



Troop Cookie Product Program Supervisor Position Description & Agreement

Term: December-May of Membership Year

Reports to/Partners with: GSME Product Program Team

Purpose: Oversee the Girl Scout Cookie Product Program within your Troop

All Product Program Supervisor volunteers agrees to: Be a positive role model to all girls and adults while acting with integrity and adhering to the Girl Scout Promise and Law, and to maintain confidentiality on behalf of the Girl Scout organization.

Responsibilities include:

- Attend the Cookie Product Program trainings provided by your service unit
- Ensure all girls participating in the Cookie Program are registered Girl Scouts for the current year.
- Distribute Cookie Program material and educate girls and troop adults about the Cookie Product Program policies and procedures
- Pick up troop orders at designated cookie delivery site. Before leaving the site, double count for accuracy and sign receipt for the cookie received.
- Collect money from the girls weekly and deposit directly into troop checking account promptly and frequently.
- Responsible to notify productsales@gsmaine.org at least 5 business days in advance, if money is not available for scheduled ACH withdrawals
- Adhere to all sales start and end dates
- Follow all social media, general safety, and online safety guidelines
- Organize troop booth sales; follow guidelines and guidelines and enter into Smart Cookies
- Continue to collect additional orders and arrange pickup of additional cookies from a cookie cupboard, as needed
- Notify the SU Cookie Supervisor if questions or concerns arise.
- Distribute participation patches to troops in a timely manner
- Maintain troop records and receipts on all product program transactions and finances
- Financially responsible for products until troop has signed family receipts transferring ownership, obtain and retain copies of all signed receipts for products. TCM's will be held responsible for any missing funds if there is not proof of receipt.

- Verify all products and incentives match the report and communicate promptly with council if there are discrepancies

Qualifications include:

- Be a Registered Girl Scout volunteer with GSME
- Girl Focus: Demonstrates dedication and commitment to guiding girls toward reaching meaningful outcomes through the three keys to leadership (Discover, Connect, Take Action)
- Adaptability: Adjusts and modifies own behavior and remains flexible and tolerant in response to changing situations and environments
- Fostering Diversity: Understands and embraces human diversity and promotes inclusion of people
- Oral Communication: Expresses ideas clearly and concisely
- Personal Integrity: Demonstrates honesty, credibility and dependability

Signature	Date
Name(print)	Service Unit

I accept the duties and responsibilities of the position of the
Troop Cookie Product Program Supervisor.