

Position Title: Troop Cookie Coordinator
Term: One Year (renewable)
Recruited by: Troop Leadership Team
Appointed by: Service Unit Cookie Coordinator
Accountable to: Troop Leader, SUCC, and Product Programs Department
Purpose: Organizes & facilitates the cookie program for the Troop.

Qualifications:

- Ability to dedicate time needed to conduct the cookie program activities from November to May.
- Have access to a computer with internet connection and an email address.
- Strong computer skills and ability to direct others.
- Ability to work with numbers and keep detailed records.
- Ability to communicate and cooperate with girls and adults from diverse backgrounds.
- Ability to motivate girls and problem solve in a positive manner.
- Have no outstanding debt with GSMT.
- Must be at least 18 years of age and a registered Girl Scout Adult.

Following are the principal duties and responsibilities of the position:

Plan and conduct a safe, fun, and successful cookie program.

- Guide girls as they make plans and set goals to carry out their planned activities.
- In coordination with the troop leader, schedule and conduct training for girls and their parents/guardians on the mechanics of the Cookie Program. Discuss and encourage teamwork, leadership, communication skills, and money management with the girls.
- Stress safety as outlined in *Volunteer Essentials* available from your troop leader.
- **Meet all deadlines** set by the Service Unit Cookie Coordinator and Council.

Fulfill administrative duties throughout the sale:

1. Attend the **REQUIRED** cookie program **training** conducted by the Service Unit Cookie Coordinator.
2. All troops must complete an **ACH Debit Authorization Form**. This form will be submitted at the service unit cookie training. Each TCC must also complete a Troop Cookie Coordinator Appointment Letter at the service unit cookie training before receiving troop materials.
3. Schedule a parent meeting to inform families about the program and procedures. Obtain written permission from the parents/guardians of each girl participating in the program on the form provided by the Council. Stress that once received, **cookies cannot be returned to the troop or the council**.
4. For troops opting for additional proceeds, ensure the girl and adult signatures acknowledging acceptance is on the Parent/Guardian Permission and Responsibility Form.
5. Collect girls' order cards and prepare the troop initial order. Submit the troop's order and reward order in the eBudde system by the specified date.
6. Pick up the troop's cookie order from the delivery site and promptly distribute to girls and parents/guardians. Obtain signatures from parents/guardians for receipt of any product and/or money.
7. Deposit all money collected into the troop checking account promptly and frequently.
8. All monies due to Council will be collected from troops via **ACH** (Automatic Clearing House) debit.
9. Verify and submit the final reward order. Obtain the girl rewards from the Service Unit Cookie Coordinator and promptly distribute to the girls.
10. Notify the Service Unit Cookie Coordinator if questions or concerns arise.

The Council agrees to: Provide training, materials, and ongoing support through trained volunteer leadership.

Troop Cookie Coordinator: _____		Troop # _____	
Mailing Address: _____		SU # _____	
City/Zip: _____	Email: _____		
Day Phone: _____	Cell Phone: _____		
<p>I have read and reviewed the responsibilities for the Troop Cookie Coordinator and agree to fulfill these duties to the best of my abilities. I understand that I am responsible for all cookies I signed for on delivery. I will collect money due from parents and deposit all money received for cookies into the troop account. Should outside collection procedures become necessary, I will be responsible for paying all related collection costs and legal fees incurred by GSMT or their representatives. The only exception to this is proof of debt owed by someone else within the Troop. This Appointment is valid for one year when signed by both Troop Cookie Coordinator and the Service Unit Cookie Coordinator.</p>			
_____	_____	_____	_____
Signature of Troop Cookie Coordinator	Date	Signature of SU Cookie Coordinator	Date