

**2024 Girl Scout Cookie Program  
IRG Mentor Cookie Manager Description and Agreement**

Girl Name: \_\_\_\_\_ Service unit or community: \_\_\_\_\_

IRG Mentor name: \_\_\_\_\_

**Qualifications:**

Girl and adult must be members of Girl Scouts and in good standing with Girl Scouts of Alaska.  
Girl and adult must be willing to act in good faith in collaboration with Girl Scouts Alaska council to participate in the cookie program.

**Responsibilities:**

IRG mentors are responsible for completing the required cookie program trainings on gsLearn.  
IRG mentors are responsible for placing the cookie order (initial order) within the given deadline. In 2024 the deadline is January 30, 11:59pm AKST.  
IRG mentors are responsible for presenting the Girl Scout Cookie Program as a girl-led, skill-building program. Resources can be found in the Volunteer Toolkit.  
IRG mentors will manage the funds brought in by the cookie program including ensuring Girl Scouts have collected their funds, monitoring outstanding balances, accounting for booth funds, and making frequent and complete deposits to the council cookie bank account, or alternative process for communities with no FNBA.  
IRG mentors will follow all Girl Scouts of Alaska banking processes for IRGs.  
IRG mentors will submit to council documentation and forms for NSF (insufficient funds) checks received.  
IRG mentors are responsible for using all cookie program tools and platforms including eBudde and Digital Cookie (DC24).  
IRG mentors will convey as needed to the Girl Scout and her family the IRG proceeds model in which IRGs receive GEMS in lieu of troop proceeds.  
IRG parent assumes financial responsibility for the cookies checked out to the IRG Girl Scout.

**Council Responsibilities:**

Council will provide training for the Girl Scout Cookie Program on gsLearn.  
Council will be available for questions and assistance from 9am to 5pm (AKST) Monday through Friday throughout the cookie season; as well as on select weekend days through cookie season.  
Council will provide good faith assistance as needed to IRG mentors through phone calls, emails, and other means as necessary.

I will uphold my responsibilities as the IRG mentor. If I for any reason cannot fulfill my responsibilities, I will contact the Girl Scouts of Alaska council as soon as possible.

I understand that any misuse or failure to appropriately deposit cookie funds may result in collections and/or legal action taken against me by Girl Scouts of Alaska.

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_

IRG mentor signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(if different)