

Girl Scouts of Virginia Skyline Council

Troop Cookie Program Manager

Volunteer Position Description and Agreement

Summary:

The Troop Cookie Program Manager supports the troop by overseeing its Girl Scout Cookie Program and ensuring that all Girl Scouts of Virginia Skyline Council (GSVSC) guidelines are followed.

Term of Appointment:

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

Accountability:

Troop Cookie Program Manager reports to Service Unit Cookie Program Manager.

Responsibilities:

- Attend training scheduled by the Service Unit Cookie Program Manager for Troop Cookie Program Managers. The troop co-leaders should also be in attendance.
- Receive and distribute cookie program materials for the troop. Train the girls in proper use of materials.
- Ensure that each girl participating in the cookie program has a signed parent permission slip.
- Place direct-sale planned order by deadline.
- Collect girl order forms, prepare the troop order, and enter girl orders into bakery's ordering website.
- Write receipts for cookies picked up by girls and adults. Have the adults sign the receipts.
- Take reorders and enter planned order into Digital Cookie.
- Contact the Cookie Program Booth Coordinator to sign up for a time slot and booth sale location in Digital Cookie.
- Give each girl a receipt for the money she turns in.
- Collect money from the girls and deposit it in the troop bank account. Complete reports and evaluations. Send a troop check along with the appropriate forms to the Service Unit Cookie Program Manager.
- Report any collection problems immediately.
- Distribute cookie program incentives in a timely manner.
- See that all GSVSC and Girl Scouts of the USA (GSUSA) policies and procedures are followed throughout the cookie program.

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 scholarship 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: