Girl Scouts of Virginia Skyline Council

Service Unit Cookie Program Manager

Volunteer Position Description and Agreement

Summary:
Service Unit Cookie Program Managers ensure the Girl Scout Cookie Program is conducted by the Girl Scouts of Virginia Skyline Council (GSVSC) guidelines.

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

Accountability:
Service Unit Cookie Program Manager is accountable to the Area Cookie Program Coordinator.

Responsibilities:

- Secure names of Troop Cookie Program Managers for troops that plan to participate in the Girl Scout Cookie Program.
- With assistance from the Area Cookie Program Coordinator, plan and conduct the training session for Troop Cookie Program Managers and troop leaders.
- Schedule make up training as needed.
- Maintain contact with and provide support to Troop Cookie Program Managers.
- Receive and process orders from Troop Cookie Program Managers according to the schedule. Enter troop and delivery station information into bakery's ordering website.
- 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 Program Coordinator of any problems.
- Receive cookie program incentives and distribute to troops in a timely manner.
- See that all council 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 complete 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 a copy of 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: