

# Troop Cookie Manager

## Responsibilities & Agreement



**GSEOK 462**

Form is to be submitted to Service Unit Cookie Coordinator. Signature of this form indicates understanding of and agreement to all responsibilities for this role.

- Reports to:** Service Unit Cookie Coordinator (SUCC)
- Purpose:** Manage the cookie program; track product, money and keep records.
- Selected by:** Troop Leader
- Term:** Four months

### Qualifications & Core Competencies

- Be a registered member of GSUSA for the current membership year.
- Pass a current GSEOK background check.
- Have sufficient time to carry out the designated responsibilities.
- Demonstrate dependability, honesty, credibility and the ability to collect and properly handle money.
- Computer skills with access to email and the Internet.
- Adaptability to adjust and remain flexible in response to changing situations and environments.
- Have the ability to work respectfully with diverse individuals and groups.
- Communication skills to express ideas and facts clearly and accurately.

### Responsibilities

- Be guided in all actions by the Girl Scout Mission, Promise, and Law.
- Complete online and/or service unit Cookie Program training.
- Stay current with communications & materials from the SUCC & Council regarding the cookie program.
- With leader, help Girl Scouts to set troop and personal goals.
- Communicate with Girl Scouts and families about the policies and guidelines related to the cookie program and distribute program materials for each Girl Scout.
- Place troop initial order and reward order by the deadlines.
- Receive troop's order from area delivery station and accurately distribute cookies to girls.
- Receive \$5.00 per box (\$6.00 for Toffee-tastic and S'mores) and accept the legal and moral responsibility for it.
- Deposit all money weekly in troop checking account.
- Get additional cookies as needed for troop.
- Maintain contact with families to assure that no family is holding unsold cookies or cookie money.
- Assure that all cookies sold are from the current year.
- Work with troop leader to organize troop booth sales, if needed/desired, to meet troop goal.
- Use the Cookie Exchange in eBudde and notify the SUCC for any issues with excess cookie inventory.
- Keep copies of signed permission forms & all signed receipts. Maintain accurate records both on paper & in eBudde.
- Receive and promptly distribute rewards earned by Girl Scouts.
- Give troop records to troop leader after the sale has been completed for use in troop financial report.

Print Name \_\_\_\_\_ Troop# \_\_\_\_\_

Signature \_\_\_\_\_ Date Signed \_\_\_\_\_ DL# & State \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Email \_\_\_\_\_