

Girl Scouts of Greater South Texas
2011 – 2012 Cookie Sale
Troop Cookie Manager Agreement

Position Description:

To direct and coordinate the operation of the Cookie sale for a specified troop in order to assist the leader in providing a meaningful experience for the girls who participate.

Accountabilities:

- Attend the appropriate training.
- Must have computer and internet access.
- Coordinate the ordering, distribution and transfer extra/left over product for the troop.
- Compile troop's order. Check for accuracy and transfer troop's order online with the Snap system. Submits by deadline to Service Unit Cookie Manager.
- Verify all girls selling are registered members of Girl Scouts of Greater South Texas.
- Verify all girl orders by checking for accuracy.
- Provides support and communications to parents throughout the sale. Promptly returns all phone calls/ emails from parents.
- Keep accurate records and see that they are turned in to the Service Unit Cookie Manager on or before the required date.
- Submit troop ACH form to Service Unit Cookie Manager by December 12th.
- See that appropriate materials and parent consent forms are distributed to each girl.
- See that the loss or theft of any funds or product is reported immediately to local police or sheriff and the council product sales staff.
- Hold a Troop parent meeting to inform girls and parents important deadlines and procedures for selling cookies, adult supervision, selling hours, where to sell, handling of money, and to wear a Girl Scout uniform and/or pin.
- Pick up cookies at scheduled time. Time and location will be provided by Service Unit Cookie Manager.
- Distribute cases of cookies to registered girls in troop.
- Make sure girls and parents understand that Cookie Sales monies should be turned in frequently and understand what the acceptable forms of payment are.
- Keep receipts on file for each girl – record of money turned in and cookies taken by parents/girls
- Follow up on delinquent monies owed to troop and council until collected.
- Pick up incentives for the Troop and distributes incentives promptly.
- Submit delinquent parents/girls to council by March 12th.

Qualifications:

- **Troop Cookie Managers must maintain registered membership in the Girl Scouts of the USA and subscribe to the principles of Girl Scouting as embodied in the Girl Scout Promise and Law.**
- Willing to work within the framework of the Council Charter, Bylaws, Policies, Standards, Affirmative Action Plan, and Goals of the Girl Scouts of Greater South Texas council.
- Must be free of delinquent debt with Girl Scouts of Greater South Texas council.
- Has a positive and supportive attitude about the Cookie Sale.