girl scouts carolinas peaks to piedmont

TROOP COOKIE MANAGER
POSITION DESCRIPTION & AGREEMENT FORM
2027 GIRL SCOUT COOKIE PROGRAM

TROOP #_____ **SERVICE UNIT**_____

ACCOUNTABLE TO: Troop Leader, Service Unit Cookie Manager (SUCM), and council Director of Product Program Operations

FUNCTION: To manage troop participation in the Girl Scout Cookie Program. Work with the troop leader and SUCM by promoting, coordinating, and conducting troop cookie program activities. Encourage participation of all currently registered girls to incorporate the cookie program as a meaningful part of the Girl Scout Leadership Experience.

DUTIES & RESPONSIBILITIES:

1. Attend 2027 Cookie Program training provided by your SUCM or the council. Volunteers are also highly encouraged to attend Cookies 101 (if new to the cookie program).
2. Provide cookie program training for girls and their families, including GSUSA safety guidelines, council procedures, program activities, goal setting, customer service, courtesy, and respect for customers and each other.
3. Verify that all girls participating are registered and have submitted a signed Parent Permission and Responsibility Form for each girl *prior* to participating in the online component of Digital Cookie or distributing the girl order card.
4. Maintain close communication with all girls, parents, troop leaders, and SUCM throughout the program.
5. Distribute cookie program materials, cookie orders, and rewards to girls/parents.
6. Collect and enter girl and troop orders using Smart Cookies by established deadlines, and encourage continued order taking throughout the cookie program.
7. Enter/create orders and verify all troop information for accuracy in Smart Cookies and ensure transfers are complete by deadlines.
8. Coordinate pick up of troop cookie orders from appointed delivery station and cookie cupboard.
9. Obtain authorized signature <u>each time</u> cookies or money are received, distributed, or exchanged with girls/parents and/or other troops using receipts provided by council.
10. Manage troop cookie inventory and account for all cookies received by troop and distributed to girls or taken to cookie booths.
11. Manage troop cookie money; collect and deposit cookie payments from girls and cookie booths to troop account promptly and frequently, and retain deposit receipts. Communicate with leader to ensure troop funds are available for council ACH withdrawals.
12. Ensure that all girls and families understand that Girl Scout Cookies, supplied by ABC Bakers, are sold for $6.00 per package. Troops and Girl Scouts may not increase or decrease the selling price.
13. Communicate to girls and families that Sparkables ($7.00 per package) and Patch Pals ($9.00 per package) are available exclusively through the online platform. These products may not be sold at cookie booths or through in-person transactions. All purchases and payments for online-exclusive products must be completed through the online platform. Troops and Girl Scouts may not collect payments directly for these products.

QUALIFICATIONS:

1. Be a registered member of GSUSA.
2. Have an understanding and knowledge of the Girl Scout program, troop, and council financial needs.
3. Possess organizational and financial ability and a willingness to follow through and meet deadlines.
4. Adhere to and accept the council's Policies and Standards, including satisfactory completion of a Criminal Background Check.
5. Have access to the internet, e-mail capability, and computer experience.
6. Have the ability to work and communicate effectively with girls and adults and work with many personalities. Must have the desire to motivate and support girls and parents with the program. Flexibility, patience, fairness, and honesty are crucial in this position.

CRIMINAL BACKGROUND CHECK (CBC):
Each volunteer who seeks to act as a Troop Cookie Manager must have a current Criminal Background Check (CBC) on file and have identified themselves as the Troop Cookie Manager in their MyGS account. Please check one of the following statements.
_____ Yes, my background check is current, and I have identified myself as the Troop Cookie Manager in my MyGS account.
_____ No, I do not have a current CBC. However, I have submitted the information online and am waiting on my results. Once cleared, I will identify myself as the Troop Cookie Manager in my MyGS account.

STATEMENT OF RESPONSIBILITY:
I agree that all cookies, products, paperwork, and money received by me during the 2027 Girl Scout Cookie Program are my responsibility. I agree to submit all troop and sale information in Smart Cookies on or before the council's designated dates. I acknowledge that by my signature only, I will be provided cookies on credit from GSCP2P. I agree to handle all money received by me in the manner set forth by GSCP2P including all proper documentation and reporting. I understand that if our troop's cookies are not paid for in full by April 1, 2027, I must provide adequate documentation of who owes cookie money to the troop, and that if I cannot provide such documentation, I am liable for the outstanding balance. In the event of failure to remit troop funds on time due to my negligence, I understand that I am liable for the amount not remitted, plus all costs, interest of 2% monthly late fee (24% APR) and attorney's fees expended by Girl Scouts Carolinas Peaks to Piedmont Council, Inc. in the collection of these unpaid funds. **I also understand that cookies may not be returned to the council or cupboard and should be sold by last cookie booth sale date set forth by the council.**

Signature _____ *(electronic signature not accepted)*

Print Name _____

Date _____

Mailing Address _____
City State Zip

Street Address _____
City State Zip

Telephone _____

E-mail Address _____