

# Girl scouts of Central Indiana Volunteer Position Description

## **Troop Cookie Manager (TCM)**

Accountable to: Troop Leader and Service Unit cookie Manager

Term: One Year - appointed annually

Summary: The Troop Cookie Manager is responsible for implementing the Cookie Program with in her/his troop

### Accountabilities:

- Complete Troop Cookie Manager online training
- Meet with Girl Scouts and caregivers to do the following:
  - Set troop goals
  - Distribute cookie materials
  - Explain program to Girl Scouts and caregivers
  - Teach Girl Scouts to use forms
  - Train Girl Scouts in safety and sales techniques
- Ensure that girls are doing activities that will help them develop the 5 Skills
- Keep accurate records with an extra focus on cookie and money receipts between caregivers and the troop
- Responsible to ensure all financial processes are followed including, but not limited to, signing receipts, banking all cookie money, and tracking troop inventory.
- Adhere to all council deadlines for submitting starting inventory orders, banking money, and submitting rewards as outlined in the troop Quick Bites
- Bank all monies by council deadlines into troop account – following all ACH banking instructions provided in the troop Quick Bites
- Distribute girl rewards promptly
- Meet with troop leader to finalize the cookie program

### Requirements:

- Be a registered member of Girl Scouts of the U.S.A.
- Recognize, understand, accept, and support all GSUSA and Council goals, policies, standards, and Affirmative Action Policy
- Adhere to council cookie program deadlines
- Demonstrate a willingness and ability to participate in online training
- Be able to provide clear instructions to girls and parents
- Be responsible for troop payment collections and deposit of monies into troop bank account