



**TROOP COOKIE MANAGER**  
Position Description and Agreement

**POSITION SUMMARY:** Manage Girl Scout Cookie Program for the troop  
**TERM:** One year, may be re-appointed  
**APPOINTED BY:** Troop Leader  
**RESPONSIBLE TO:** Service Unit Cookie Manager

**QUALIFICATIONS:**

- Must be a registered member of GSUSA and accept the Girl Scout Promise and Law
- Express enthusiasm and a positive attitude in working with girls and parents in the troop
- Support GSCSNJ goals and objectives, procedures and guidelines
- Must have internet access
- Must be able to work with people, handle money and maintain accurate records
- Must be organized and detail oriented
- Owes no outstanding balance to GSCSNJ

**RESPONSIBILITIES:**

- Download and utilize the GSCSNJ Cookies Team App
- Be assigned as the “Troop Program Manager-Cookies” in your MyGS account
- Attend cookie training given by Service Unit Cookie Manager
- Confirm with Troop Leader that the required ACH Authorization form has been completed
- Train girls and parents on Cookie Program procedures and guidelines
- Enter initial cookie order in Smart Cookies by December 10, 2021
- Coordinate the pick-up of initial troop cookie order from the Service Unit delivery site or mega drop
- Maintain open lines of communication with Troop Leader and Service Unit Cookie Manager, sharing results (troop proceeds, amount due Council, rewards earned) of the Cookie Program
- Transfer packages of cookies sold to girls within Smart Cookies throughout Cookie Program
- Account for every exchange of cookies and money between you and girls/parents by providing receipts and keeping a copy for your records. All receipts must be signed by both parties (troop and parent)
- Frequently deposit all payments received from girls into troop account to ensure funds are available for ACH withdrawals
- Submit Troop Recognition Order through Smart Cookies by April 1, 2022
- Immediately inform Service Unit Cookie Manager of any erroneous transactions within Smart Cookies
- Prepare all reports and submit paperwork according to scheduled deadline
- Report parent delinquencies to Council by providing the proper documentation and delinquency paperwork by April 1, 2022

**POSITION AGREEMENT**

I understand and accept my role as Troop Cookie Manager. GSCSNJ reserves the right to seek the services of a collection agency and/or pursue legal action against me if I do not pay the outstanding balance owed to GSCSNJ. I agree to pay GSCSNJ for all cookies received and deposit all funds for the money owed into the troop account ensuring that funds will be available for the scheduled ACH withdrawals.

**Please sign the agreement below and keep a copy for your records.**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Troop# Service Unit

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Primary Phone Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date