



Position: Troop Cookie Manager  
Appointed by: Community Development Manager or Service Unit Manager  
Purpose: The Troop Cookie Manager is appointed by the Troop Leader to coordinate the troop's participation in the Girl Scout Cookie Program. The Troop Cookie Manager works directly with the girls, their families, AND the Service Unit Cookie Manager to: assure that the Girl Scout Cookie Program is carried out properly and in a timely manner according to Council procedures and integrate the program activities in with troop meetings.  
Term: Mid-November through mid-March

Responsibilities:

1. Attend Council-sponsored training
2. Promote the Girl Scout Cookie Program to parents and girls
3. Coordinate with the Troop Leader activities to be done at troop meetings, i.e., goal setting, sales aids, safety tips.
4. Inform parents of all aspects of the Girl Scout Cookie Program and their responsibilities.
  - a. Obtain signed Parent Permission Slip for each girl.
  - b. Make sure all girls who are participating are registered members of GSUSA.
5. Inform and train girls in all aspects of the Girl Scout Cookie Program (conduct a training session).
6. Order product and recognitions for troop based on girls' order card totals and distribute accordingly.
7. Keep accurate records of transactions with girls/parents.
8. Maintain regular communication with parents and girls.
9. Collect product from girls having trouble selling and redistribute unsold product to other girls within the troop.
10. Submit all troop paperwork and deposit monies according to banking

Qualifications:

1. Must be a registered adult member of Girl Scouts of the USA, which signifies acceptance of the principles and beliefs of Girl Scouting and support of national and local Girl Scout policies.
2. Complete a satisfaction background check and have on file.
3. Demonstrated adaptability and flexibility: able to tolerate changes, obstacles and divergent opinions.
4. Personal integrity and ongoing modeling of the ideals expressed in the Girl Scout Promise and Law.
5. Time necessary to carry out primary tasks and accessibility on key sale dates.
6. Accuracy in handling paperwork, in keeping records and accounting for all product and monies received by the girls, as well as computer access.
7. Basic banking skills.
8. Sign a Troop Cookie Manager Volunteer Agreement Form