2013 Troop Cookie Manager Contract

Girl Scouts of Silver Sage

Service Unit :_____Name:_____DL#_____

Physical Address: _____City:_____State:_____Zip:_____

Mailing Address: _____ City: _____State:_____Zip:_____

E-mail:_____Home Phone:_____Cell Phone: _____

The Troop Cookie Manager coordinates and manages the Cookie Program logistics for the troop. The Troop Cookie Manager reports to the Troop Leader and works closely with the Service Unit Cookie manager.

Qualifications:

- Must be an approved volunteer; A volunteer application has been submitted and approved, registered as an adult Girl Scout, successfully completed Girl Scouts of Silver Sage Council background screening, and received an appointment letter.
- Willing to complete training related to the position.
- Organized, detailed oriented, has the ability to maintain accurate records, and handle large amounts of money and inventory.
- Ability to meet deadlines.
- Good communication skills and the ability to coordinate volunteer efforts and problem solve in a positive manner.

Responsibilities:

1. Assists Troop Leader with Family Meeting.
2. Updates troop and girl settings in eBudde and sets up Cookie Club accounts.
3. Reviews booth sites on eBudde to assist Troop Leader with booth sales planning and scheduling.
4. Collects order cards, distributes Goal Getter cards, calculates totals, enters needed inventory in eBudde, and submits the troop initial cookie and initial incentives order.
5. Works with the Service Unit Cookie Manager to schedule pickups from delivery site and makes plans for troop cookie inventory distribution, and any storage as needed.
6. Collects money, issues receipts, and records payments in eBudde.
7. Deposits money, verifies deposits in eBudde,.
8. Orders additional cookies as needed for the troop.
9. Records girl sales data in eBudde.

I agree to perform the above responsibilities and I also agree that the cookies I accept become my financial responsibility and all distribution records must be maintained and submitted appropriately.

_____

Signature of Troop Cookie Manager Troop # Date

Approval of the appointment:_____

Signature of Troop Leader Date

_____

Printed Name of Troop Leader Troop Leader email

Please give to your Service Unit Cookie Manager