Girl Scouts of New Mexico Trails, Inc.
2008 Service Unit
Cookie Manager Agreement

Qualifications:
-Willing to dedicate time needed to conduct the Cookie Activity from December to May.
-Willing to become a registered Girl Scout.
-Ability to work with money and numbers.
-Ability to keep detailed records.
-Ability to communicate via e-mail and web site at least four times weekly during the sale.
-Ability to communicate and cooperate with girls and adults from diverse backgrounds.
-**Ability to meet deadlines.**
-No outstanding debt with any Girl Scout Troop, Service Unit or Council.

Position Title: Service Unit MagNut Manager
Term: One Sale (December to May)
Appointed by: Service Unit Team and approved by the Service Unit Manager (SUM)
Accountable to: Service Unit Manager and the Council Product Sales Manager
Purpose: Organizes and facilitates the product sale for the Service Unit.
VOLUNTEER MUST COMPLETE AND SUBMIT THE VOLUNTEER APPLICATION AND CONSENT FOR RELEASE OF INFORMATION FOR BACKGROUND CHECK AT LEAST 1 MONTH PRIOR TO THE SALE.

Principal duties and responsibilities of the position:

1. Plan and conduct a safe, fun, and successful Cookie sale.
2. Guide troops and girls as they make plans and set goals to carry out their planned activities.
3. Follow Safety-Wise Standards 28, 29, 30, 31 and guidelines for Council Sponsored Product Sales, (pg 131).
4. With Council Product Sale Manager, conduct training for troops on the process and guidelines.
5. Discuss and encourage teamwork, leadership, communication skills, and money management with troops.

Fulfill administrative duties throughout the sale.

1. **ATTEND THE REQUIRED** training conducted by the Council Product Sales Manager.
2. **CONDUCT REQUIRED TRAINING** for all troops, with Council Product Sale Manager as required.
3. Assist as needed with electronic input of data at troop/girl level, and assist as needed on the usage of Cookie Works.
4. Stress to each troop that once received, product cannot be returned/exchanged.
5. Review troop orders in Cookie Works and submit as required by master schedule
6. Collect troop deposit slips on a routine basis, turning in **both pink and yellow** copies to Council.
7. Communicate with Troop Cookie Managers/Leaders about order and any issues that may arise during the sale.
8. Schedule delivery of cookies to your home/business with Delivery Agent. Distribute to all troops in a timely manner.
9. **Obtain signature from Troop Cookie Manager for receipt of any product**. Forward original to Council for filing.
10. Review each troop incentive order and ensure completeness of incentive order, submit order as required by master schedule.
11. Obtain signature for Troop incentives pick up, submit receipts to council.
12. Submit both **pink and yellow validated** deposit slips to Council no later than **April 10, 2008**.
13. Provide detailed collections documentation for anyone with an outstanding balance. Make at least two collection attempts.
14. Notify the Council PS Manager if questions or concerns arise or if you're unable to complete duties as required.

Statement of Responsibility- 2008 Product Sale

I agree that all products and monies received by me during the 2008 Product Sale are my personal responsibility. I agree to accept responsibility for ensuring that all troop/group/SU records are submitted to the Council Product Sale Manager on or before April 10, 2008**.** I understand there is no grace period for payment. In the event of failure to remit the funds on time, I understand that I am liable for the amount not remitted, plus all collection costs, interest and attorney's fees expended by Girl Scouts for the collection of this debt.

Service Unit Cookie Manager's Name: _____

Address: _____ SU Name or #_____

City/State/Zip: _____ Email Address: _____

Home Phone: _____ Work Phone: _____ Cell Phone:_____

I have read and I understand the responsibilities for the Service Unit Cookie Manager position and agree to fulfill these duties to the best of my abilities.

_____ _____

Signature of SU Cookie Manager Date Signature of SUM or MDD Date

Original must be turned in to Council prior to start of the 2008 Cookie Sale