

Troop Cookie Coordinator Position Agreement

Appointed by: Troop Leader

Reports to: Service Unit Coordinator

Term of Service: One Year

Accountability: Conducts the Cookie Program 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 unit training
- Receive materials and distribute at training(s)
- Collect signed permissions forms
- Complete troop initial order by January 8, 2024
- Complete Planned orders and Operation Cookie Share orders on schedule
- Collect and deposit money into troop account by February 23, 2024 for first ACH withdrawal (ACH #1 on February 27, 2024)
- Collect and deposit money into troop account by March 7, 2024 for second ACH withdrawal (ACH #2 on March 12, 2024)
- Submit Outstanding Balance Form(s) (as necessary), Parent Permission Forms, and cookie receipt books to the service center by March 27, 2024
- Collect and deposit all remaining money into troop account by March 29, 2024 (final ACH on April 2, 2024)
- I understand the GSCI will not accept any returns of unsold cookies by the troop.
- I accept responsibility for all unsold cookies and payment for these cookies by the due date.
- I accept responsibility for all cookies sold and the monies received from parents.
- I understand that Girl Scout Cookie Program proceeds are troop and council profits and cannot be retained for personal use.

Please sign and return to your Service Area Unit Coordinator at the conclusion of training.

2024 Girl Scout Cookie Program

Responsibility Agreement

I agree to all that is stated above and that all products and monies received by me during the 2024 Girl Scout Cookie Activity will be completed on schedule and turned in as directed.

Name _____ **Phone#** _____

Address _____ **Service Unit** _____

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

Signature _____ **Date** _____

Email _____