

Troop Cookie Chair Position Description/Responsibility Agreement

Name:	Troop #:
Email:	SU:
Address:	City: Zip:
Cell #:	Alternative #:

Accountability: To the Troop Leader, Service Unit Cookie Chair (SUCC), and council (GS-TOP) for all cookies received and all money collected.

Purpose: To work with the Troop Leadership team to promote, coordinate, and direct troop cookie program as well as manage the troop's participation in the cookie program. Encourage participation by every registered girl and incorporate the Cookie Program as a meaningful part of the Girl Scout Leadership Experience.

Qualifications:

- Troop Cookie Chairs must be a currently registered volunteer of GSUSA in GS-TOP, must have a current Criminal Background Check on file and not have any debt owed to GS-TOP.
- They must have a strong attention for detail, be well organized and maintain accurate inventory and financial records, follow all policies, and meet all deadlines.
- Access to computer, internet, and email are required.
- Flexibility, patience, fairness, and honesty will be crucial in this position.
- The ability to work with many personalities, as well as the desire to motivate, support and communicate with the girls and parents in the program is essential.

Responsibilities:

Before the sale:

- Attend in-person training provided by your Service Unit Cookie Chair (SUCC) or Council. Returning Troop Cookie Chairs (TCC) who are unable to attend the in-person training must complete the online training. TCC training is required every year and you cannot pick up your troop's Cookie Program materials unless training has been completed.
- Complete the Product Program ACH Debit Authorization form (if did not turn in for Fall Product Program) and turn in to your SUCC along with a cancelled troop check or letter from the bank with routing and account number.
- All areas need to enter their troop's bank account and routing number in Smart Cookies by 1/23/2021.
- Set date and time with Leadership Team for a troop cookie business meeting to conduct training for girls and their parents. At this meeting you will obtain a signed Parent Permission & Responsibility Form for each girl participating.
- Consult with Leadership Team on troop's initial cookie order and submit in Smart Cookies by deadline date.
- Refer to the new **"Return and Exchange Procedures"** for troops and girls. This is found on the **Parent Permission and Financial Responsibility Agreement for Cookies**. Become knowledgeable about these changes before placing your initial order.

During the sale:

- Maintain consistent communication with your Service Unit Cookie Chair regarding cookie inventory by deadline every Sunday.
- Ensure troop information in Smart Cookies is accurate and up to date throughout the program (allocate cookies to girls, confirm transactions are correct, and enter girl payments).
- Establish a weekly cookie pickup schedule and money collection with families and communicate with them often.
- Manage the troop's inventory: cookie orders, weekly cupboard pickups, and distribution.
- Maintain accurate records of inventory and money transactions with families by writing and collecting signed receipts for product checked out, exchanged/returned product and money given by parents to the TCC.
- Coordinate troop Cookie Program activities such as booths, Project Troop to Troop, etc.
- Ensure girls and adults understand good and bad cookie booth behaviors. Behaving properly and following correct council procedures and etiquette is crucial.

After the sale:

- Collect all remaining money due from families and deposit into the troop's bank account in a timely manner. Submit Outstanding Balance Reports and supporting documentation to the SUCC (if necessary).
- Pickup from SUCC and distribute recognitions to girls by June 1st at the latest!
- Keep troop records (Cupboard receipts, bank receipts, girl/parent receipts, etc.) until December 31, 2023.
- All troop reports must be turned in by the stated deadline, or recognitions will be **WITHHELD** until paperwork is completed.

I have acknowledged and agree to accept the responsibilities above. I understand I am financially responsible for all cookies taken into my troop's possession and agree to pay promptly. I further understand that all cookie money collected belongs to the Girl Scout Troop and GS-TOP. In the event that these funds are not paid, I understand that GS-TOP takes misuse of troop funds seriously. If personal use of troop monies occurs, GS-TOP can begin collection procedures, taking legal action, as necessary. Volunteers who misuse funds for which they are responsible will be released from all positions with GS-TOP. GS-TOP will pursue all available criminal and/or civil charges involving misuse of funds.

Troop Cookie Chair's Signature _____

Date: _____

Appointed by: _____

Date: _____