



2012 Girl Scout Cookie Activity Troop Cookie Coordinator Position Agreement

Appointed by: Troop Leader

Reports to: Service Area Cookie Coordinator

Term of Service: One Year

Accountability: Conducts the Cookie Activity with the troop.

Qualifications:

- Must be a registered Girl Scout
- Must be responsible with money
- Ability to keep records, complete forms, and submit forms on time
- Ability to conduct training for the troop

Responsibilities:

- Attend service area training
- Receive materials and distribute at training(s)
- Collect signed permissions forms
- Encourage each Girl Scout to set individual cookie goals through Catch Goals at <http://www.abcsmartcookies.com/catchlogin.asp>
- Complete each girl's online sales order by February 13, 2012
- Submit Outstanding Balance Form(s) (as necessary), Parent Permission Forms, and cookie receipt books to the service center by March 26, 2012
- Collect and deposit money into troop account by March 26, 2012

Please sign and return this agreement at the conclusion of your training to the your Service Area Cookie Coordinator

2012 Girl Scout Cookie Activity

Responsibility Agreement I agree to all that is stated above and that all products and monies received by me during the 2012 Girl Scout Cookie Activity will be completed on schedule and turned in as directed.

Name _____ **Phone#** _____

Address _____ **Email address** _____

City _____ **Zip** _____ **Troop#** _____

Appointed by _____ **Position** _____ **Date Appointed** _____

Signature _____ **Date** _____

Girl Scouts of Central Illinois
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| Department: Product Sales | Approved by: COO |
| To Be Reviewed: June | Last Reviewed: July 2011 |
| Last Revised: October 2009 | Revision Number: 1 |