



GIRL SCOUTS OF NORTH EAST OHIO
2008 COOKIE SALE
VOLUNTEER POSITION DESCRIPTION/AGREEMENT

Service Unit: _____ Region: _____

POSITION: SERVICE UNIT COOKIE SALE CHAIRPERSON (SUCC)
PURPOSE: To manage the Service Unit Cookie Sale
RESPONSIBLE TO: Service Team and Membership Department
APPOINTED: Annually by the Membership Specialist and Service Unit Director

RESPONSIBILITIES:

1. Perform the necessary action steps needed to organize, develop and manage a successful Cookie Sale.
2. Participate as an active member of the Service Team.
3. Attend all required Cookie Sale trainings.
4. Receive the delivery of Cookie Sale materials at the start of the program.
5. Hold training for all registered Troop Cookie Coordinators to review cookie dates, materials and procedures, and distribute materials. Contact all registered troops to verify their participation.
6. Work with the Troop Leaders and assist when necessary in the recruitment of Troop Cookie Coordinators.
7. Collect Troop Cookie Sale Coordinator position agreements, Permission Slips and worksheets. Verify all information in the Cookie Works computer system. Submit all required paperwork to the Council Service Center as directed .
8. At the end of the sale, receive all Troop Cookie Reports, money orders/certified checks and Recognition Orders, verify all information and submit to the Council Service Center as directed.
9. Maintain regular communications with the Service Team. Recognize and handle problems quickly.
10. Motivate troops to plan and set goals. Help them meet their objectives by suggesting new and innovative ways to market and sell cookies. Make the Cookie Sale easy and fun for troop leaders and cookie chairs.

QUALIFICATIONS:

1. Be at least 18 years of age and a registered member of GSUSA.
2. Understanding and knowledge of the Girl Scout program as well as council and troop financial needs.
3. Ability to work and communicate effectively with adults.
4. Time to devote to the position and willingness to attend training.
5. Organizational and financial skills.
6. Adhere to and accept Council Policies and Standards.
7. Ability to access and manage internet based programs and update Troop information, orders and reports.

STATEMENT OF RESPONSIBILITY – 2008 COOKIE SALE

I agree that all products and monies received by me during the 2008 Cookie Sale are my responsibility. I agree to adhere to all guidelines, in regards to the submission of paperwork, product and monies, as set forth for the 2008 Cookie Sale. In the event of failure to remit the funds on time, I understand that I am liable for the amount not remitted, plus all associated costs, interest and attorney's fees expended in the collection of this debt. **I understand that cookies are NOT returnable.**

Signature of Volunteer: _____ Date: _____

Print Name: _____ Date of Birth: (mm/dd/yyyy) _____

Telephone: _____ E-mail: _____
home work

Fill in AT LEAST ONE of the following lines (A, B, or C):

- A. Social Security # _____ and Cell/Other Phone _____
- B. Place of employment _____ and work phone _____
- C. Driver's License # _____ and Cell/Other Phone _____