



girl scouts
of new mexico trails

2019 TROOP COOKIE CHAIR AGREEMENT

Position Title: Troop Cookie Chair

Term: One Sale (January - April)

Appointed by: Troop Leader or Service Unit Cookie Chair

Accountable to: Troop, Service Unit Cookie Chair and Council Product Program Manager

Purpose: Organizes and facilitates the Cookie Sale for the Troop

Responsibilities and Duties

- Financially liable for troop cookies and money
- Follow GSNMT and GSUSA's policies and procedures for council sponsored product program found in Volunteer Essentials
- Willing to dedicate time needed to conduct the sale from January through April
- Attend required training conducted by Council Staff or Service Unit Cookie Chair
- Guide troop/girls as they make plans and set group and individual goals that correspond with the intended troop activities
- Conduct cookie training for parents. Share troop goals and recruit assistance for sale
- Verify girl membership and collect all participating girls' Product Permission forms before the sale and check for completeness
- Distribute cookies to girls in accordance to their sales goal.
- Communicate with troop members a minimum of once per week during the sale regarding information on the Cookie program and collection of money and distribution of cookies
- Issue receipts for all transactions made between troop and parent, troop and other troops and troop and council (cookie distribution and money collection)
- Deposit monies into the troop account within three (3) business days of receipt
- Maintains troop product sales records through proper data entry into eBudde
- Submit any unpaid girl/parent debt to council by deadline
- Pick up troop rewards from Service Unit Cookie Chair and distribute to girls

Qualifications:

- Must be a registered Girl Scout
- Must pass a background check
- Must have access to the internet
- Ability to work with money and numbers and keep detailed records electronically
- Ability to input data electronically and manage information electronically in eBudde
- Ability to communicate and cooperate with girls and adults from diverse backgrounds
- Ability to meet deadlines
- No outstanding debt with Girl Scouts of New Mexico Trails or any other Girl Scout Council

STATEMENT OF RESPONSIBILITY FOR

I agree that all cookies and monies received by me during the 2019 Cookie Sale are my personal responsibility, unless relieved of responsibility by a receipt signed by another adult. I agree to accept responsibility for ensuring that all Troop paperwork is submitted to the Service Unit Cookie Chair on schedule and all funds are deposited into the troop account. In the event of failure to deposit the funds into the troop account, I understand that I am liable for the amount. I **have read and understand the responsibilities of the position and agree to fulfill these duties to the best of my ability.**

Name _____ Signature _____

Address: _____ City _____ Zip _____

Phone _____ Email _____

Service Unit Cookie Chair _____ Date _____