

2021 Service Area Cookie Manager Volunteer Agreement

- Position:** Service Area Cookie Manager (SACM)
Reports to: Service Area Manager (SAM) / Council Product Program Department
Summary: Manage and coordinate the Girl Scout Cookie Program for a Service Area
Commitment: Appointed by Service Area Manager, Product Program Department, and/or Member Engagement staff for a one-year term as related to the Cookie Program

Responsibilities:

- ✓ Attend Cookie Program training provided by GSNWGL.
- ✓ Meet all deadlines relating to Cookie Program.
- ✓ Conduct Cookie Program training for Troop Cookie Managers, and Troop Leaders within Service Area.
- ✓ Collect Troop Cookie Manager signed agreements prior to the start of the Cookie Program, **retain copies of all signed agreements for a full year.**
- ✓ Review all troop cookie and recognition orders in Smart Cookies prior to the deadline. Place cookie and recognition order for Juliettes (individually registered Girl Scout).
- ✓ Keep accurate records of all orders, product, and money transactions, using receipts and Smart Cookies. If receipts are requested by the Council, make a copy of the receipt to keep and send in the original.
- ✓ Responsible for pick up, storage, and delivery of product to Troop Cookie Managers.
- ✓ Deposit all money collected from Juliettes (individually registered Girl Scout) in the Service Area bank account, for ACH withdrawal from the account.
- ✓ Financially responsible for products until you have signed receipts from the Troop Cookie Manager transferring ownership; **be sure to obtain and retain copies of all signed receipts for product for a full year**, as you will be held responsible for any missing funds if there is no proof of receipt.
- ✓ Support Council-sponsored Cookie Program events and programs.

Desired skills: leadership, effective communication, good attention to detail, organization, record-keeping, fiscal management, basic computer skills, and internet access.

Girl Scout Volunteer Core Competencies:

1. **Girl focus:** demonstrates dedication and commitment to guiding girls toward reaching meaningful outcomes through the three keys to leadership (discover, connect, and take action).
2. **Adaptability:** adjusts and modifies own behavior, remains flexible and tolerant in response to changing situations and environments.
3. **Fostering diversity** understands and embraces human diversity, promotes inclusion of all people.
4. **Oral communication:** expresses ideas clearly and concisely.
5. **Personal integrity:** demonstrates honesty, credibility, and dependability.

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I have read and accept the expectations as stated to this volunteer position as well as the operational volunteer policies and practices. I understand that I will be required to complete an online volunteer application along with reference and background checks and be a registered member in good standing.

Name (Print): _____ Signature: _____ Date: _____

Mailing address/city/state/zip: _____

Email address: _____ Phone: _____