

**ADMINISTERS THE COOKIE PROGRAM FOR THE TROOP**

**Reports to:**

Service Unit Cookie Program Coordinator (SUCPC)

**Qualifications:**

- ✓ Registered and approved volunteer
- ✓ No outstanding debt and approved to handle money
- ✓ Prior to receiving program materials, complete paperwork and training for the position
- ✓ Functioning email address, checked frequently
- ✓ Computer access to eBudde
- ✓ Organized and attentive to deadlines

**What you'll do:**

- ✓ Attend training, review printed guide, and use eBudde emails to stay up to date on program requirements and deadlines
- ✓ Present the opportunity to participate in the 2020 Girl Scout Cookie Program to all eligible girls
- ✓ Train families and girls on the cookie program and provide support to them as needed
- ✓ Collect completed and signed permission slips from all participating girls before distributing program materials
- ✓ Use eBudde to manage girl orders and rewards, schedule booth sites and track girl payments and troop sales
  - ▶ Submit troop initial cookie order, reward order, and choose delivery location and time in eBudde by noon Tues., Jan. 28
  - ▶ Allocate cookies and submit final reward order in eBudde by noon Tues., March 24
- ✓ Distribute cookies and rewards to girls promptly
- ✓ Keep and maintain accurate program records for the troop

**Follow best inventory practices:**

- ✓ Order one weekend's worth of cookie booth cookies at a time.
- ✓ Communicate current troop inventory to troop girls and parents/caregivers frequently. As needed, create a plan for how the troop can work together to sell extra inventory. This could include scheduling more cookie booths or an additional walkabout.
- ✓ Work with your service unit cookie program coordinator (SUCPC) early if your troop has extra inventory. They can assist you with finding other local troops to do troop to troop transfers of inventory or suggest additional ways of selling inventory.

**Financial Responsibility**

As Troop Cookie Program Coordinator (TCPC), by signing this form I agree that all product and girl rewards received by me during the Cookie Program are my responsibility. I accept that I am personally liable for all monies, products and girl rewards received by me or on my behalf, whether or not said monies, products and girl rewards are lost or stolen. I further agree that I am financially responsible and personally liable for all costs and attorneys' fees associated with the pursuit of collection of any monies, products and girl rewards by me or on my behalf. I understand that if I am unable to meet the above requirements, I will not be asked to return in this volunteer capacity.

SU Name/Number	Troop Number
Print Name	Signature
Address	Phone
Email	Date

**For Product Pickup Authorization Only**

\_\_\_\_\_ has authorization to receive product on behalf of Troop \_\_\_\_\_ for the 2020 Girl Scout Cookie Program. The named troop accepts financial responsibility for all products received and understands that no product may be returned and no shortages will be replaced.

Signature: _____	Signature: _____
Troop Cookie Program Coordinator	Authorized Volunteer