

TROOP COOKIE MANAGER (TCM) POSITION DESCRIPTION & AGREEMENT Cookie Program

Complete and return to GSESC Product Program Department by November 30, 20 . All fields are required.

Name		_ Service Unit	Troop Number	
Troop Level (Circle all that apply	: D B J C S A			
Email				
Address	City		Zip	
Phone (day)	(Eve)	(Cell)		
Accountable to: Council Product Troop Leader	Program Department, Se	ervice Unit Product S	Sales Chair (SUPSC), & Troop	Leader if TCM is not the
Time Commitment: January throof girl recognitions and collection	=	oncentrated time co	ommitment. Final responsib	ility is ensuring distribution
Function: To manage and coord distribution of girl recognitions. volunteers as necessary.	=		=	· · · · · ·
 due date (see timeline) Maintain close contact with Enter all troop information, Entries should be timely and Maintain accurate accounting 	e troop on GSUSA safety gares and customer serviced members of GSUSA parent permission agreed girls and parents; offering orders and transfers into accurate. In ag of all monies collected finances with SUPSC and schedule with SUPSC and schedule aromptly once they are resurred.	guidelines, Council personal p	ributing order cards to troop ut the program. Mentor new e-sale and direct sale recognic eposits into the troop bank a perwork and payment by the count, sign and retain receipt	and turn in to SUPSC by y girls and parents. tion orders in eBudde. ccount e deadlines set by Council
Qualifications: TCMs must be concluded a strong attention to detail that they have experienced at le	be well organized, main	tain accurate record	ds for the Troop, and meet d	eadlines. It is preferred
By signing this form I accept the	duties and responsibilities	s of the Troop Cooki	e Manager as outlined abov	e.
Signature			Oate	

Distribution: White: GSESC Yellow: SUPSC Pink: Troop Leader