

**Position Title:** Service Unit Cookie Coordinator (SUCC)

**Term:** One Year (renewable)

**Recruited by:** Service Unit Leadership Team & Regional Executive

**Appointed by:** Regional Executive

**Accountable to:** Membership Staff & Product Programs Department

**Purpose:** Responsible for administering the service unit's cookie program activity, timely financial reporting, and providing programmatic support to Troop Cookie Coordinators (TCC)

**Administrative Duties:**

1. The SUCC should attend council kick off & training to become familiar with processes and objectives of the Girl Scout Cookie Program.
2. The SUCC will secure a delivery point for the initial cookie order.
3. The SUCC should ensure all TCCs attend the SU Training/Information session, review procedures and responsibilities with TCCs, and distribute program materials to trained TCCs only.
4. The SUCC will collect signed Troop Cookie Coordinator Appointment Letters prior to distributing program materials.
5. The SUCC will attend monthly service unit meetings during the cookie program.
6. The SUCC will meet all deadlines for turning in service unit booth sign ups as required for the council cookie program.
7. The SUCC must verify eBudde troop settings and contacts have been updated including designation of "Primary Contact" on each troop in the SU.
8. The SUCC must verify entry of troop initial cookie orders and all reward orders in the eBudde system by the specified date.
9. The SUCC will facilitate delivery of initial cookie orders to troops, obtain signatures for receipt of cookies, and keep receipts for all cookies received and distributed.
10. The SUCC will conduct a booth sale site lottery within the service unit for troops before mid-January if applicable.
11. The SUCC must maintain regular contact with TCCs throughout sale, monitor problems, and celebrate successes.
12. The SUCC will collect Automatic Clearing House (ACH) Debit Authorization Forms and submit to the Product Programs Department by the specified date. This form will be available online.
13. The SUCC will verify entry of Troop Final Reward Order in eBudde by the specified date.
14. The SUCC will work closely with TCCs to complete and file any family or troop delinquency with proper documentation.
15. The SUCC will review documentation from the TCCs and submit all final documentation to council by the specified date.
16. The SUCC should work with neighboring SUCCs to obtain approval for booths requests outside the service unit.
17. The SUCC will receive shipment of Troop Rewards and issue to TCCs promptly.

**Qualifications:**

- Ability to dedicate time needed to conduct the cookie program activities 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
- At least 18 years of age and a registered Girl Scout Adult

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

Service Unit Cookie Coordinator: \_\_\_\_\_ SU #: \_\_\_\_\_

Address (Street, Apt. #): \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

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.

SU Cookie Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Product Programs Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_