Girl Scouts of Virginia Skyline Council

Service Unit Cookie Cupboard Manager

Volunteer Position Description and Agreement

Summary:
The Cookie Cupboard Manager maintains the cookie cupboard to supply local troops to pick up cookies beyond their initial orders.

Term of Appointment:
Cookie Cupboard Managers are appointed for a one-year term that is renewable upon completion of evaluation process.

Accountability:
Cookie Cupboard Managers are accountable to the Area Cookie Program Coordinator.

Responsibilities:

- Attend service unit cookie training.
- Secure a site for the cookie cupboard. Determine cupboard hours and disseminate this information to Troop Cookie Program Managers.
- The cupboard orders will be based on the troop's planned orders for direct sale.
- The Cookie Cupboard Manager will talk with the Area Cookie Program Coordinator to determine the number of additional cases to be ordered. This order should be based on planned orders in Digital Cookie. The Area Cookie Program Coordinator will then place the order for cupboard redeliveries. Please DO NOT OVERSTOCK any variety of cookies. As with troop orders, cupboard orders cannot be returned to the warehouse. The council must pay for cupboard cookies regardless of whether or not they are sold.
- Ensure that troop representatives sign receipts and the inventory control sheet for cookies taken from the cupboard.
- Record every cupboard transaction on the inventory control sheet. Inventory control sheets must be kept up to date so that transfers from cupboard to cupboard can be made to ensure that troops get the cookies they need and an excessive number of cases is not left at the end of the cookie program. Enter all transfers on Digital Cookie website daily.
- Travel to warehouses or cupboards to restock your supply between deliveries.
- Give the inventory control sheet and all receipts to the Area Cookie Program Coordinator at the end of the cookie program.
- See that all Girl Scouts of Virginia Skyline Council (GSVSC) and Girl Scouts of the USA (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 GSUSA by paying annual membership dues or completing the appropriate financial assistance paperwork.
- Complete the appropriate training for the position, including the online Product Program Training GS105.

GSVSC Agrees To:

- Provide the volunteer with the volunteer policies and Volunteer Essentials: www.gsvsc.org/ve
- 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 choose to use my typed name as my digital signature.

Term of Appointment: October 1, 2026, to September 30, 2027	
Name:	
Service Unit:	
Street Address:	
City, State, Zip:	
Phone #:	
Email:	

Registered for Current Year: ☐ yes ☐ no	Completed GS105 training: ☐ yes ☐ no
Criminal Background Check Current: ☐ yes ☐ no	
Signature:	Date: