girl scouts of texas oklahoma plains

Troop Cookie Chair Responsibility Agreement

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

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

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

Qualifications:

- Troop Cookie Chairs must be a currently registered volunteer of GSUSA in GSTOP, must have a current Criminal Background Check on file and not have any debt owed to GSTOP.
- Must work in Smart Cookie and have access to computer, internet, and email.
- The ability to work with many personalities, as well as the desire to motivate, support and communicate with the Girl Scouts and parents/guardians in the program is essential. Troop Cookies Chairs should be flexible, patient, fair, and honest.

Responsibilities:

Before the sale:

- Attend in-person or virtual training provided by your Service Unit Cookie Chair (SUCC) or Council.
- 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 1/23/2023.
- Hold a parent/guardian training meeting. At the meeting ask parent/guardians for support. Who will help with cookie orders, weekly cupboard pickups, and distribution? Who can assist with Smart Cookie receipt entry? You will also need to verify that the parent/guardian has signed the Permission & Responsibility Form. If you do not have the confirmation from your Formstack report—ask parents to click the link on the GSTOP website or have paper copies available.
- Consult with Leadership Team on troop's initial cookie order and submit in Smart Cookies by deadline date.
- Explain to parent/guardians the return and exchange procedure—which can be found in the GSTOP parent training resource.

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 Girl Scouts, confirm transactions are correct, and enter 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 parent/guardians to the TCC.
- Coordinate Troop Cookie Program activities such as booths, Cookies for Heroes, etc.

After the sale:

- Collect all remaining money due from families and deposit into the troop's bank account as soon as possible. Submit Outstanding Balance Reports and supporting documentation to the SUCC (if necessary).
- Pick up 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, 2024.
- All troop reports must be turned in by the stated deadline.

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 GSTOP. If personal use of troop monies occurs, GSTOP can begin collection procedures.

Troop Cookie Chair's Signature_____ Date: _____

Appointed by: _____ Date: _____