

COOKIE ACTIVITY:

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 booth sales 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!

