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:
  o Review and submit initial orders in eBudde™ by Saturday, Jan. 12.
  o 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.
  o Report any troop collection problems to your RM and product program.
• Submit service unit paperwork to RM by Sunday, March 17.
  o 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.