Troop Cookie Manager Role Description

**Purpose:** To promote and coordinate the annual Girl Scout Cookie Program in a Girl Scout troop

**Accountability:** Appointed by the Troop Leader; accountable to Neighborhood Cookie Manager

**Department:** Product Programs

**Term:** One year, renewable at the discretion of the Troop Leader

**Responsibilities:**
- Complete required Council Troop Cookie Manager training each year while in this position
- Receive and distribute cookie materials to girls/families in troop
- Adhere to the established guidelines and deadlines regarding submission of orders, paperwork, product delivery, rewards and payment as established in the current program year, including reading program update messages
- Promote the Cookie Program, importance and benefits to troop leaders, girls and parents/caregivers
- Become familiar with and use eBudde and Digital Cookie technologies and promote Digital Cookie usage to girls/families
- Collect money for product ordered from girls/families and from cookie booths and make regular deposits in troop bank account
- Maintain responsibility for all product and payments during the Cookie Program and complete receipts for every financial and product transaction
- Reserve (or designate another adult) to reserve council-scheduled and/or troop-scheduled cookie booths
- Place and pick up (or designate another trusted adult) pending cookie cupboard orders for additional cookies for the troop
- Complete a Late Payment Report by deadline for all adults who have an unpaid balance; be responsible for any unpaid balance for those adults if a report is not submitted
- Provide Cookie Program support to girls and families, responding to communication in a timely manner
- Distribute cookie rewards to girls in a timely manner

**Qualifications:**
- Meet GSUSA adult membership requirements, including current membership and current approved background check
- No current “No Funds Handling” restriction and good financial standing with Girl Scouts of Eastern Missouri
- Commit to speak and act in a manner consistent with the Girl Scout Mission, Promise and
Knowledge of the Girl Scout program, Safety Activity Checkpoints, Volunteer Essentials and an understanding of the general philosophy of Girl Scout money-earning

Access to a computer and the Internet and can use technology to communicate, process information and maintain records; must opt in to receive eBudde and GSEM communications

**Training Required:**
- Troop Cookie Manager Training (annual)
- Assigned eBudde and Digital Cookie training modules
- CloverGo onboarding (one time, optional)