

Summary: To plan and conduct the Overseas Committee Cookie Program. Trains Cookie Coordinators. Accountable for cookies received at delivery, monies received from Cookie Coordinators 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).
- Complete all required training for your position within one month of appointment.
- Applicable to the USVI: All adult members who are in volunteer roles must complete a background check through The US Virgin Islands Police Department and submit to Overseas Committee Chair.
- Attend USAGSO’s Cookie webinar trainings. Assist with arranging training of Troop Cookie Managers & Troop Leaders and verify that all participants have been trained, registered and background checked.
- Assist troops with questions, concerns and materials during the Cookie Program in a timely manner.
- Check troop reports and compile Overseas Committee reports in eBudde by deadlines
- Arranges for pick-up of cookies from the delivery point. Arranges 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 for drop of cookies; using receipts to account for all cookies dispersed, cookies returned, and monies collected.
- Support and assist booth sale site coordination in conjunction with USAGSO point of contact.
- Participate in USAGSO Cookie Program evaluation.
- Ensures final Cookie Payment is submitted by established deadline.
- 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.

USA Girl Scouts Overseas Responsibilities:

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| <ul style="list-style-type: none"> • Provide position description, volunteer personnel policies, USAGSO policies and procedures, programs, training, recognition and support. • Works with the OCC to request permission from the local community businesses to conduct booth sales. (Only for the USVI and Northern Mariana Islands) | <ul style="list-style-type: none"> • Contracts with a bakery and orders cookies • Monitors shipments and deliveries • Communicates cookie delivery information to the OC • Pays baker and shipper • Provides bonding and liability insurance • Serves as a consultant to the OC for the Cookie Program |
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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 position.

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/>