

# Girl Scouts Heart of New Jersey

<http://www.gshnj.org>

## TROOP COOKIE SALE PROGRAM MANAGER

### Position Description

#### **FUNCTION:**

Administrator of GSHNJ Cookie Sale Program at the troop level.

#### **RESPONSIBILITIES:**

This position is accountable with the leader for managing all aspects of the Cookie Sale Program for the troop ensuring that girls are trained, troop order is entered, items are delivered to girls, money is collected and deposited, and Council is paid by the established deadlines.

#### **ACCOUNTABILITIES:**

The Troop Cookie Sale Program Manager is appointed by and responsible to the troop leader and agrees to:

1. **Register** as a member of Girl Scouts of the USA and be at least 18 years of age.
2. **Attend** training in the Service Unit where duties will be explained and sales aids distributed.
3. **Promote** the program by building enthusiasm among the girls and by informing the girls and their parents/guardians the value of the Cookie Sale Program and how troop proceeds are used.
4. **Obtain** the signed permission slip from each girl before she participates in the program. Ensure that each girl is a registered member of GSUSA.
5. **Train** the girls at their meeting so that they understand:
  - a. Safety rules
  - b. How to complete order card
  - c. The cookie calendar
  - d. Troop goal
6. **Maintain** communication with Service Unit Cookie Sale Program Manager.
7. **Tally** girl orders and enter product and recognition orders online.
8. **Collect** payments from girls and deposit money accordingly.
9. **Pick up** Cookies and Recognitions on assigned dates and distribute to girls.
10. **Process** and arrange for any additional orders.

I have read, understand and accept the responsibilities of this volunteer position.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Troop Level: D B J C S A Troop # \_\_\_\_\_ Service Unit # \_\_\_\_\_ (FSP is # 656)

Print Name \_\_\_\_\_

Address \_\_\_\_\_

Home Telephone Number \_\_\_\_\_

Cell Telephone Number \_\_\_\_\_

E-mail Address \_\_\_\_\_