

ROLE DESCRIPTION

Title: **Troop Cookie Manager**

Purpose of the position: To promote and coordinate the annual Council Cookie Program within a Girl Scout troop

Accountability: Appointed by the troop leader and accountable to the Neighborhood Cookie Manager

Resource person: Neighborhood Cookie Manager

Staff: Director, Product Programs

Terms of appointment: One year

Responsibilities:

- I agree to attend Troop Cookie Manager Training and receive program supplies **after** signing the Troop Manager Accountability Form
- I agree to adhere to the established guidelines and deadlines with regard to submission of orders, paperwork, product delivery, rewards and payment as established in the current program year
- I agree to promote the program with troop leaders, girls and parents
- I agree to submit the troop cookie order in eBudde by the designated date
- I agree that all products and payments during the product program are my responsibility and that I must have receipts for every transaction
- I agree to pick up the initial and additional cookie orders and oversee distribution of cookies to girls
- I agree to collect money from parents/girls and deposit amount due to Council
- I agree to complete a Troop Late Payment Report for all adults that have an unpaid balance. I understand that I am responsible for the unpaid balance for those adults in the event that I do not complete and submit a Troop Late Payment Report by the date outlined in the timeline
- I understand that I must submit to the Troop Leader a report from the program software for our troop activity and cash/checks or a copy of the deposit slip validated by the bank or matching cash and checks by the date outlined in the timeline.
- I agree to submit the reward order in eBudde and distribute rewards to girls
- I agree to submit deposit slips and final reports to the Neighborhood Cookie Manager by the designated date
- I have Internet connection and an email address
- I understand the responsibilities of the position detailed in the troop cookie manager position description and accept full accountability for these responsibilities

Requirements of the position:

- Meets membership requirements
- Abides by national and local Girl Scout policies, standards and procedures
- In good financial standing with the council

Knowledge and skills required:

- Ability to work with girls and adults
- Ability to handle money and reports