

**Girl Scouts of the Rio Grande  
POSITION DESCRIPTION  
TROOP COOKIE COORDINATOR**

**QUALIFICATIONS:**

- Current registration in the national Girl Scout organization
- Adult volunteer paperwork must be on file, current and complete.
- Computer literacy necessary to enter product orders onto the appropriate website with accuracy and in a timely manner.
- Time management skills essential to be able to meet deadlines.

**POSITION DESCRIPTION:**

- Attend required Cookie Program Training.
- Provide troop members with instruction and training prior to cookie program start date.
- Communicate with parents and leaders regarding dates for ordering, distribution of product and receipt of funds.
- Receive product orders from **REGISTERED** Girl Scouts, verify totals, enter orders on website, and prepare troop orders.
- Submit final troop order forms to the Service Unit Product Manager by deadline dates.
- Pick up and distribute cookies to the troop(s). Make sure that all cookies are signed for and receipts are kept for accountability.
- Follow council banking instructions. Make separate deposits for council and troop portions. This may require frequent deposits. Deposit slips **must** have your troop number on them.
- Keep accurate records and copies of both troop and council deposit slips. Deposits must be turned in by designated deadlines. (If final paperwork is not turned in by the deadline, you will be considered delinquent.)
- Submit all final reports to the Service Unit Product Manager.
- Submit Cookie Program Evaluation to the Service Unit Product Manager with final reports.
- Receive recognitions from the Service Unit Product Manager and distribute appropriately.

**DETACH AND TURN IN**

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**Having read the above Position Description I, \_\_\_\_\_ understand and assume full responsibility for meeting all deadlines, completing duties assigned to the position, and for product, money, and recognitions while in my possession.**

TROOP # \_\_\_\_\_ IN THE \_\_\_\_\_ SERVICE UNIT, 2008 COOKIE PROGRAM.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

NAME (Please Print) \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_

TELEPHONE (Home) \_\_\_\_\_ WORK \_\_\_\_\_