



## TROOP COOKIE MANAGER APPOINTMENT LETTER

**Term:** One Year (renewable)  
**Recruited by:** Troop Leader  
**Appointed by:** Service Unit Cookie Manager  
**Accountable to:** Troop Leader(s), SUCM, ACM and Product Sales Staff

*Following are the principal duties and responsibilities of the position:*

**Plan and conduct a safe, fun and successful cookie program.**

1. Schedule and conduct training for girls & parents/guardians on the goals and mechanics of the cookie program. Work with girls to set troop and individual goals to meet the troop's activity plans. Review information about online cookie sales with M2media's platform.
2. Stress safety as outlined in Volunteer Essentials (available from your Troop Leader).

**Fulfill administrative responsibilities throughout the sale:**

1. Complete the online VIP eTraining modules and attend the SU Cookie Information Session hosted by the SU Cookie Manager and Booth Coordinator.
2. Obtain and retain signed permission form from the parents/guardians for each participating girl. Stress cookies received, cannot be returned to the troop or to council.
3. Conduct a discussion and vote to determine what reward plan the troop will work towards. Ensure a majority vote, without undue adult influence. For an "additional proceeds" vote, have girl and adult sign the Permission & Responsibility Form acknowledging the decision. NOTE: Daisy Troops do not have the option to opt out of rewards.
4. Prepare the troop's order, including girl's online sales for GIRL DELIVERY. Include booth sale inventory needs. Submit the initial cookie & reward order in eBudde by the due date.
5. Arrange for pick-up of the troop's initial cookie order from the delivery site and distribute to girls & parent/guardians. Obtain signature from parent/guardian for receipt of all product.
6. Be available to collect payment for cookies received weekly. **Always initial the Girl Money Envelope when collecting money & obtain signatures on the Troop Family Transaction Record each time cookies are distributed and money is turned in.**
7. Deposit **collected funds WEEKLY** into the Troop bank account. Be aware of the ACH payment schedule and availability of funds to cover each payment. Ensure SU Money Manager has current bank account information.
8. Continue to collect additional orders and arrange for pickup of needed cookies from a cookie cupboard.
9. Organize troop booth sales; follow guidelines and the selection process through eBudde's Booth Scheduler.
10. When transferring cookies to another troop, complete the NC-6 Troop Transaction form, get it signed by both troops and post to eBudde. Once posted, print the eBudde receipt, attach it to the NC-6 and submit to your SUCM.
11. After fully crediting girls with sales and payments, submit Final Troop Rewards order in eBudde and final documentation (NC-9) to SUCM electronically. Work with the SUCM to document any debt as of 4/1/2019.
12. Receive rewards from the SUCM and promptly distribute them to girls. Submit all records to the Troop Leader.
13. Notify the SUCM if questions or concerns arise or if you are unable to complete duties as required at any point.
14. Complete the Cookie Program Evaluation through Survey Monkey.

**The Council agrees to:** Provide training, materials, and ongoing support through trained volunteer leadership.

**Qualifications:**

- Ability to dedicate time needed to conduct the troop cookie program from December to May.
- Ability to work with money, numbers, keep detailed records, manage inventory and have strong computer skills.
- Have access to a computer with internet connection and an email address.
- Ability to communicate and cooperate with girls and adults from diverse backgrounds.
- Ability to meet deadlines.
- Have no outstanding debt with GSCNC.
- Must be at least 18 years old and a registered Girl Scout Adult.

Troop Cookie Manager's Name: \_\_\_\_\_ Troop # \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

I have read and reviewed the responsibilities for the Troop Cookie Manager position and agree to fulfill these duties to the best of my abilities. Agreement is valid when signed by both Cupboard Manager and Council Representative.

\_\_\_\_\_  
Signature of Troop Cookie Manager      Date

\_\_\_\_\_  
Signature of SU Cookie Manager      Date