



_____ **(YR) COOKIE PROGRAM**
TROOP FALL PRODUCT MANAGER DESCRIPTION & AGREEMENT

Troop Number: _____ Service Unit: _____

Name: _____ Mailing Address: _____

City _____ Zip _____

Phone Number: _____ Email (**Required**): _____

Qualifications

- Registered adult member of Girl Scouts of the USA and in good standing with the Girl Scouts of Alaska (GSAK).
- Current GSAK background check.
- Accepts and demonstrates the principles of the Girl Scout Movement and the Girl Scout Promise and Law.
- Ability to work amicably with girls, parents, other adult volunteers and Council Staff.
- Ability to organize and process paperwork efficiently, meet deadlines, keep accurate records and account for all product and money received.
- Ability to work with numbers accurately and correctly handle bank procedures.
- Access to a computer, internet and email is **required**.

Duties and Responsibilities

- Submit Troop Fall Product Manager Description and Agreement form and ACH form (if non-FNBA acct) to Council/SU Cookie Manager prior to starting the sale.
- Complete Troop Cookie Manager Training either online or in person.
- Work positively and cooperatively with girls, parents and other adult volunteers.
- Set date and time with Troop Leaders for a special meeting for girls and their parents.
- Work with Troop Leaders to establish Cookie Program goal setting with the troop and keep Troop Leaders updated of goal progress and troop program happenings.
- Ensure that parents/guardians understand program procedures and have signed the GSAK Cookie Program Parent/Guardian Permission and Responsibility Agreement and girls are registered members of Girl Scouts of Alaska (GSAK).
- Verify that girls are current registered members of GSUSA.
- Collect and enter pre-sale orders and recognition orders for the troop in the eBudde system in accordance to pre-established deadlines.
- Arrange to pick up Cookies and rewards at the assigned time from the Service Unit Delivery Station. Distribute Cookies and rewards to girls in a timely manner.
- Be available to the girls throughout the program to answer questions, distribute program materials, encourage sales, check on their progress and collect money.
- Collect and make frequent deposits into the Troop bank account following the GSAK banking procedure guidelines.
- Submit proper forms and documents for any delinquent payments and or NSF (insufficient funds) checks received.

I will uphold my responsibilities as the Troop Cookie Manager. If for any reason I cannot fulfill my responsibilities, I will contact the Girl Scout of Alaska Product Program staff (prodcutprogram@girlscoutsalaska.org) immediately.

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

This signing of this form serves as an agreement to become a current year GSAK registered Girl Scout and to complete a background check prior to any other troop sales activities.

Signature: _____ Date: _____