

Troop Cookie Manager Agreement Form

- Purpose of Position:** Manage and coordinate the Girl Scout Cookie Sale within a specific troop.
- Accountability:** Appointed by the Troop Leader, reports to the Community Cookie Manager.
- Qualifications:**
- Register as a member of Girl Scouts and adhere to local and national Girl Scout policies and standards.
 - Complete council volunteer application identifying three references.
 - Attend council and/or Service Unit training for the position.
 - Keep complete and accurate records, adhere to a time schedule, manage money, and be financially trustworthy. This person **MUST HAVE NO OUTSTANDING DEBTS WITH THE COUNCIL.**
 - Understand girls and respect their individual differences.
 - Motivate and support the girls in the troop and cooperate/work with other adults.
 - Have a positive attitude about Girl Scouting as a program for girls.

Month (<i>Estimated Time Commitment</i>)	Responsibilities
December (2 hours)	<ul style="list-style-type: none"> • Attend the Council Cookie Kick-off (training).
December or January (1 hour)	<ul style="list-style-type: none"> • Attend service unit cookie training with Community Cookie Manager (CCM) and receive troop cookie sale materials.
January (2 to 4 hours)	<ul style="list-style-type: none"> • Sort troop forms. • Plan and hold parent/girl meeting to give out general info/goal setting, starting dates and deadlines. Hand out order forms.
February (2 to 3 hours)	<ul style="list-style-type: none"> • Collect girl order cards. • Check totals, fill out all and turn in forms to CCM by the designated date. • Enter Troop Initial Cookie Order, by girl, into ABC Snap online order system. <ul style="list-style-type: none"> • I understand that I am responsible for all orders placed in Snap.
March-April (4 to 5 hours)	<ul style="list-style-type: none"> • Count and pick up troop cookie order from designated delivery station. • Sort and count each girl's cookie order. Contact girls to pick up orders. • Finalize package numbers with families, place Recognition Order by girl. • Count and collect money from families for each girl. • Using reports in Snap verify Troop Profit, give money to Troop Leader or Treasurer. • Deposit money in designated bank account by the scheduled date. • Turn in all financial forms to CCM and fill out outstanding money report as needed. • Receive recognitions from CCM. Distribute recognitions to girls. • File and hold all records of cookie sale for a minimum of two years.

As Troop Cookie Manager, I agree to accept **financial responsibility for all products ordered and money that is collected** from the girls in my troop. I understand that I need to deposit all Girl Scout Cookie money owed to Girl Scouts of Minnesota and Wisconsin Lakes and Pines into the account set up at Bremer Bank in St. Cloud. I also need to deposit all troop profit into the designated troop account as specified by my troop leader. I understand that if the funds are not deposited into the proper accounts I can be pursued for collection.

I also understand that if there is outstanding money owed by an individual parent or guardian or other in my troop, I need to fill out an Outstanding Money Report (T-10), **within 30 days of the deposit deadline**, to inform Girl Scouts of Minnesota and Wisconsin Lakes and Pines of the individual, so they can pursue for collection. This position is reviewable each year or as needed.

Troop # _____ SU# _____ Date _____

Troop Cookie Manager Name (Print)

Email Address

Troop Cookie Manager Address

Daytime Phone #

Troop Cookie Manager Signature

Cell Phone #

***Your Community Cookie Manager must have a signed copy of this form to place your troop order.**