



# Troop Cookie Program Manager Self-Assessment

The Troop Cookie Program Manager Self-Assessment form is used by the Troop Cookie Program Manager 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
- Educate parents/guardians and girls
- Distribute program materials
- Encourage all girls to participate
- Complete and submit all paperwork by deadline
- Coordinate with Service Unit Booth Coordinators
- Coordinate with Service Unit Cupboard Coordinator for extra Cookies
- Collect payments and make weekly deposits
- Report regularly to the Service Unit Cookie Program Manager and Troop Leader on progress and problems
- Assist in collection past due funds
- Emphasize the importance of girl/adult planning
- 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

