



## **TROOP LEADER - COOKIE INTRODUCTION PACKET**

**Troop Leaders... Encourage the girls in your troop to “LEAP 2 LEAD” with Girl Scouting by participating in the 2010 Girl Scout Cookie Sale!**

“Leap 2 Lead - Be The Change” is the theme for the 2010 Girl Scout Cookie Sale. This theme focuses on leading the change to make the world a better place. “Leap 2 Lead” urge girls to leap into leadership as they participate in the cookie activities. With confidence, they explore their world; discover their potential and make things happen. They love the journey of life and are eager to make their own way. To grow and to learn. To dream and to build. Cookie activities help girls take leadership in their lives - physically, mentally, and emotionally. In Girl Scouting, girls “Leap 2 Lead” and will most definitely be the change!

“Leap 2 Lead” is about helping each girl experience leadership, goal setting, and friendship through the fun of Girl Scouting and the Girl Scout Cookie Sale! It’s about helping her realize her dreams, her potential, and her future. What she does in Girl Scouting today – including her participation in cookie program activities – will help prepare her for all of the possibilities of tomorrow.

A Girl Scout’s participation in cookie program activities is an opportunity for her to begin learning important life lessons like self-reliance and responsibility. Girls learn by doing, so let the girls be the guide whenever possible. Here are a few of the many life skills Girl Scouts can learn and practice during cookie program activities.

### **Communication**

She becomes more comfortable meeting and talking to new people.

### **Teamwork**

She works with others to achieve a common goal.

### **Finance**

She uses math skills in real-life situations – totaling orders, figuring bills, making change, etc.

### **Social Skills**

She develops poise and confidence being in new situations.

### **Goal Setting**

She sets goals – the first step towards achieving them!

### **Planning**

She creates a plan, sets goals with deadlines, and tracks progress.

### **As a Girl Scout leader, your primary responsibilities are to:**

- Recruit a troop cookie manager.
- Communicate with parents/guardians and encourage their involvement.
- Guide girls in budgeting, planning, and goal setting.
- Conduct cookie training with girls and parents/guardians, emphasizing the importance of safety.
- Ensure the girls are having fun by keeping in touch with them throughout the sale.



### Parents and Guardians should:

- Attend cookie training with their daughter.
- Ask their daughter about her goals.
- Encourage sales beyond immediate friends and family.
- Check on their daughter's progress throughout the sale.
- Volunteer their time to help with troop cookie booths.

### Troop Cookie Manager should:

- Assist with cookie training.
- Tabulate cookie orders and submit all paperwork on time.
- Enter orders online.
- Manage cookie delivery and distribution.
- Coordinate cookie booths and recruit additional family support.
- Collect cookie money.

Work as a team with a troop cookie manager! Don't go it alone. By being resourceful and seeking the help you need, you'll give the girls in your troop a real-life lesson in leadership!

**Enclosed is an overview of some of the resources and a job description for the troop cookie manager volunteer position. If you have not yet begun to recruit a volunteer, START NOW.** When someone volunteers, give the troop cookie manager's name, address, and phone number to your service unit cookie consultant. Please make sure that your volunteer is registered for the 2009-2010 year with Girl Scouts of the USA, as soon as possible and has done the background check and application process ([www.girlscoutsofwesternohio.org](http://www.girlscoutsofwesternohio.org)). If you have any questions, please call or email your regional Girl Scout Center.

### Important Tools to Aid you in the Sale are:

- Service unit cookie manager
- Service unit meetings
- *2010 Girl Scout Cookie Book*
- Girl Scout volunteer resource library
- [www.girlscoutsofwesternohio.org](http://www.girlscoutsofwesternohio.org) and [www.abcsmartcookies.com](http://www.abcsmartcookies.com)
- [www.abcsnap.com](http://www.abcsnap.com)



The *2010 Girl Scout Cookie Book*, which your troop cookie manager will receive upon completion of training, is for you and your troop cookie manager to use in preparing for the cookie sale. Use it to familiarize yourself and your girls with the cookie sale, commonly asked questions, safety issues, and learn from other leaders' experiences.

- [www.girlscoutsofwesternohio.org](http://www.girlscoutsofwesternohio.org) - Access cookie information through our website, including online training, a calendar of events, and downloadable forms.
- [www.abcsmartcookies.com](http://www.abcsmartcookies.com) - This site is especially for girls who want to "Be the Change" by participating in the Girl Scout Cookie Sale!
  - Fun, interactive games that help girls learn about the cookies and safe selling practices.
  - Cool clip art for downloading, such as thank you cards, cookie shop posters, etc.
  - Selling tips and goal setting guidance from girls in the know.
  - Advice for families and friends about how they can support their Girl Scout during cookie time.
- [www.abcsmartcookies.com](http://www.abcsmartcookies.com) (Volunteer tab)
  - Clip art and photography to help girls create invitations, announcements, posters, etc.
  - Selling and training suggestions.
  - Mouth-watering recipes made with Girl Scout cookies.
  - Tips on how to get the most out of ABC's 2010 cookie materials.
  - Downloadable program materials and booth sale materials.



## TROOP COOKIE MANAGER OVERVIEW

Thank you for considering the volunteer position of troop cookie manager. You may find it helpful to ask yourself the following questions as you determine whether this volunteer position is the right one for you.

### **Are you willing to become a registered member of Girl Scouts of Western Ohio for the 2009-2010 membership year and complete a background check and volunteer application?**

All adults participating in the Girl Scout movement shall be registered as members with Girl Scouts of the United States of America in accordance with Girl Scouts of Western Ohio's volunteer personnel practices. All troop cookie managers must be registered members of our organization and complete a criminal background check and application to fulfill the job qualifications. Registration is \$12; the background check and application are done at no charge to you. Application and background check available at [www.girlscoutsofwesternohio.org](http://www.girlscoutsofwesternohio.org).

### **How prepared are you to manage the order taking, distribution and inventory to support the troop's sales efforts?**

Training is provided for all troop cookie managers. Training is available online for experienced troop cookie managers or in person with the service unit cookie consultant for new troop cookie managers. Training teaches you about all the sales materials so you can properly manage order-taking, distribution, and inventory. It is very important that you complete this training to ensure you are comfortable with the sales materials and can provide the best possible program experience for the troop. Your service unit cookie consultant should be consulted when questions or circumstances arise that are beyond the scope of this training.

### **As troop cookie manager, how will you work with the troop leader and the girls to help them develop marketing, money management, team building, and communication skills?**

From the training, each troop will be provided with program materials to encourage brainstorming, planning, and goal setting as they apply to the cookie sale. As troop cookie manager, you will work with the troop leader and the girls to plan marketing strategies incorporating initial order-taking, cookie booths, etc., that will help girls attain their individual goals and help the troop to fund events they have planned for the year. Through planning, goal setting, and participation, the cookie sale is a way for girls to develop positive attitudes about themselves and others.

We hope you have found this review helpful. You should anticipate a fun and rewarding experience from your time spent with Girl Scouts of Western Ohio and the 2010 **"Leap 2 Lead"** Cookie Sale.



# Troop Cookie Manager Volunteer Staff Position Description

*Girl Scouting is a comprehensive, non-formal educational program for girls ages 5 through 17. Girl Scouting builds girls of courage, confidence, and character, who make the world a better place. Adults of all ages and backgrounds make Girl Scouting possible and gain personal satisfaction and growth by helping girls succeed.*

## PURPOSE OF POSITION:

To work in partnership with girls, leaders, service unit cookie consultant and other adults during the annual cookie sale ensuring that girls in the troop have an opportunity to grow as a result of participating in the sale.

## QUALIFICATIONS:

- Be a registered member of Girl Scouts of the U.S.A. and at least 18 years of age.
- Be willing to follow and complete the volunteer staff appointment process as set by Girl Scouts of Western Ohio
- Be willing to complete a background check.
- Be willing to take training related to the position.
- Understand and be able to apply the Girl Scout program and design.
- Be willing to carry out the position and exhibit behavior consistent with the framework of policies, procedures, and standards of the council and Girl Scouts of the U.S.A. (Refer to *Blue Book of Basic Documents*, *Safety-Wise*, and *Volunteer Resource Guide*.)
- Be willing to work in ways that will encourage participation in Girl Scouting by all girls and adults regardless of race, creed, color, religion, ethnicity, physical ability, national origin, or socioeconomic status.
- Have basic mathematical skills; be willing to take financial responsibility for all monies turned in to you.
- Be dependable, honest, and trustworthy.
- Be comfortable speaking to groups and be willing to provide training to girls and parents/guardians.
- Be willing to use discretion in all confidential matters.
- Be detail-oriented and organized with willingness and ability to meet deadlines.

## ACCOUNTABILITIES:

Incumbent is accountable for, but not limited to:

- **Attend troop cookie manager training** provided by service unit cookie consultant, regional product sales manager, or online for experienced troop cookie managers.
- **Assist leader and girls** with setting troop and individual goals, as well as troop timeline.
- **Train all registered girls, leaders, and their parents/guardians.** Distribute and explain all cookie sale materials promoting the sale as a valuable program activity; emphasize safety and parent/guardian responsibilities; explain and promote girl incentives.
- **Attend troop meetings regularly during sale** to encourage progress toward goals. Work with leader and service unit cookie consultant to resolve questions and problems.
- **Collect permission slips** from parents/guardians of girls participating in cookie sale. Assist leader to ensure all participating girls are registered before sale.
- **Distribute and retain** paperwork throughout sale; check for accuracy. Follow-up to ensure all paperwork deadlines are met.
- **Manage pick-up** of troop cookies and distribution of cookies to girls. Coordinate distribution of any left over cookies.
- **Coordinate participation** in cookie shops.
- **Ensure adherence** to guidelines and safety standards of Girl Scouts of the U.S.A. and Girl Scouts of Western Ohio.
- **Receive cookie sale money and maintain financial responsibility for all monies turned in to you.**
- **Follow up with past due parents** on delinquent payments and document all attempts to collect outstanding debts.
- **Use pre-assigned deposit slips** to deposit all money by the deadline; calculate and coordinate with troop leader to deposit troop profit.
- **Prepare all final paperwork** and deliver to service unit cookie consultant by the deadline.
- **Coordinate distribution** of girl incentives and completion of sale evaluations with the troop leader.

## TERM OF APPOINTMENT:

One (1) year, with annual reappointment based on demonstrated ability to fulfill the responsibilities of the position and review of financial standing with Girl Scouts of Western Ohio.

**APPOINTED AND MANAGED BY:** Product Sales Manager

**SUPPORTED BY:** Troop Leader, Service Unit Cookie Consultant, and Product Sales Manager



## 2010 Initial Order Recognition



<b><u>WHO?</u></b>	Any girl who sells 175+ boxes on her initial order
<b><u>WHAT?</u></b>	One "Leap 2 Lead" Messenger Bag
<b><u>WHEN?</u></b>	Initial order taking begins; January 8, 2010
<b><u>WHERE?</u></b>	Girl receives the messenger bag when she picks up her initial cookie order



### Troop Bonus Incentive

Troops that achieve a per girl average of 160+ boxes on **initial** order can order the Eco Tote, 1 per girl selling and 1 for the adult volunteer.



**\*\*These items must be ordered on SNAP along with your troop's initial order\*\***



## MARK YOUR CALENDARS NOW! 2010 GIRL SCOUT COOKIE SALE DATES



- |  |   |
|--|---|
| December 2009                              | Training of troop cookie managers via online or by service unit cookie consultants. (Please contact your service unit cookie consultant for exact dates and times.)   |
| <b>January 8, 2010</b>                     | <b>Order taking begins!</b>   |
| <b>January 26, 2010</b>                    | <b>Troop initial cookie order and initial recognition order must be entered into <a href="http://www.abcsnap.com">www.abcsnap.com</a> by this date. Don't worry - girls can still get additional cookies once cookie cupboards open, so keep taking orders!</b> |
| <b>February 13, 14, 16, &amp; 18, 2010</b> | <b>Delivery of cookies at trailer drops.</b>  |
| <b>February 19, 2010</b>                   | <b>Cookie Cupboards open and Booth sales begin.</b>   |
| March 21, 2010                             | Last day to get cookies from cookie cupboards.  |
| March 21, 2010                             | Last day of Booth sales.  |
| <b>March 25, 2010</b>                      | <b>Recognition orders due into <a href="http://www.abcsnap.com">www.abcsnap.com</a>; troop final report envelope due to service unit cookie consultants; cookie money due to council.</b>   |
| May 10, 2010                               | Recognitions ship out to service unit cookie consultants.   |
| May 18-25, 2009                            | Troop cookie managers make arrangements to pick-up recognitions and distribute to the girls!  |

