

NOTE: THIS DOES NOT APPLY TO DAISY TROOPS

Girl Scouts of Rolling Hills Council, 1171 Route 28, North Branch, NJ 08876
(908) 725-1226

TROOP COOKIE MANAGER JOB DESCRIPTION

RESPONSIBILITIES:

This position is accountable with the leader for managing all aspects of the cookie sale for the troop ensuring that girls are trained, troop order is computed, cookies are delivered to girls, money is collected and deposited, and Council is paid by the established deadlines.

ACCOUNTABILITIES:

The Troop Cookie Manager is appointed by and responsible to the troop leader and agrees to:

1. **Register** as a member of Girl Scouts of the USA
2. **Attend** training in the service unit where duties will be explained and selling aids distributed.
3. **Promote** the sale by building enthusiasm among the girls as they are made aware of the values of the cookie program and how cookie money is used for their benefit.
4. **Obtain** the signed permission slip for each girl before she participates in the sale or is given an order card. Ensure that each girl is a registered member of GSUSA. Identify girls who have sisters in other troops within the council.
5. **If requested**, assist the leader in training the girls at their meeting so that they understand:
 - a. troop goals
 - b. forms - how to use them
 - c. important dates - when sale begins, when orders and money due
 - d. safety rules
6. **Tally** girl orders and submit troop order, Cookie/Nut Sale permission slips, and sister information to Service Unit Cookie Manager by deadline.
7. **Pick up** cookies on assigned date and distribute to girls.
8. **Arrange** for any additional cookies needed.
9. **Assist** Troop Leader in arrangements if troop holds a booth sale.
10. **Collect** payment from girls and deposit into Troop Account. Notify the Council Product Sales Manager if any parents have not paid so that the troop bill can be adjusted.
11. **Address** envelopes for girls earning COOKIE CREDITS (verify mailing address).
12. **Submit** Troop check for full payment, cookie credit envelopes, and required forms to Service Unit Cookie Manager by deadline.