

La Canada SU COOKIE TEAM

SU Cookie Chair:

- Coordinate with council Product Sales Manager
- Oversee cookie sales; support cookie team members and troop cookie chairs
- Attend Council training
- Conduct SU cookie training for TCC's
- Collect completed TCC Agreements and ACH Debit Authorization/Card reader Forms
- Compile list of TCC's for council
- Enter TCC info into eBudde – issue invitations, etc.
- Distribute credit card readers as requested and signed for
- Follow up to confirm deadlines for submission of information to council are met
(TCC list, boothsale scheduler, etc.)
- Confirm eBudde access/delete troops not participating
- Respond to questions re sale, eBudde, etc.
- Oversee Delivery, boothsale signups
- Provide updates and deadline reminders to TCC's and troops

Program Material Distribution (late Nov/early Dec. through mid-January) **3-5 hours**

- Obtain list of registered troops (and number of girls) from SU registrar
- Obtain program materials from SU Cookie Chair
- Prepare envelopes for troops with program materials – Troop Cookie Guide, order cards, money envelopes, bothing kits, etc.
- Distribute program materials at Service Unit Cookie Training (early January)
- Collect TCC agreements and ACH forms and deliver to SU Cookie Chair
- Deliver leftover materials and unclaimed troop envelopes to SU Cookie Chair

BoothSale Coordinator (January) **3-5 hours**

- Obtain booth sale permission forms from SU cookie chair
- Review booth sale sites from previous year and brainstorm any potential new sites
- Contact prospective booth sale sites and obtain permissions
- Enter booth sale information (locations/times) into council spreadsheet and transmit to council
- Confirm entry and accuracy of information in eBudde

Delivery Chair (Mid Jan. to late Feb.) **Time committment varies – 5 hours minimum, 10 max.**

- Work with SU Cookie Chair to coordinate delivery
- Confirm delivery date/times and secure site (LCF Prep parking lot) and bathroom permission
- Confirm forklift driver (Tournament of Roses contact)
- Confirm traffic cones (25) from County (through City Public Works Dept)
- Obtain volunteers to assist with delivery (minimum 22 people for 4+hours)
- Secure equipment (2 Tables, chairs) and refreshments (coffee, water, doughnuts)
- Attend and assist SU Cookie Chair with setup and delivery (4 hours)

Recognitions Chair (late April to June) **5 - 10 hours (depending on how you schedule distribution)**

- Obtain eBudde list of troop incentives
- Obtain incentives – by delivery, from council and/or SU cookie chair
- Distribute incentives to troops