



TROOP COOKIE MANAGER POSITION DESCRIPTION

POSITION TITLE:	Troop Cookie Manager
RESPONSIBLE TO:	Appointed by and responsible to the troop leader
TERM OF POSITION:	Based on agreement with troop leader
PURPOSE:	To coordinate the annual cookie sale at the troop level, accepting all accountabilities as stated.

ACCOUNTABILITIES:

1. Attend service unit troop cookie managers' training.
 - Complete Troop Cookie Manager Agreement form and submit to Service Unit Cookie Manager.
 - Observe all deadlines.
2. Work with the troop leader to ensure that each girl is:
 - Currently a registered member of Girl Scouts.
 - Has returned a completed and signed "Girl/Parent Permission" form before she receives an order card and other program materials and participates in the Cookie Program.
3. Inform girls and families about all aspects of the sale, such as program goals, marketing and use of program materials, safety rules, time lines, activity credits, troop proceeds, completing forms correctly and financial responsibilities.
4. Ensure that each girl's participation helps her achieve the program goals and that she has a positive experience.
5. Key troop orders, money collected from girls and bank deposits into web-based program.
6. Responsible for all monies and products handled.
7. Coordinate the troop's cookie inventory:
 - Check orders for completeness and accuracy.
 - Accept and sign receipts for troop cookies.
 - Distribute each girl's initial order and obtain signed receipts for cookies received.
 - Coordinate troop's booth sales with the troop leader and order extra cookies as required.
 - Maintain accurate records and receipts of all transactions with girls/parents, other troops, and cookies purchased from council office.
8. Collect money and make **daily** bank deposits.
 - Issue receipts for all money received towards girls' cookie bills.
 - Be sure to obtain **two stamped** bank deposit slips for each deposit made.

9. Communicate with Service Unit Cookie Manager and compile/submit all final reports by specified deadline.
10. Submit a collection report and all supporting documents with the troop's final paperwork for any parent who does not pay in full.
11. Contribute to the development of a diverse and pluralistic Girl Scout membership.

REQUIREMENTS:

1. At least 18 years of age and is an adult member of Girl Scouts of the USA (also known as Registered Adult).
2. Subscribe to the ethical code and foundation of Girl Scouting: the Girl Scout Promise and Law.
3. Complete the GSU *Criminal Background Search Volunteer Authorization and Release* form. GSU requires a criminal background check be submitted and passed before any adult is appointed as Troop Cookie Manager.
4. Good communication skills and the ability to work with people from a variety of backgrounds.
5. Possess good judgment, the ability to conduct training sessions for girls/parents, and good math skills.
6. Accept responsibility for funds handled.
7. Able to maintain accurate records and conscientious about meeting deadlines.
8. Willing to assume responsibility for cookie distribution from the service unit delivery station to troop for girl delivery to customers.
9. Access to the Internet (Internet Explorer 5.5 or higher), Excel 97 or higher, and email capabilities.