

Troop Cookie Manager Responsibilities

- Need to be a registered member for the 2021-2022 membership year and have a completed background check on file (GSAK will facilitate).
- Educate families on the ins and outs of the cookie program
- Distribute materials to families
- Place troop's initial cookie order through eBudde
- Manage pick-up and distribution of troop's cookie delivery
- Coordinate booth scheduling for the troop
- Monitor online and in-person sales
- Monitor troop cookie inventory
- Place cupboard orders for low inventory
- Collect cookie funds from families
- Make bank deposits
- Enter final sales numbers into eBudde
- Enter final recognitions for girls into eBudde
- Distribute recognitions to girls

Time commitment: Approximately 15-20 hours per month, from January through April.

I have read and fully understood the responsibilities of this position. By signing below, I verify that I am a registered Girl Scout in good standing and agree to uphold my responsibilities as a volunteer Troop Cookie Manager. I agree to follow all procedures and guidelines described within the Troop Cookie Manager Manual. If for any reason I cannot fulfill my role as Troop Cookie Manager, I will inform the Product Program Director immediately.

Name: _____ Address: _____ City: _____

Zip Code: _____ Phone: _____ Email: _____

Driver's License #: _____ State: _____ DOB: _____

Signature: _____ Date: _____