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
- Maintain responsibility for all products and payments during the cookie program and complete receipts for every transaction
- Collect money for product ordered from girls/families and from cookie booths, using receipts for all transfer of product or money and making regular deposits in troop bank account
- 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 that 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
- Become familiar with and use eBudde and Digital Cookie technologies and promote Digital Cookie usage to girls/families

**Qualifications:**
- Meet GSUSA adult membership requirements and be in good financial standing with Girls Scouts of Eastern Missouri
- Commit to speak and act in a manner consistent with the Girl Scout Mission, Promise and Law
• 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)
• CloverGo onboarding (one time, optional)