

**2024 Girl Scout Cookie Program  
Troop Cookie Manager Description and Agreement**

Name: \_\_\_\_\_ Troop Number: \_\_\_\_\_

**Qualifications:**

Troop cookie managers must be members of Girl Scouts and in good standing with Girl Scouts of Alaska.

Troop cookie managers must be willing to act in good faith in collaboration with Girl Scouts Alaska council to present the cookie program.

**Responsibilities:**

Troop cookie managers are responsible for completing the required cookie program trainings on gsLearn.

Troop cookie managers are responsible for placing the troop cookie order (initial order) within the given deadline. In 2024 the deadline is January 30, 11:59pm AKST.

Troop cookie managers are responsible for assisting the parents, caregivers, Girl Scouts, and families of the Girl Scouts in their troop with understanding their role in the cookie program and their options for participation.

Troop cookie managers will manage the funds brought in by the cookie program including ensuring Girl Scouts have collected their funds, monitoring outstanding balances, accounting for troop booth funds, receipting parent payments, and making frequent and complete deposits to the troop bank account.

Troop cookie managers will follow all Girl Scouts of Alaska banking processes.

Troop cookie managers will submit to council documentation and forms for any delinquent payments of NSF (insufficient funds) checks received.

Troop cookie managers are responsible for using all cookie program tools and platforms including eBudde and Digital Cookie (DC24).

**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 troop leaders through phone calls, emails, and other means as necessary.

I will uphold my responsibilities as the troop cookie manager. 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.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_