
SERVICE UNIT COOKIE CHAIR

Volunteer Position

PURPOSE: To coordinate and direct the Girl Scout cookie sale at the service unit level

RESPONSIBLE TO: Service Unit Manager and Council Director of Product Sales

APPOINTMENT: Appointed by the service unit manager for a one year term, renewable

RESPONSIBILITIES:

- Prior to order taking, hold a meeting with troop/group cookie coaches to distribute cookie packets, review volunteer position description and training on troop materials and council procedures. Daisy Girl Scouts do not participate in product sales.
- Fill out appropriate forms and submit to the Girl Scout Center by required deadlines.
- Establish point of delivery and coordinate troop/group cookie pick up.
- Summarize troop/group cookie order and recognition forms. Submit both to the Girl Scout Center.
- Accept delivery of total service unit recognition order, separate and distribute by troops/groups.
- Be responsible for submitting verified troop deposit slips to the Girl Scout Center on or before the date specified.

QUALIFICATIONS:

- Subscribe to the Girl Scout philosophy, register as an adult member of Girl Scouts of the USA and pass a criminal background check.
- Have a strong sense of organization.
- Have the ability to work with adults in the organization.
- Be financially responsible.
- Attend training provided by the Girl Scouts - Sybaquay Council in November.
- Have time and willingness to carry out responsibilities during all phases of the Girl Scout cookie sale.

2006 Dates:

Training for position: November 8

Order taking: January 1-22

Delivery to service unit: February 23-25 and 27

Cookie shop sales are in March