

Troop Cookie Chair Job Description:

The sale itself covers a period of several months broken into different phases. This year the sale begins February 5th. Phases include: Initial Order (Feb 5th to March 6th), March Booth Sales, Goal Getters (March 6th until end of campaign) and Booth Sales (April through May, possibly June).

Responsibilities for the sale may be shared but all involved need to communicate with each other to be effective.

The Chair's administration of sale takes place online (eBudde), therefore your chair **MUST** have access to internet and must be comfortable with using the computer and internet. Sales collected from the girls are entered into the eBudde system (explained at training), orders for booth sales and goal getters are entered into eBudde, incentives are calculated on eBudde, and reports on eBudde show all the information chairs and leaders need to distribute incentives, keep track of orders and payments, etc.

What is expected of the chair:

1. Show up for training and pick up sales materials -MANDATORY (usually about an hour, date to be announced)
2. Distribute sales materials to girls and explain sales (procedures, deadlines, products, etc.) to girls and parents
3. Collect sales orders (initial orders) and enter them into eBudde and submit incentives into eBudde PRIOR to deadline (date provided at training)
4. Pick up troop order on delivery day (ALL orders **MUST** be picked up that day - this may be delegated to some reliable person in the troop, but it **MUST** be done); distribute to the girls and collect payments after they have delivered their orders
5. Enter booth sale and goal getter orders into eBudde - pick up at Council may be delegated; credit girls in eBudde with goal getters and booth sales
6. Deposit payments into troop bank account in a timely manner to be available for payment to Council (ACH payments will be collected by schedule which will be provided at training)
7. Share information with troop leader - especially regarding problems receiving orders/payments from troop members, deposits made, cash flow that may impact meeting payment schedule, bounced checks or other problems (Communication between leader and chair is vital when there are any problems, chair should feel comfortable approaching the leader if there are any issues, and vice versa); these problems are rare but small issues can become large problems if not addressed timely

It is hard to state the time involved in this job as it varies with the size of the troop, how involved the troop is, and how organized the chair is. The troop (or chair) should set a return date for initial orders and money that is convenient for the chair, to allow time for the chair to complete entries and deposits reasonably early enough to meet deadlines, taking into consideration their other obligations outside of this sale.

This should cover what is expected of the chair. Specific questions will be addressed at training.