

## Troop Cookie Manager Volunteer Agreement

**Position:** Troop Cookie Manager (TCM)  
**Reports to:** Service Area Cookie Manager (SACM) / Community Cookie Coordinator  
**Summary:** Manage and coordinate the GSNWGL Cookie Program for a specific troop  
**Commitment:** Appointed by Troop Leader for a one-year term as related to the Cookie Program

### Responsibilities:

- ✓ Must be a registered Girl Scout member for the current year and have a successfully completed volunteer application with no money restrictions.
- ✓ Attend Service Area Meeting(s) and Product Program informational meetings.
- ✓ Ensure all girls participating in the Cookie Program are registered Girl Scouts for the current year.
- ✓ Collect signed permission slips from each girl participating in the program prior to handing out order cards.
- ✓ Train, prepare, and motivate girls and their caregivers in regard to the Cookie Program.
- ✓ Compile the troop order cards accurately and completely, entering all product orders and recognition orders in Smart Cookies. All orders must be submitted by the scheduled dates.
- ✓ Pick up troop orders at designated cookie delivery site. Before leaving the site, double count for accuracy and sign receipt for the cookies received.
- ✓ Prepare each girl's order for pick up, including delivery receipts signed by the parent.
- ✓ Coordinate (in collaboration with the Troop Leader) a plan to sell any unclaimed or unsold products, as TCM will be financially responsible for these cookies.
- ✓ Collect money from the girls and deposit directly into troop checking account promptly and frequently.
- ✓ Responsible to notify [info@gsnwgl.org](mailto:info@gsnwgl.org) at least 3 business days in advance, if money is not available for scheduled ACH withdrawals. Troops will be charged a \$12 fee for any withdrawals that fail due to lack of funds.
- ✓ Financially responsible for products until troop has signed family receipts transferring ownership; obtain and retain copies of all signed receipts for products for a minimum of one year. TCMs will be held responsible for any missing funds if there is no proof of receipt.
- ✓ Distribute patches and/or recognition items to girls in a timely manner. (Recognition discrepancies must be reported by June 30.)

**Desired skills:** leadership, effective communication, good attention to detail, organization, record-keeping, fiscal management, basic computer skills, and internet access.

### Girl Scout Volunteer Core Competencies:

1. **Girl Focus:** Demonstrates dedication and commitment to guiding girls toward reaching meaningful outcomes through the three keys to leadership (Discover, Connect, and Take Action).
2. **Adaptability:** Adjusts and modifies own behavior, and remains flexible and tolerant in response to changing situations and environments.
3. **Fostering Diversity:** Understands and embraces human diversity, and promotes inclusion of all people.
4. **Oral Communication:** Expresses ideas clearly and concisely.
5. **Personal Integrity:** Demonstrates honesty, credibility and dependability.

### GSNWGL Troop Cookie Volunteer Agreement

I have read and accept the expectations as stated to this volunteer position as well as the operational volunteer policies and practices. I understand that I will be required to complete an online volunteer application along with reference and background checks and be a registered member in good standing.

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

Address/city/state/zip: \_\_\_\_\_

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

Troop number(s): \_\_\_\_\_

Troop Leader  Troop Cookie Manager

**Circle Level:** Daisy Brownie Junior Cadette Senior Ambassador Group

If you have an older girl troop (Cadette, Senior, Ambassador) are you opting out of recognitions? Yes  No