# COOKIE BOOTH COORDINATOR

## Purpose
Ensure coordination of all aspects of Cookie Program booth sites for your SU

## Appointed By and Accountable To
Council Product Manager and LSM/Service Unit Team

## Term
One Product Program

## Responsibilities

### Program
- Promote our programs as entrepreneurship programs, not sales or fundraisers, to educate and inspire our community partners.
- Attend the SU Cookie Kickoff hosted by the council Product Team and complete relevant learning modules.
- Partner with your SU team to share booth selection specifics during the SU’s Troop Cookie Kickoff.
- Educate troops on appropriate booth etiquette and business expectations so they can share with girls.

### Operations
- **Troop support:**
  - Stay up-to-date on all communication and resources provided – troop and SU product guides, Volunteer Learning Portal, Product team’s weekly communications.
  - Coordinate all troop requests for booth sites, including other booth locations not prearranged.
- **Risk management:**
  - Arrange permission for booth sites with local businesses and property owners.
  - Check city requirements for encroachment permits being necessary to sell on public property.
  - Coordinate contract signatures and certificates of insurance with council Risk Management Team, as necessary.
  - Review and ensure that troops follow civic and/or business and GSNorCal guidelines for booth sites.
- **Database management:**
  - Upload your booth spreadsheet to eBudde in time to support booth scheduling.
  - Check eBudde frequently to approve pending booth requests.
  - Communicate and coordinate with other SU Booth Coordinators for requests outside of your SU.

### Conflict Resolution
- Model commitment to the Girl Scout Promise, Law, and philosophy: *Fair* may mean something different to each person involved.
- Maintain positive community relations with local businesses.
- Be adaptable and willing to listen: Adjust, modify own behavior and remain flexible and tolerant in response to changing situations and environments.
- Problem-solve with troops using patience and sensitivity with volunteers and parents.
- Maintain consistent communication with your council Product Manager, especially regarding ideas or issues that arise.

## Qualifications & Core Competencies
- Be a registered Girl Scout volunteer with approved GSNorCal background check clearance.
- Enjoy working with, celebrating and supporting all personalities and strengths of troop volunteers.
- Available on key program dates and have reliable access to a computer and internet.
- Strong planning and organizational skills, with time and willingness to carry out responsibilities.
- Accuracy and attention to detail in working with paperwork and creating and maintaining spreadsheets.
- Flexible and diplomatic, with good communication skills and available by phone and/or email.

## Appointment

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<thead>
<tr>
<th>Service Unit #/Name</th>
<th>Term begins on _______________ and ends on _______________</th>
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<tbody>
<tr>
<td>SU Volunteer Email</td>
<td>Cell Phone</td>
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<tr>
<td>SU Volunteer (print)</td>
<td>Appointed by (print)</td>
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<th>Signature</th>
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