

2026 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 of 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 2026 the deadline is January 27, 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.
- IRG mentors will convey as needed to the Girl Scout and her family the IRG proceeds model in which IRGs receive Cookie Dough 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)