

**Summary:** To plan and conduct the Overseas Committee Cookie Program. Trains Troop Cookie Coordinators and Troop Leaders. For in-person cookies sales—accountable for cookies received at delivery, monies received, and unsold cookies.

**Term of Appointment:** The Cookie Manager is appointed for a one-year term (October 1 to September 30) that is renewable each year. OCMT positions usually begin a few months prior to Oct. 1.

**Supervision:** The Cookie Manager reports to the Overseas Committee Chair and Co-Chair in addition to the Cookie Program staff and USAGSO PoC staff member in the assigned area.

**Support:** The Cookie Manager receives support, guidance, and encouragement from the Overseas Committee Chair (OCC), with additional support from members of the Overseas Committee Management Team. She or he has access to relevant learning opportunities and materials that prepare for and support this role.

**Volunteer Responsibilities:**

- Ensure all participants are registered as a member of USA Girl Scouts Overseas (USAGSO) and volunteers handling cookie money have completed a background check.
- Complete all required trainings for your position within one month of appointment.
- Create a community cookie program plan and submit to the OCMT for approval.
- Hold a training for Troop Cookie Coordinators & Troop Leaders.
- Assist troops with cookie related questions, concerns, and materials in a timely manner.
- Access eBudde and digital cookie systems to check reports and confirm that troop volunteers are accessing and using the systems accordingly.
- Participate in the USAGSO Cookie Program evaluation.
- Believe and subscribe to the principles expressed in the Girl Scout Mission, Promise and Law and abide by the policies and standards of USAGSO and GSUSA.

Below are applicable to in-person cookie selling communities only

- Arrange pick-up of cookies from the delivery point. Arrange for safe and secure storage of cookies with support from OCMT and Volunteers.
- Manage cookie distribution to troops at cookie pick-up locations. May include acquiring a cookie delivery station; using receipts to account for all cookies dispersed, cookies returned, and monies collected.
- Support and assist booth sale site coordination.
- Ensures final Cookie Payment is submitted by established deadline.

**USA Girl Scouts Overseas Responsibilities:**

- Provide position description, volunteer personnel policies, USAGSO policies and procedures, programs, training, recognition, and support.
- Works with OCC to request permission from local community businesses to conduct booth sales (USVI & Saipan only)
- Contracts with a bakery and orders cookies
- Monitors shipments and deliveries
- Communicates cookie delivery information to the OCMT
- Pays baker and shipper
- Provides bonding and liability insurance
- Serves as a consultant to the OCMT for the Cookie Program

**Qualifications and Core Competencies:**

- Leadership: Ability to manage, supervise, and provide support.
- Personal integrity: Demonstrate dependability, honesty, and credibility.
- Adaptability: Adjust, modify own behavior, and remain flexible and tolerant in response to changing situations and environments.
- Oral communication: Express ideas and facts clearly and accurately.
- Foster diversity: Understand, respect, and embrace differences.
- Computer skills: Access to e-mail and the Internet.

*Failure to comply with the requirements outlined above may result in dismissal from volunteer role.*

Signed:

---

Cookie Manager Signature & Community #

Date

---

OCC and/or USA Girl Scouts Overseas Staff Signature

Date

Please sign and upload to your Google Drive and complete the OCMT commitment form here:

<https://usagso.wufoo.com/forms/overseas-committee-commitment-form>