

## SERVICE UNIT COOKIE BOOTH COORDINATOR APPOINTMENT LETTER

**Position Title:** Service Unit Cookie Booth Coordinator  
**Term:** One Year (renewable)  
**Recruited by:** Service Unit Leadership Team  
**Appointed by:** Association Cookie Manager (ACM)  
**Accountable to:** ACM and the Product Sales Department  
**Purpose:** Organizes & facilitates Cookie Booth Sales.

### Qualifications:

- Ability to dedicate time required for Service Unit cookie sale activities from October to April.
- Strong computer skills with a comfort with the excel program.
- Ability to work with numbers and keep detailed records.
- Ability to promote Girl Scout Cookie Booth sales to businesses within Service Unit boundaries.
- Ability to communicate and cooperate with adults from diverse backgrounds.
- Ability to interpret, train and support others in the objectives of the sale.
- Ability to motivate and problem solve in a positive manner.
- Have no outstanding debts with GSCNC.
- Must be at least 18 years of age and a registered Girl Scout Adult.

*Following are the principal duties and responsibilities of the position:*

### Fulfill administrative duties throughout the sale.

1. Attend Council Kick Off and ACM Training to become familiar with processes and objectives of the Girl Scout Cookie Program.
2. Become familiar with Service Unit members, the Troop Cookie Managers and the Service Unit geographic boundaries.
3. Attend monthly Service Unit meetings during the Cookie Sale Program.
4. **Meet all deadlines** as requested by Council for the Cookie Sale Program.
5. Work with the SUCM in conducting SU Information session to give TCMs tips and strategies for conducting successful booth sales.
6. Contact store managers and business owners within Service Unit boundaries to secure previously identified locations to hold Cookie Booth Sales.
7. Research the commercial area within the Service Unit's boundaries to identify potential new Cookie Booth locations.
8. Submit all Cookie Booth Location data electronically to council for upload into the Cookie Booth Scheduler in eBudde.
9. Monitor Booth Sale activities to identify problems and successes.
10. Approve or deny (with reason) all Private Booth requests within the SU. Work with other Service Unit Cookie Booth Coordinators to obtain approval for Private Booth location requests outside of your SU.
11. Work with TCM(s) to help sell excess troop cookies before the end of the sale.
12. Encourage troops to use the Booth Sale Recorder feature in eBudde to help create Booth Sale records for evaluation and planning.
13. Coordinate writing of Thank You notes to all businesses where cookie booths were held. Get Troops involved.
14. Complete the Cookie Program Online Evaluation.

**The Council agrees to:** Provide training, materials, and ongoing support through trained volunteer leadership.

Service Unit Cookie Booth Coordinator: \_\_\_\_\_ Troop #: \_\_\_\_\_  
 Address: \_\_\_\_\_ Association # \_\_\_\_\_ SU # \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_ Email: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

I have read and reviewed the responsibilities for the Service Unit Cookie Manager and agree to fulfill these duties as well as those of any additional volunteer Cookie Positions I may hold, to the best of my abilities. The Appointment is valid when signed by both SUCM and ACM.