



2020 Troop Cookie Manager Position Description

Purpose:	Organize, coordinate, direct and manage the Cookie Program at the troop level. Work closely with Troop Leader to ensure that girls participate in goal setting and troop planning
Term of appointment:	9 months (October 2019-June 2020, renewable upon completion of evaluation)
Supervision:	Reports to the Service Unit Cookie Manager (SUCM) and Council Staff teams as necessary.
Support:	Supported by the SUCM and Council Staff teams along with relevant learning opportunities and training materials

Responsibilities:

- Attend Troop Cookie Manager training provided by SU Cookie Manager and/or council product sales team
- Submit an *ACH Authorization Form* by due date
- Provide Cookie Program training for girls and their families, including GSUSA safety guidelines, GSU procedures, program activities, goal setting, customer service, courtesy and respect for customers and each other, and reinforce that there are consequences to girls and troops if rules are not adhered to
- Verify that all girls participating are registered and have submitted a signed *Parent/Guardian Permission and Responsibility Agreement* form for each girl prior to distributing materials or product
- Maintain close communication with all girls, parents, Troop Leader and SUCM throughout the program.
- Distribute Cookie Program materials to girls and parents
- Collect all girl order forms within your troop and accurately compile a comprehensive troop report. Check all paperwork/orders for correct information and submit required information on the product company's online ordering system on or before the scheduled deadlines
- Arrange for pick-up of product from service unit delivery
- Distribute products to girls and retain receipts for all transactions
- Follow banking procedures as outlined in Volunteer Cookie Manager Manual
- Distribute awards/recognitions to girls in reasonable time upon receiving

Qualifications:

1. Register as an adult member and be a positive representative of the Girl Scout Promise and Law
2. Be at least 18 years old and complete the volunteer screening process including an approved background check
3. Have no outstanding debt to GSU
4. Attend training to learn the job and participate in on-going learning opportunities for continuous growth in the position
5. Provide excellent customer service by fulfilling responsibilities promptly and courteously
6. Build and maintain an effective working relationship with service unit team and council staff
7. Possess and utilize sound judgment, flexibility, organization, delegation, communication, and prioritization skills
8. Understand and help others understand and embrace diversity and inclusion
9. Follow all GSUSA and GSU policies, standards, and procedures
10. Display a positive, enthusiastic attitude that reflects the acceptance of the mission, vision, and goals of GSUSA and GSU
11. Have access and ability to communicate via phone, internet, and email



2020 Troop Cookie Manager Agreement and ACH Debit Form

Due prior to October 1, 2019

Summary: The Troop Cookie Manager (TCM) provides girls with the opportunity to learn life skills and earn funds for the troop by facilitating participation in the Cookie Program. She/he will have the enthusiasm and ability to generate positive relationships among volunteers, parents, and the community to ensure that girls can *discover* themselves, *connect* with others, and *take action* to make the world a better place through the Girl Scout Leadership Experience.

Accountable to: Troop Leader, Service Unit Cookie Manager and Council Product Sales Staff

Length of Term: October 2019 – June 2020

Troop Cookie Manager Agreement

I understand that I am responsible for managing my troop's Cookie Program including all sales proceeds and ensuring that the funds are deposited into our troop bank account by the deadlines outlined in the Volunteer Cookie Manager Manual. I agree to carry out the duties and responsibilities as outlined in the *Troop Cookie Manager Position Description*. I further understand that sales proceeds are troop and council property and should not be retained by individual girls, their families, or myself as personal property. I also understand that any misuse or failure to appropriately deposit these funds on my part may result in legal action taken against me by the Girl Scouts of Utah.

_____/_____/_____
Date Troop Number Service Unit Name PRINT Name of Troop Cookie Manager

SIGNATURE of Troop Cookie Manager Email Address Cell/Home Phone

Street Address City Zip Code

ACH Debit Agreement (must be signed by two (2) authorized signers on the troop bank account)

☐ Troop # _____ has an *ACH Debit Agreement* form on file with GSU. (If you submitted an *ACH Debit Agreement* form during the 2019 Fall Product Program please check this box and do not complete ACH portion of this form)

I acknowledge on behalf of the troop stated above:

1. GSU will debit troop accounts on March 12, 2020 for \$1.00 per package which was ordered in the initial order. The final balance will be debited on March 30, 2020 and is based on the system sales report.
2. Troops are responsible for depositing all Cookie Program funds into their troop checking account and making sure there are sufficient funds to cover the ACH debit for the amount due to GSU. GSU will repeat a debit that fails for any reason.

NAME ADDRESS CITY, STATE, ZIP		DATE
PAY TO THE ORDER OF		
FOR		
BANK NAME ADDRESS CITY, STATE, ZIP		
⑆0⑆2345678⑆0⑆234567890⑆23⑆0⑆23		
Bank Routing Number	Bank Account Number	Check Number

Provide Troop
Checking Account
Information Here

Bank Name _____

Routing # _____

Account # _____

X _____
Print Name of Authorized Troop Account Signer (1)

X _____
SIGNATURE of Authorized Troop Account Signer (1)

X _____
Print Name of Authorized Troop Account Signer (2)

X _____
SIGNATURE of Authorized Troop Account Signer (2)