

2019 Service Unit Cookie Coordinator

Volunteer Position Description and Agreement

Appointed by: Service unit manager and/or product program

Reports to: Volunteer regional manager (RM) and/or product program

Length of commitment: November–May

Term renewable annually by: RM and/or product program

Competencies

- Effective communication, presentation, and computer skills.
- Detail oriented, organized and able to maintain accurate records.
- Ability to work alongside others from diverse cultures and backgrounds.

Requirements

- Registered member for the 2018-2019 membership year, with a completed background check on file.
- Have at least two years' experience as a troop cookie manager (TCM).
- Follow and meet all deadlines.
- Comply with Girl Scouts of the USA and Girl Scouts San Diego standards, procedures, and guidelines.

Expectations

- Honor and live by the Girl Scout Law.
- Promote the cookie program in a positive light, encouraging girl and troop participation at all levels.
- Respond to TCM phone calls/emails/texts; provide prompt responses and relay information that is consistent with the Girl Scout Mission; relay applicable updates/reminders to TCMs.
- Maintain frequent communication with regional manager and product program regarding excessive troop inventory, concerns relating to theft of money or cookies, and collection issues within troops.
- Attend service unit cookie coordinator (SUCC) training hosted by the product program team.
- Train TCMs on program standards, logistics and importance of inventory management.
- Support Individually Registered Member (IRM) parents/guardians, as necessary.
- Attend service unit meetings to keep volunteers informed and up to date on program schedule.
- Manage service unit cookie inventory:
 - Review and submit initial orders in eBudde™ by **Saturday, Jan. 12.**
 - Organize service unit cookie delivery and distribution.
- Verify troop ACH bank information entry in eBudde™; follow up as needed.
- Coordinate cookie booth locations or appoint a service unit booth coordinator (SUBC).
- Coach on current guidelines and issue warnings when necessary; consult with your RM or product program for support.
- Collect and review troop final paperwork, if applicable.
 - Report any troop collection problems to your RM and product program.
- Submit service unit paperwork to RM by **Sunday, March 17.**
 - Submit service unit reward order in eBudde™.
- Complete the cookie program evaluation.
- Coordinate rewards distribution or appoint an service unit rewards coordinator; distribute girl reward items in timely manner.

I have read and fully understand the responsibilities of this position. By submitting this form online, I verify that I am a registered Girl Scout in good standing and agree to uphold my responsibilities as SUCC. I recognize this is a volunteer position and do not expect any monetary compensation. I have received the 2019 SUCC Handbook and agree to follow all guidelines and procedures described within. If for any reason I cannot fulfill my role as SUCC, I will inform my regional manager and product program immediately.