

## Service Unit Cookie Manager 2025

**SUMMARY:** The Service Unit Fall Product Manager promotes and coordinates the annual council wide cookie program within the Girl Scout Service Unit.

### QUALIFICATIONS:

- Current registered member of Girl Scouts of Eastern South Carolina, at least 18 years of age, lives the values of the Girl Scout Law and Promise
- Strong computer skills – daily access to computer with internet and email during the cookie product program
- Possess organizational skills to maintain accurate records, receipts, product and girl rewards
- Excellent communication skills – communicates directly to troops, parents/guardians, and council
- Must be free of delinquent debt with Girl Scouts of Eastern South Carolina
- Has a positive and supportive attitude about the product sales program and work closely with Troop Cookie Managers to ensure a successful sale
- Must adhere to Girl Scouts of Eastern South Carolina policies and procedures

### RESPONSIBILITY (adhering to all deadlines set by council)

- Attend an in person training set by council
- Assist in training Troop Cookie Managers within the service unit
- Work with troop cookie managers and council to ensure that girls and troops are registered prior to the start of the cookie product program

### MATERIALS, PRODUCTS AND PAPERWORK

- Receive and distribute product program materials to each troop and any participating Juliettes
- Serve as a liaison for participating Juliettes – hand out materials, enter orders, and distribute products and girl rewards
- Assist council in ensuring that all participating new troops turn in an ACH form, returning troops turn in end of year troop financials, and Troop Cookie Manager position forms, so council can give access to smartcookies
- If/when distributing cookies and rewards to troops, document all transactions with receipts

## ORDER SYSTEM/DELIVERY OF PRODUCT

- Edit service unit delivery information in the smartcookies system
- Assist leaders within your service unit with all aspects of the cookie program in smart cookies
- Secure/coordinate cookie booths for all rounds of cookie booth selections

## ACCOUNTABILITY

- Support council by encouraging troops to make prompt and frequent bank deposits
- Adaptability – adjusts and modifies own behavior, remains flexible and tolerant in response to changing situations and environments
- Understands differences and embraces differences
- Expresses ideas clearly and concisely
- Demonstrates honesty, credibility and dependability

**Please print clearly and fill out completely**

SU #: \_\_\_\_\_ Service Unit Name: \_\_\_\_\_

Printed Name of Volunteer: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone/Cell: (    ) \_\_\_\_\_

Email Address: \_\_\_\_\_

By signing, I affirm that I have read and understand the information on this document and agree to fulfill the responsibilities for the position.

- I fully understand that failure to turn in all monies and related documents on time may result in collection procedures up to and including prosecution as allowed by law.
- I have taken the 2025 cookie training, please circle which training you took:  In-person at \_\_ OR  Online

Service Unit Cookie Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please turn into Deborah Paisley at [deborahpaisley@girlscoutsesc.org](mailto:deborahpaisley@girlscoutsesc.org)**

**For council use:**

GSUSA ID: \_\_\_\_\_ SU GSUSA ID: \_\_\_\_\_

