



# SU Cookie Cupboard Coordinator Self-Assessment

The Service Unit Cookie Cupboard Coordinator Self-Assessment form is used by the Service Unit Cookie Cupboard Coordinator in partnership with the Service Unit Manager at the end of the program year. The purpose is to assess the comfort level with the position in order to determine the needs for specific educational sessions.

### Please evaluate yourself on the items below:

1. Have you taken the necessary educational sessions for this position? \_\_Yes \_\_ No When: \_\_\_\_\_

2. Have you completed the online background check?  Yes  No

3. What are three things that you have mastered this year?

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4. What are three things that you would like to put more emphasis on?

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5. Please list the areas in which you feel that you still need assistance.

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6. Other positions you would like to experience.

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### Please rate yourself 1 to 5 (1 = Not At All; 5 = Quite Well) I am able to:

- \_\_\_ Set goals
- \_\_\_ Be knowledgeable of Cookie Program and Cookie Cupboard procedures
- \_\_\_ Assist in educating Troop Leaders and Troop Cookie Program Managers
- \_\_\_ Order adequate numbers and varieties of Cookies
- \_\_\_ Distribute Cookies to Troops, obtaining signatures
- \_\_\_ Complete and submit all paperwork by deadline
- \_\_\_ Assist in monitoring deposits by collecting deposit slips and submitting to the Service Unit Cookie Program Manager on a weekly basis
- \_\_\_ Attend Service Unit and Service Team meetings
- \_\_\_ Coordinate with other Service Unit Cookie Cupboard Coordinators to distribute surplus Cookies
- \_\_\_ Problem solve
- \_\_\_ Interpret GSCB and National policies
- \_\_\_ Promote GSCB and National programs
- \_\_\_ Follow-up
- \_\_\_ Communicate (oral and written)
- \_\_\_ Ensure that Girl Scouting is offered to all girls
- \_\_\_ Promote retention of girls
- \_\_\_ Promote retention of adults

