N:\Logos\Girl Scout Logos\2010 new branding\GS_VA_SKYLINE_servicemark.tifName:

Term of Appointment:

Community Service Unit or Area of Service:

|  |
| --- |
| Volunteer Position Description and Agreement –  Service Unit Level  **GS Service Unit Cookie Sale Manager** |

**Summary:**

Cookie Sale Managers ensure the cookie sale is conducted by the council guidelines.

**Term of Appointment:**

Cookie Sale Managers are appointed for a one year term that is renewable upon completion of evaluation process.

**Accountability:**

Cookie Sale Managers are accountable to the Area Cookie Sale Coordinator.

**Responsibilities:**

* Secure names of Troop Cookie Sale Managers for troops that plan to participate in the sale.
* With assistance from the Area Cookie Sale Coordinator, plan and conduct the training session for Troop Cookie Sale Managers and troop leaders.
* Schedule make up training as needed.
* Maintain contact with and provide support to Troop Cookie Sale Managers.
* Receive and process orders from Troop Cookie Sale Managers according to the schedule. Enter troop and delivery station information into bakery’s ordering website at www.abcsmartcookies.com
* List each troop’s check and payment on the deposit tickets provided by GSVSC. Deposit money into the designated bank account.
* Complete the end-of-sale report. Notify your Area Cookie Sale Coordinator of any problems .
* Receive sales incentives and distribute to troops in a timely manner.
* See that all council and GSUSA policies and procedures are followed.

**Core Competencies:**

* Personal Integrity – Demonstrate dependability, honesty and credibility
* Adaptability – Adjust, modify own behavior and remain flexible and tolerant in response to changing situations and environments
* Oral, Verbal and Written Communication – Express ideas and facts clearly and accurately
* Foster Diversity – Understand, respect and embrace differences
* Computer Skills – Access and use of email and Internet

**Requirements**

* Successfully complete the volunteer application process, including interview, background check and application
* Become a registered member of Girl Scouts of the USA by paying annual membership dues or complete the appropriate scholarship paperwork
* Complete the appropriate training for the position, including the online product sale training GS105.

**GSVSC Agrees To:**

* Provide the volunteer with a copy of the volunteer policies and Volunteer Essentials
* Provide position description and agreement
* Provide orientation, learning opportunities and resources to prepare volunteer for service
* Provide ongoing support, guidance, feedback and performance evaluation
* Give recognition for contributions to the council and Girl Scouting
* Carry liability insurance and supplementary accident insurance as part of nation/council membership

**The Volunteer Agrees to:**

* Register as a member of the Girl Scouts organization and comply with membership requirements
* Provide information to update application and contact information as changes occur
* Provide updated contact information
* Participate in GSVSC and GSUSA orientations, position-related courses and learning opportunities
* Meet with appropriate groups/teams/volunteers as agreed for ongoing support and evaluation
* Devote sufficient time and energy to fulfill the outlined position requirements
* Support the Girl Scout mission and values, as well as the council activities and goals
* Comply with the policies, safety guidelines and procedures of GSVSC and GSUSA
* Acknowledge that the volunteer position is voluntary and that the Girl Scout organization does not provide monetary compensation.

***I have read the position description and agree to carry out my responsibilities as described. I understand I may choose to resign if I feel I cannot fulfill the responsibilities of the position and will notify my supervisor. I also may choose to use my typed name as my digital signature.***

**To enter a true digital signature, follow these instructions: Click your cursor in the Signature field. On the menu above, go to Insert/Signature Line (located on the Text tab)/Microsoft Office Signature Line. Choose OKAY; then fill in the blanks provided.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name: | | | Girl Scout Service Unit: | | |
| Street Address: | City: | | | State: | Zip: |
| Phone : (     ) | | E-mail: | | | |
| Registration for current year: | | 105 online training: | | | |
| Criminal Background check current: | | Term of appointment:  From: Nov 1,2018 to Sept. 30, 2019 | | | |
| Signature: | | | | Date: | |
| Supervisor’s Signature: | | | | Date: | |