

**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 daily
- ✓ Computer access to eBudde — non-mobile device needed for full functionality
- ✓ Organized and attentive to deadlines

**What you'll do:**

- ✓ Complete training, review printed guide, and read eBudde emails to stay up to date on program requirements and deadlines.
- ✓ Present the opportunity to participate in the 2022 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 January 25, 2022 at noon.
  - ▶ Allocate cookies and submit final reward order in eBudde by March 22, 2022 at noon.
- ✓ 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 utilizing Digital Cookie or 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 help you find other local troops to do troop-to-troop transfers of inventory or suggest additional ways of selling inventory.
- ✓ Distribute cookies and rewards to girls promptly.
- ✓ Give receipts to parent/caregiver anytime cookies are distributed, or money is collected.
- ✓ Keep and maintain accurate program records for the troop.

**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 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**

Authorized volunteer \_\_\_\_\_ has authorization to receive product on behalf of Troop # \_\_\_\_\_ for the 2022 Girl Scout Cookie Program. The named troop cookie coordinator accepts financial responsibility for all products received and understands that no product may be returned, and no shortages will be replaced.

 Signature: \_\_\_\_\_  
Troop Cookie Program Coordinator

 Signature: \_\_\_\_\_  
Authorized Volunteer