpose:

- Manages the Cookie Program for a specific Troop/Group

Qualifications:

- Is an active registered member of the Girl Scouts of the United States of America (GSUSA)
- Accepts the principles of the Girl Scout Promise and Law
- Is aware and accepting of religious, educational, racial, ethnic, and socioeconomic groups within the community
- Is committed to organizational diversity
- Is knowledgeable of GSUSA Policies and Standards and Girl Scouts of Connecticut, Inc. (GSOFACT) Policies and Procedures regarding fiscal management
- Is knowledgeable of the Girl Scout Program, its aims, and intents
- Completes the volunteer application process to include an approved background check and signed volunteer agreement
- Is skilled in financial accounting, time management, and organization
- Is able to work well with adults

Duties and Responsibilities:

- Attends Service Unit Cookie Manager training
- Ensures that all girls are registered and have signed Annual Consent forms on file with Troop/Group Leader
- Conveys safety, sale, and program materials to girls and Troop/Group volunteers
- Trains girls in the use of forms, procedures, and guidelines
- Uses eBudde to manage Troop/Group sales
- Ensures that cookie order is picked-up at delivery site and promptly distributed to girls
- Collects payment from girls, deposits Troop/Group proceeds, and amount due Council into proper bank accounts
- Distributes incentives to girls in a timely fashion
- Meets all deadlines and communicates any concerns to Service Unit Cookie Manager
- Participates in performance evaluation with Troop/Group Leader and/or Service Unit Cookie Manager