

Service Unit Cookie Mentor Agreement

Summary: Support the annual Girl Scout of Eastern Massachusetts (GSEMA) Cookie Program by volunteering time as a Service Unit Cookie Mentor (SUCM). This position is responsible for working with troops within the service unit to support the Cookie Program.

Expected Commitment: Approximately 4-5 months, seasonally from November to April, reappointed each year via online agreement.

Reports to/Partners with: GSEMA Product Program Team

This Product Program volunteer role description automatically incorporates the agreements made in the GSEMA Online Volunteer Agreement. If you have not completed the agreement yet, please do so now by using the following link: [Online Volunteer Agreement](#).

Basic Responsibilities:

- Follow and model the Girl Scout Promise and Law. Embrace the Girl Scout mission through the Girl Scout Leadership Experience.
- Conduct the Cookie Program safely by adhering to [GSEMA Safety Guidelines](#).
- Encourage troop participation and promote the Cookie Program.
- Receive program materials and distribute in a timely manner.
- Provide support to Troop Cookie Coordinators and other troop volunteers.
- Oversee the assignment of cookies by troops to girls in Smart Cookies.
- Ensure that all troops within your service unit complete recognition orders in Smart Cookies by the deadline.
- Receive and distribute to troops program recognitions in a timely manner.
- Conduct open and positive communications with Product Program Team as needed.
- Act as liaison between GSEMA Product Program Team and troop volunteers.
- Review Cookie Program weekly Sunday emails and use [Band App](#) (join *GSEMA Product Program* team) to stay up-to-date on the program.
- Proactively communicate with all troops within your Service Unit reminders of program details and deadlines.
- Report any concerns to council about unsuitable troop behavior.
- Supervise Cookie Program activity by ensuring all troops have submitted the online Troop Bank Account form to council.
- Accept financial responsibility of girl recognitions received from the Cookie Program vendor, until signed for and received by Troop Volunteers.
- Withhold recognitions for troops with outstanding balances until notified by GSEMA.

Qualifications:

- Be in good financial standing with GSEMA.
- Must have access to a computer with internet capability
- Comprehensive computer knowledge; willing to learn online database system- Smart Cookies
- Agree to the volunteer provisions listed in the annual Online Volunteer Agreement, including but not limited to annual membership; a criminal background check; confidentiality of member information (CISP); and the Girl Scout commitment to work with all without regard to race, ethnicity/culture, religion, socio-economic status, gender, gender identity and expression, sexual orientation, or differing abilities.