

**Position Title:** Troop Cookie Coordinator (TCC)

**Term:** One Year (renewable)

**Recruited by:** Troop Leadership Team

**Appointed by:** Service Unit Cookie Coordinator (SUCC)

**Accountable to:** Troop Leader, SUCC, and Product Programs Department

**Purpose:** Organizes & facilitates the cookie program for the troop

### Principal Duties and Responsibilities:

- Plan and conduct a safe, fun, and successful cookie program.
- Guide girls as they 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*.
- Meet all deadlines set by the service unit cookie coordinator and council.

### Administrative Duties:

1. The TCC is REQUIRED to attend cookie program training conducted by SUCC.
2. Each TCC must also complete a Troop Cookie Coordinator Appointment Letter at the service unit cookie training before receiving troop materials.
3. The TCC must 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, and stress that once received, cookies cannot be returned to the troop or the council.
4. For troops opting for additional proceeds, the TCC should ensure the girl and adult signatures acknowledging acceptance is on the Parent/Guardian Permission and Responsibility Form.
5. The TCC must collect girls' order cards, prepare the troop initial order, and submit the troop's order and reward order in the eBudde system by the specified date.
6. The TCC will pick up the troop's cookie order from the delivery site and promptly distribute to girls and parents/guardians and obtain signatures from parents/guardians for receipt of any product and/or money.
7. The TCC will verify and submit the final reward order, obtain the girl rewards from the service unit cookie coordinator, and promptly distribute to the girls.
8. The TCC must deposit all money collected into the troop checking account promptly and frequently.
9. All troops must complete an Automatic Clearing House (ACH) Debit Authorization Form by the specified date. All monies due to council will be collected from troops via ACH debit. This form will be available online.
10. The TCC should notify the SUCC if questions or concerns arise.

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

Troop Cookie Coordinator: \_\_\_\_\_ Troop #: \_\_\_\_\_ SU #: \_\_\_\_\_

Address (Street, Apt. #): \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

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 and/or legal action become necessary, I will be responsible for paying all related collection costs and legal fees incurred by GSMIDTN 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.

Troop Cookie Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Service Unit Cookie Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### 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 GSMIDTN
- At least 18 years of age and a registered Girl Scout Adult