

Volunteer Role Summary: In partnership with their SU team and GSNETX support staff, the SU Cookie Coordinator accomplishes the GSNETX Cookie Program by providing programmatic support and stellar service to the girls, troops, volunteers and families within their service unit. The SU Cookie Coordinator serves as a role model and positively promotes the GSNETX Cookie Program to the SU team, families and larger community.

Volunteer Role supported by: *Volunteer Coordinator, Cookie Team members, or other appropriate GSNETX staff.*

Volunteer Role Guidelines:

- Positively represent Girl Scouts of Northeast Texas Cookie Program in all interactions, promoting GSNETX Cookie Program goals and values to all other volunteers.
- Act as the primary communicator via different channels of communication to Girl Scout troops about the GSNETX Cookie Program through regular and timely communications/responses.
- Ensure all Troop Cookie Volunteers have completed appropriate requirements as outlined by your GSNETX Cookie Team to actively participate in the GSNETX Cookie Program.
- Support and inspire all Troop level Cookie Volunteers that help carry out activities and provide programmatic support for the GSNETX Cookie Program.
- Work collaboratively with the service unit team members, delegating appropriately to provide excellent service to girls, volunteers, and families.
- Promote and support the GSNETX Cookie Program to all Girl Scout troops/groups (returning and new) by understanding how to participate and have the information and resources to accomplish the GSNETX Cookie Program as a positive experience for girls.
- Provide instruction to Girl Scout Troop Cookie Volunteers and interpret council Cookie Program procedures.
- Support the GSNETX Cookie Program initiatives and encourage Girl Scout Troop/groups to participate in the following but not limited to; booth sales, direct sales, contests, gift of caring program, etc.
- Collect and distribute girl incentive items in a timely manner to Girl Scout troops/girls whose full balance is paid by the date set by GSNETX annually.
- Assist Girl Scout Troop Cookie Volunteers in completing the following but not limited to; completing paperwork and online software orders, maintaining records, receiving/reviewing cookie and girl incentive orders and bank deposit slips by deadlines. Ensure that *Outstanding Funds Reports are completed by council-set deadlines*. Assist GS Troop Cookie Volunteers in reconciling cookie money and therefore must be fully aware of the accountability.
- Work with troops/parents to solve conflicts that might arise during the GSNETX Cookie Program in partnership with the support of the appropriate GSNETX Staff.
- Be accountable for the management and deadlines of the online software system and related databases to support the GSNETX Cookie Program.
- Attend Mandatory SU Cookie Coordinator training in the fall prior to the GSNETX Cookie Program
- Keep GS Service Units updated on Cookie Program progress and provide sales and financial reports.
- This role lasts one membership year and will be reappointed annually by GSNETX staff.

Girl Scouts of Northeast Texas volunteers are not employees of GSNETX and will not receive compensation for time or resources through volunteer roles.