

# Troop Cookie Manager Job Description and Agreement

**The Troop Cookie Manager facilitates all facets of their Girl Scout troop's annual cookie program.**

As the Troop Cookie Manger of Troop # \_\_\_\_\_ , in \_\_\_\_\_ Service Unit /Community of the Farthest North Girl Scout Council, I, \_\_\_\_\_ (print name)  
agree to fulfill the following duties, responsibilities and meet the following qualifications:

## Position Duties:

- Ensure that the troop is prepared to participate in the program by training girls and parents, verifying that **all** participating girls are registered Girl Scouts, and collecting a permission form for every participating girl.
- Distribute all program related materials and communicate important deadlines to parents.
- Collect and accurately enter all order cards and initial rewards into the eBudde website by **February 5, 2025**.
- Maintain accurate financial records of transactions with girls/parents using receipts .
- Collect, deposit and account for all money generated from the sale. Make deposits into the troop bank account .
- Ensure all cookie money is available for debit on specified ACH sweep dates. If ACH is unavailable, mail final check by **April 9th, 2025**.
- Distribute troop rewards at the end of the program.



## Qualifications:

- Current registered member of Girl Scouts.
- Up-to-date background check on file with the Council.
- Attend **required** Cookie Sale Training.
- Ability to work amicably with girls, parents, other volunteers and FNGSC Staff.
- Be available and maintain communication with FNGSC Staff, Service Unit Product Sales Manager, and girls/parents throughout the sale, to include updated and current contact information.
- Must have a troop bank account on file with Council.
- Ability to organize and process paperwork accurately (order cards, recognitions, etc.) , use online ordering system, meet deadlines, and keep accurate records of all transactions.
- Accountable for all product, recognitions and money received.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_