



SERVICE UNIT APPOINTMENT LETTER

Initial level: ____ SU Cookie Coordinator
____ SU Booth Coordinator

Position Title: Service Unit Coordinator
Term: One Year (renewable)
Recruited by: Service Unit Leadership Team/Regional Executive
Appointed by: Regional Executive
Accountable to: Product Programs Department & Membership Staff
Purpose: Responsible for administering the GS Service Unit's Cookie Program activity, timely financial reporting and providing programmatic support to Troop Cookie Coordinators.

- Qualifications:**
- Ability to dedicate time needed to conduct Service Unit activities of the cookie program from November to May.
 - Ability to interpret, support and train others in the objectives of the program.
 - Strong computer skills and ability to direct others.
 - Ability to work with numbers and keep detailed records.
 - Ability to communicate and cooperate with adults from diverse backgrounds.
 - Ability to motivate TCCs and problem solve in a positive manner.
 - Have no outstanding debt with GSMIDTN.
 - Must be at least 18 years of age and a registered Girl Scout Adult.

Following are the principal duties and responsibilities of the position:

Fulfill administrative duties throughout the sale.

1. Attend Council Kick Off / Training to become familiar with processes and objectives of the Girl Scout Cookie Program.
2. Secure a delivery point for the Service Unit/Troop Initial Cookie Order.
3. Ensure all TCCs attend the SU Training/Information session conducted by the SUCC & SUCBC. Review with TCCs procedures and their responsibilities. Distribute program materials to trained TCCs only.
4. Secure the signed troop cookie coordinator appointment letters.
5. Attend monthly Service Unit meetings during the Cookie Program.
6. **Meet all deadlines** for turning in service unit booth sign ups as required for the Council Cookie Program.
7. Verify eBudde troop settings and contacts have been updated including designation of "Primary Contact" on each troop in the SU.
8. Verify entry of troop initial cookie orders and all reward orders in the eBudde system by deadlines.
9. Facilitate delivery of initial cookie orders to troops with signature for receipt of cookies. Keep receipts for all cookies received and distributed.
10. Conduct a booth sale site lottery within the service unit for troops before mid January if applicable to your area.
11. Maintain regular contact with TCCs throughout sale. Monitor for problems and celebrate successes.
12. Collect ACH Debit Authorization Forms and submit to the Product Programs Department no later than November 30, 2018.
13. Verify entry of Troop Final Reward Order in eBudde by deadline.
14. Work closely with TCCs to complete and file any family or troop delinquency, with proper documentation.
15. Review final documentation from the TCCs. Submit all final documentation to Council by the deadline.
16. Work with neighboring Service Unit Booth Coordinators to obtain approval for booths requests outside of your service unit.
17. Receive shipment of Troop Rewards and issue to TCCs promptly.

The Council agrees to: Provide training, materials, and ongoing support through trained volunteer leadership.

Service Unit Cookie Coordinator: _____ SU # _____

Mailing Address: _____

City/State/Zip: _____ Email: _____

Day Phone: _____ Cell Phone: _____

I have read and reviewed the responsibilities for the Service Unit Cookie Coordinator and agree to fulfill these duties as well as those of any additional volunteer Cookie Positions I may hold, to the best of my abilities. I understand that I am responsible for all cookies I signed for on delivery and any cookies in my service unit cupboard not transferred to a troop. Should outside collection procedures become necessary, I will be responsible for paying all related collection costs and legal fees incurred by GSMIDTN or their representatives. The only exception to this is proof of debt owed by someone else within my service unit. The Appointment is valid when signed by both Service Unit Cookie Coordinator and Product Programs staff.

Signature of SU Cookie Coordinator Date Product Programs