



Troop Cookie Manager Appointment

Position Title: Troop Cookie Manager
Term: One Year (renewable)
Recruited by: Troop Leader
Appointed by: Service Unit Cookie Manager (SUCM)
Accountable to: Troop Leader(s), SUCM, ACM, Product Sales Staff
Purpose: Organizes and facilitates the cookie sale for the troop.

Following are the principal duties and responsibilities of the position:

Plan and conduct a safe, fun, and successful cookie sale.

1. Guide girls as they make plans and set goals to carry out their planned activities.
2. With troop leader, schedule and conduct training for girls and their parents/guardians on the mechanics of the cookie sale. Discuss and encourage teamwork, leadership, communication skills, and money management with girls.
3. Stress safety as outlined in Volunteer Essentials, available from your troop leader.
4. Meet all deadlines set by SUCM and Council.

Fulfill administrative duties throughout the sale.

1. Complete all VIP eTraining modules and attend the SU Cookie Information Session conducted by the SU Cookie Manager and Booth Coordinator.
2. Obtain written permission from the parents/guardians of each girl participating in the sale. Stress that once received, cookies cannot be returned to the troop or the council.
3. For Troops opting for Additional Proceeds, ensure the girl and adult signatures acknowledging the troop vote is on the Permission & Responsibility Form.
4. Collect girls' order cards; prepare troop order and submit troop's initial order & initial reward order in eBudde by specified date.
5. Pick up troop's cookie order from the delivery site and distribute to girls and parents/guardians. Obtain signature from parent/guardians for receipt of ALL product.
6. Be available to collect payment for cookies weekly. Have parents/guardians initial money envelope and the NC-T1A when cookies are picked up and whenever money is turned in.
7. Continue to accept additional orders and arrange for pick up of additional cookies from cupboard as needed.
8. Organize troop booth sales, obeying guidelines set by the Council and following the selection process through eBudde's Booth Scheduler.
9. Submit all completed NC-6 Inter-Troop Transfers to SUCM promptly for immediate posting in eBudde.
10. Submit the ACH Electronic Debit Authorization form with voided troop check by Jan. 1, 2014 to SU Money Manager.
11. Deposit **collected funds WEEKLY**, into the Troop bank account. Be aware of authorized debit payment schedule and ensure availability of funds to cover the transaction.
12. Submit final Troop Reward order in eBudde by deadline specified. Submit final documentation (NC-9) to SUCM by specified deadline. Complete a NC-18 with documentation to SUCM for any family with an outstanding debt balance.
13. Pick up incentives from SUCM and see that they are promptly distributed.
14. See that all troop cookie records are promptly turned over to troop leadership.
15. Notify the Service Unit Cookie Manager if questions or concerns arise or if unable to complete duties as required.
16. Complete the Cookie Program Evaluation through Survey Monkey.

Qualifications:

- Ability to dedicate time needed to conduct the troop cookie sale from December to May.
- Ability to work with money, numbers, 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.

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

Troop Cookie Manager: _____ Troop #: _____

Address: _____ Association # _____ SU # _____

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 TCM and SUCM.

Signature of TCM _____ Date _____

Signature of SUCM _____ Date _____