



TROOP COOKIE MANAGER APPOINTMENT LETTER

Position Title: Troop Cookie Manager (TCM)
Term: One Year (renewable)
Recruited by: Troop Leader
Appointed by: Service Unit Cookie Manager (SUCM)
Accountable to: Troop Leader(s), SUCM, ACM and Product Program 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 forms from the parents/guardians for each participating girl. Stress cookies ordered, cannot be returned to the troop or to council.
3. Conduct a discussion and girl 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 and Brownie troops do not have the option to opt out of rewards, to facilitate goal setting.*
4. Prepare the troop's order, including girls' 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. Securely, safely store all inventory in a clean, dry, and pest free, climate-controlled environment.
6. Distribute orders to girls & parent/guardians. Obtain signature from parent/guardian for receipt of all product, and whenever additional packages are distributed, or money is collected. The Girl Money Envelope is the family's receipt. Please use it!
7. 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, for complete documentation.**
8. 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.
9. Continue to collect additional orders and arrange for pickup of needed cookies from a cookie cupboard.
10. Organize troop booth sales; follow guidelines and the selection process through eBudde's Booth Scheduler.
11. When transferring cookies to another troop, the dispersing troop records the transaction in eBudde. Once posted, print or electronically save the eBudde receipt, for submission to your SUCM.
12. 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 delinquency as of 3/26/2021.
13. Receive rewards from the SUCM and promptly distribute them to girls. Submit all records to the Troop Leader.
14. Notify the SUCM if questions or concerns arise or if you are unable to complete duties as required at any point.

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 delinquency to council.
- Must be at least 18 years old and a registered Girl Scout Adult.

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

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 Troop Cookie Manager and SU Cookie Manager.			
_____ Signature of Troop Cookie Manager	_____ Date	_____ Signature of SU Cookie Manager	_____ Date