

## Join our Service Unit Cookie Team!



*Each Service Unit recruits a team of volunteers to support their Troops in the Girl Scout cookie program. Training, resources, support and guidance are provided. Complete position descriptions are available on the Council website, [www.GirlScoutsOC.org](http://www.GirlScoutsOC.org). Below is a summary of the team positions.*

### **Service Unit Cookie Manager (Nov – May)**

Motivates & communicates with Leaders & Troop Cookie Coordinator, reviews sales data & troop online entries, maintains records, coordinates SU Cookie Team. This position can be co-chaired with one person handling the people support and another handling the online support. Part 1 Training is online and Part 2 is November 29.

### **Service Unit Cookie Distributor (Dec – Jan)**

Secures site in November for January cookie distribution (either local or Mega Delivery), secures volunteers needed for distribution day, informs/trains Leaders & Troop Cookie Coordinators on SU process, takes delivery of product, oversees distribution day. If participating in a Mega Delivery: secures volunteer help, submits paperwork to Council office, works Mega during scheduled two hour shift, thanks volunteers). Online training available beginning in December.

### **Service Unit Cookie Materials Coordinator (Nov – Jan)**

Receives, counts, sorts & distributes training materials in late November, and passes out to troops in Dec/Jan. Follows up with any discrepancies. Must be able to accept multiple packages and have space and time to store and sort prior to distribution. Online training available beginning in November.

### **Service Unit Booth Sale Coordinator (Sept – Mar)**

Secures sites, schedules troops (through a lottery process), uploads information into Cookie Booth Scheduler, and trains Leaders & Troop Cookie Coordinator on: booth sale etiquette, & sales techniques. Must be able to use Excel. Trainings in September.

### **Service Unit Cookie Rewards Coordinator (Mar – May)**

Receives, counts, sorts & distributes girl rewards in May. Follows up with any discrepancies. Must be able to accept multiple packages and have space and time to store and sort prior to distribution. Training is available online beginning in March.

*For more information about these exciting volunteer opportunities, please contact your Service Unit Coordinator-Human Resources and visit our Product Program website at [gscookiesetc.org](http://gscookiesetc.org).*

