

Troop Cookie Manager

Responsibilities & Agreement



GSEOK 462

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

Reports to: Service Unit Cookie Coordinator
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.
- Computer skills with access to email and the Internet.
- Demonstrate dependability, honesty, credibility and the ability to collect and properly handle money.
- 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.
- 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 distributes 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:** _____

Work Phone: _____ **Cell Phone:** _____

Home Address: _____

DL #: _____ **State:** _____ **Email:** _____