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, _

agree to fulfill the following duties, responsibilities and meet the following qualifications:

Position Duties:

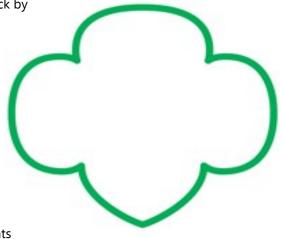
- Ensure that the troop is prepared to participate in the program by training girls and parents, verifying that **all** participating girls are registered Girl Scouts, and collecting a <u>permission form</u> for every participating girl.
- Distribute all program related materials and communicate important 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:





(print name)