



TROOP COOKIE MANAGER (PRODUCT)

By submitting this form you agree to accept this role for the current membership year.

APPOINTMENT	Name	Troop #/ SU# / Position	Date
Troop Cookie Manager (Product)			
Service Unit Leader			
Appointed by GSH Staff			

PURPOSE	APPOINTED BY	TERM
Promote and coordinate the annual Girl Scout Cookie Program in a Girl Scout troop	Troop Leader	One Year Renewable

QUALIFICATIONS

- Registered and background checked Girl Scout Volunteer, at least 18 years of age*, who lives the values of the [Girl Scout philosophy](#)
- Ability and desire to work with and serve people from diverse backgrounds
- Adhere to council policies and ways of work as outlined in GSH [Volunteer Essentials](#)
- Knowledge of the [Girl Scout Program](#), [Safety Activity Checkpoints](#), as they apply to this role
- Able to maintain confidentiality when sensitive issues arise
- Opt in to receive GSH communications by email
- Demonstrate strong organizational and oral/written communication skills with the ability to plan, supervise, evaluate, communicate effectively, and delegate work to others

*Volunteers under the age of 21 are not permitted to transport girls.

RESPONSIBILITIES

- Access to a computer and the Internet and can use technology to communicate, process information and maintain records; must opt in to receive eBudde and GSH communications
- Have an understanding of the general philosophy of the [Girl Scout money-earning program](#).
- Receive and distribute cookie materials and information to girls/families in troop
- Adhere to the established guidelines and deadlines regarding submission of orders, paperwork, product delivery, rewards and payment as established in the current program year, including reading program update messages
- Promote the cookie program, importance and benefits to troop leaders, girls and parents/caregivers
- Maintain responsibility for all products and payments during the cookie program and complete receipts for every transaction
- Collect money for product ordered from girls/families and from cookie booths, using receipts for all transfer of product or money and making regular deposits in troop bank account
- Reserve (or designate another adult) to reserve council-scheduled and/or troop-scheduled cookie booths
- Place and pick up (or designate another trusted adult) pending cookie orders for additional cookies for the troop
- Complete a Late Payment Report by deadline for all adults that have an unpaid balance; be responsible for any unpaid balance for those adults if a report is not submitted
- Provide cookie program support to girls and families, responding to communication in a timely manner
- Distribute cookie rewards to girls in a timely manner

TRAINING

- Complete required Council Troop Cookie Manager training each year while in this position
- Understand and train adult and girl troop members on the general philosophy of the [Girl Scout money-earning program](#).
- Access to a computer and the Internet and can use technology to communicate, process information and maintain records
- Must opt in to receive eBudde and GSH communications
- Attend Council scheduled meetings for this role and inform troop leadership and care givers of related information and schedules.