

TIPS FOR SERVICE UNIT MANAGERS

Use this checklist to prepare your service unit for the cookie sale. Be sure to follow your own council's guidelines.

- Get help: Recruit a cookie team for your service unit. (Be sure to follow your council's recruitment guidelines.) Consider including a position for overseeing individual Girl Scouts (Juliettes) who want to participate. Set up a communication system for the team, preferably online.**

- Work with your council to identify local delivery sites. They should be:**
 - Accessible to delivery trucks
 - Dry and safe
 - Convenient

- Conduct training for troop/cookie managers and leaders/advisors.**
 - Focus on the importance of goal setting.
 - Be a mentor for first timers.
 - Distribute troop materials and explain how to use them.
 - Encourage online documentation.
 - Remember, your enthusiasm will set the tone for all those around you!

- Gather troop cookie orders and compile the service unit cookie order.**

- Supervise cookie distribution.**

- Manage cookie shops within your service unit.**

- Monitor cupboards, if you have them. Keep in touch with your troops so that surplus cookies can be redistributed quickly.**

- Re-order more cookies as needed.**

- Ensure that all the cookie money is collected.**

- Prepare all necessary reports and paperwork for cookies and recognitions and turn in to your council on time.**

- Pat yourself on the back—your work is important and has really made a difference!**