

2010 Service Unit Cookie Manager Contract

Girl Scouts of Silver Sage Council, Inc

1410 Etheridge Lane · Boise, ID 83704 · www.girlscouts-ssc.org
(208) 377-2011 · (800) 846-0079 · Fax (208) 377-0504

Service Unit Number: _____ Name: _____ DL#: _____

Physical Address: _____ City: _____ State: _____ Zip: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

E-mail: _____ Home Phone: _____ Cell Phone: _____

The service unit cookie manager coordinates and manages the Cookie Program logistics for the Service Unit. The Service Unit Cookie Manager reports to the Service Unit Director and works closely with the Troop Cookie Managers and Council Product Manager.

Qualifications:

- Register as a member of Girl Scouts of the USA and accept the Girl Scout Promise and Law.
- Successfully complete Girl Scouts of Silver Sage Council background screening.
- Willing to complete training related to the position.
- Willing and able to work with all people without regard to race, color, ethnicity, sex, creed, national origin, ability or socioeconomic status.
- Skilled in using computer applications, navigating the web, and sending and receiving e-mail.
- Ability to maintain accurate records and handle large amounts of inventory.
- Strong organizational and communication skills.
- Ability to meet deadlines.
- Ability to coordinate volunteer efforts and problem solve in a positive manner.

Responsibilities:

1. Receives materials from Little Brownie Bakers, and assembles and distributes packets to each Troop Cookie Manager.
2. Makes decisions about cupboard locations and logistics.
3. Reviews and submits the initial cookie and incentives order for the entire Service Unit.
4. Sets up a delivery schedule, receives order from Delivery Agent, and coordinates distribution to Troop Cookie Managers.
5. Reviews data in eBudde for the entire Service Unit and submits final incentives order.
6. Receives award items from Little Brownie Bakers and distributes to troops.
7. Supports the Troop Cookie Managers as needed.
8. Identifies potential problem areas during the course of the Cookie Program and communicates regularly with the Service Unit Director, Membership Representative and Council Product Manager.
9. Provides information and assistance to troops and the Council Product Manager regarding troop debt.

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 Service Unit Cookie Manager

Date

Approval of the Appointment: _____
Signature of Service Unit Director or Membership Representative Date

Printed Name of Service Unit Director

SUD email

