



Troop Cookie Chair Service Description/Agreement

Purpose: In cooperation with the Troop Leadership Team, promote, coordinate and direct the troop's participation in the Girl Scout Cookie program and Sale following Council guidelines and procedures.

Accountability: Accountable to the Service Unit Cookie Chair, the troop and Girl Scouts of Texas Oklahoma Plains, Inc. for all products received and for all payments received for cookies.

Principal Duties:

1. Take Troop Cookie Chair Training (required) either online or in person and pick up troop's Cookie Sale materials.
2. Help, if needed, to plan and implement how the troop will use the cookie program materials (game, goal-setting chart, program activities).
3. Set date and time with Troop Leaders for a special troop meeting to conduct training for girls and their parents.
4. Consult with Troop Leaders on troop's initial cookie order.
5. Arrange to pick up at the assigned time and location, the troop's cookies from the Service Unit Delivery Station, and distribute cookies to girls in a timely manner.
6. Be available to the girls throughout the sale to answer questions, encourage additional sales, distribute additional cookies and sale materials, check on their progress, and collect money.
7. Be sure girls and parents understand that cookie money should be turned in frequently and what the acceptable forms of payment are (see Troop Cookie Chair Manual).
8. Obtain from the Service Unit Cookie Cupboard extra cookies needed by the girls to fill additional orders.
9. Make frequent deposits following the banking procedure guidelines.
10. Keep the Troop Leaders informed of the troop's progress throughout the sale. Frequently give to the Troop Leaders the troop's share of the cookie proceeds.
11. Complete required reports and return to the Service Unit Cookie Chair on or before the deadline.
12. See that the Troop Leaders receive all of the troop's recognition's and that girls receive their recognitions promptly.
13. Follow up on delinquent money owed to the troop and to the Council until collected, and notify Troop Leaders and Service Unit Cookie Chair of the progress.

Qualifications:

- Registered adult member of Girl Scouts of the USA in Texas Oklahoma Plains.
- Accepts and demonstrates the principles of the Girl Scout Movement and the Girl Scout Promise and Law.
- Ability to work amicably with girls, parents and other adult volunteers.
- Ability to organize and process paperwork efficiently, meet deadlines, keep accurate records, and account for all cookies and money received.
- Ability to work with numbers accurately and correctly handle bank procedures.
- Willing to accept and sign a Cookie Sale Chair Agreement and contract.

Note:

- A troop is **financially responsible** for all cookies received.
- All troop reports must be turned in by the stated deadline, or recognitions will be **WITHHELD** until paperwork is completed.
- A troop with an outstanding balance at the end of the sale will be subject to **FORFEITING** all awards.

Print name in CAPITAL letters: _____

I accept this position: _____
Troop Cookie Chair Date

Appointed by: _____
Troop Leadership Team Member Date