

GSGATL Volunteer Position Description: Troop Cookie Manager

I can't wait to



Be a Troop Cookie Manager to help girls *discover* their inner-entrepreneur, *connect* them and their parents to resources that makes participating in the Girl Scout Cookie Program *FUN* and easy, while *taking action* to ensure that all girls in the troop learn how to take risks, think outside of the box and dream big!

Service to Girls: Direct



Picture it: The Troop Cookie Manager has the passion and promise to generate girls' interests in learning how to be their own boss and help them shape their dreams into something tangible. They make learning fun and seek to encourage girls at every moment to keep going. Their mantra is: ALL girls have what it takes to be successful at anything they set their minds to.

They give parents the needed guidance to support their Girl Scout through the program, while encouraging them to seek the true value of having a front-row seat in seeing her grow into an AMAZING human being. Because they uphold the idea that girls are learning skills and things about themselves that will stay with them through adulthood, everyone around them works together to make sure every girl is becoming more courageous and more confident .

¹**Investment of Time:** One year; renewable upon Service Unit review.

XXX= High activity XX= Medium activity X= Low activity

Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
x	x	xx	xxx	xxx	xx	xx					

Volunteer Support Team:
Service Unit Cookie Manager
Service Unit Team

GSGATL Support Team:
Product Programs

Girl Scout Support Tools/Materials:
Troop Cookie Guide
GirlScoutsATL.org
Ebudde.littlebrownie.com
Littlebrowniebakers.com

Kick-starting your own Adventure: Training

² Essential Learning Courses	Complete
Service Unit Troop Cookie Training Cookie VIP Training	Prior to Cookie Program start date of January 1, 2019.
Recommended courses that raise your impact: Money Management	

By signing here, you are agreeing to the requirements of the job description as stated on page 1 and 2:

Troop: _____ Service Unit: _____

Printed Name: _____ Date: _____

Phone: (____) _____ - _____ Email: _____

Signature: _____

¹ All volunteer appointments begin October 1 of each calendar year and end September 30. Appointments mid-year constitute year 1 completion on September 30. These are estimates of time only.

² Essential courses are required to be completed within suggested timeframe.

Your Commitment to Girls:

- **Connecting** with new friends (and some old friends too) helps you to stay “in the know” when you attend Troop Cookie Training hosted by your Service Unit Cookie Manager.
- **Hosting** a girl and parent training/meeting to tell them about the program prepares them for the excitement of becoming their own boss and a great entrepreneur while earning early start-up money for their troop.
- **Distributing** materials to girls/parents to ensure that every girl who wants to start her own business (with the Girl Scout Cookie Program) can do so and reach her goals. Remember, every girl should have a Parent Permission & Financial Responsibility Form on file before they begin selling.
- **Having** access to technology (internet, email, MS Word and MS Excel) to deliver fantastic support to parents and girls so that they are successful AND it makes way for the Service Unit Cookie Manager and the GSGATL Product Programs team to better support you!
- **Supporting** girls and parents throughout the program season (helping them get started, answering questions, providing them with more materials, etc.) is what you’re built for. Remember to be encouraging, flexible, and respectful - you are all doing this to help each and every girl shine a little brighter.
- **Managing** the successful pick-up and distribution of your troop’s cookie delivery. Every troop should receive exactly what they ordered so that every girl can deliver to her customers without delay. Remember, you are financially responsible for all cookies received until you transfer responsibility to girl/parent. Be sure to issue receipts for cookies received by girl/parent to transfer this responsibility.
- **Distributing** rewards to girls in a timely manner brings smiles to the faces of girls who have worked hard to reach their goals – it’s the satisfaction of a job well done.
- **Collecting** monies from parents for all cookies sold and depositing funds into the troop bank account for payment due council is an essential task to do early and often. By signing this agreement, you acknowledge that the troop is financially responsible for the product it takes possession of and responsible for all monies due council by the designated deadlines.
- **Celebrate!** Years of research show that girls grow exponentially and take what they learn into adulthood – their participation in the Girl Scout Cookie Program is one of many moments that helps them grow closer to being the courageous and confident women that will change the world. You deserve a pat on the back for making this moment possible.

Our Commitment to you (and us):

- **Being guided in all actions by the Girl Scout Mission, Promise, and Law** when representing the movement.
- **Keeping Girls at the center** of all decisions. That’s why you’re here.
- **Prioritizing** what will empower girls to lead on a local and national level. Girl Scouts is doing so much as a movement for each girl, stay informed and connected.
- **Adjusting** to the ever-changing needs of girls and adults. Remaining flexible and tolerant in response to changing situations and environments helps everyone grow.
- **Communicating:** You probably won’t run into too many people who read minds, express needs, ideas and facts with others appropriately, through multiple communication channels, as often and as clearly as you can.
- **Staying Green:** Having access to the internet, email, and some knowledge of social media is a necessity for staying current in the 21st century and keeping Forever Green– we’ve been around 100 years, let’s make sure together we go another 100, by saving trees and time for everyone.
- **Confidentiality:** It’s sometimes even hard for adults to master this one, be a great example to girls and always maintain confidentiality within GSGATL standards of conduct.
- **Engagement:** Must be an active registered member of GSUSA through annual or lifetime membership.
- **Staying safe:**
 - Authorizes GSGATL to do background checks in accordance with current policies and procedures.
 - ³Remain informed about and comply with the most current policies, procedures, and guidelines of Girl Scouts of Greater Atlanta (GSGATL) and Girl Scouts of the USA (GSUSA).

³ It is the responsibility of the volunteer to keep apprised of current training, policy, and procedure requirements needed to fulfill the responsibilities of the position; current information can be found on www.GirlScoutsAtl.org