



Girl Scouts of Black Diamond Council

Volunteer Position: Troop Cookie Chair

Pathway:

- Long-Term Direct Service Long-Term Indirect Service
 Short-Term Direct Service Short-Term Indirect Service

Time Commitment:

- Duration 3 year(s) month(s) week(s) day(s)
For 3 hour(s) per year month week day

Summary:

The nature of this position requires the individual to work directly with girls by conducting the annual Girl Scout Cookie Sale Program within the troop.

Reports to: Troop Leader, Local Area Cookie Program Sales Consultant

Support: The Troop Cookie Chair will receive full support from the Troop Leader and the Local Area Cookie Program Sales Consultant. She/he will have access to relevant learning opportunities and materials and will undergo the training/learning and orientation to Girl Scouting that will enhance her/his knowledge and confidence to work successfully with other adults and will enrich her/his Girl Scout experience.

Responsibilities/Tasks:

- Attend **mandatory** training session provided by Local Area Cookie Program Sales Consultant.
- Sign Product Sales Volunteer Agreement for cookie sale activity.
- Collect parent/guardian permission slip from each registered Girl Scout participating in the cookie sale program. Girls cannot participate if they are not registered.
- Train girls in selling techniques and safety standards.
- Hand out girl order cards before the sale starting date.
- Collect all order cards. Compile the troop cookie and incentive order.
- Enter all cookie orders and incentives into the eBudde system by deadline dates.
- Make arrangements to receive and sign for troop cookies. Your schedule will be provided by the Local Area Cookie Program Sales Consultant.
- Notify girls and parents as to when and where they will pick up cookies.
- Ensure parents or guardians sign for cookies.
- Collect and send all money to before the deadline.
- Record and maintain accurate payment records in the eBudde system. You must have a signature for each payment received.
- Retain the troop proceed on the money you have received for payment.
- Send in payment, in the form of validated deposit slip, cashier check, or money order, to Black Diamond Council, by due date. Also send names and information about parents who have not paid. Do not hold troop payments when missing girl payments.
- Work with Troop Leader and Local Area Cookie Program Sales Consultant to collect any monies due to the troop and council. Retain all signed forms and keep accurate troop records.
- Distribute incentives as soon as received from Local Area Cookie Program Sales Consultant and payments have been verified.

Core Competencies-Required:

- Girl focus: Empower girls to lead activities, learn by doing, and cooperate with others on current issues that involve their interests and needs, while having fun
- Demonstrate dependability, honesty, and credibility

- Adaptability: Adjust, modify own behavior, and remain flexible and tolerant in response to changing situations and environments
- Oral communication: Express ideas and facts clearly and accurately
- Fostering diversity: Understand and embrace differences

Additional Competencies, Skills, or Requirements-Preferred:

- Be a registered adult member of GSUSA and have an approved GSBDC volunteer application, volunteer/signed position description on file
- An approved criminal background check
- Be at least 18 years old
- Accept the principles and beliefs of Girl Scouting and support local and national Girl Scout policies
- Must be responsible with money
- Must support and encourage the Girl Scout Cookie Sale as part of the Girl Scout Leadership Experience
- Adequate time to fulfill volunteer job responsibilities
- Ability to keep records, complete reports and conduct meetings
- Internet and email access and knowledge
- Must be able to meet all deadlines

I have read the Volunteer Position Outline and agree to carry out my responsibilities as described. If for any reason I am unable to perform any of my responsibilities, I may be asked to resign my position. I will fulfill the outlined duties with no monetary compensation. I certify under penalty of perjury that I have not been convicted of any criminal offense. The Council will not knowingly accept voluntary services from a convicted sex offender. Volunteers are required to disclose to Council if they are living with a sex offender or have regular personal contact with a convicted sex offender, as well as the nature and the extent of such relationships or contacts. Volunteers who violate this procedure will be barred from any further participation in Girl Scout activities.

Name (print): _____ Email: _____

Phone: _____ Address: _____

Signature of Volunteer: _____ **Date:** _____

Office Use: Data Entry

Date _____ Initials _____