



TROOP COOKIE MANAGER POSITION DESCRIPTION AND AGREEMENT

Girl Scouts of Nassau County, Inc.
110 Ring Road West
Garden City, New York 11530-3296
Telephone (516) 741-2550
Fax (516) 741-2207
www.gsnc.org

TITLE: Troop Cookie Manager

PURPOSE: To ensure the operation of the annual Cookie Program within the troop.

- QUALIFICATIONS:**
- Ability to work with adults and girls and adhere to deadlines.
 - Willingness to complete the Girl Scout Adult application/registration process.
 - Accuracy in record keeping and handling of money.
 - Willingness to take training.
 - Knowledge of computer and internet a plus.

- RESPONSIBILITIES:**
- Attends a training meeting conducted by the Association Cookie Chair.
 - Conducts cookie goal setting and training for girls during a troop meeting.
 - Obtain signed permission slip for each girl.
 - Promote girl order taking walkabouts and booth sales.
 - Receives girls' orders, prepares Troop Cookie Order and enter them online.
 - Receives cookie delivery and distributes cookies to girls, including additional orders.
 - Keeps an accurate record of all online and paper transactions.
 - Collects cookie money from girls, and immediately inform Association Cookie Chair and Troop Leader of any problems with collection of money owed.
 - Assist in the follow-up on all unpaid cookie accounts.
 - Makes bank deposits regularly as collected into Council Bank Accounts. Forward validated deposit slips to Council throughout sale.
 - Completes all report forms and give to Association Chair.
 - Order, receive and distribute incentives promptly to the girls.

APPOINTED BY: The troop leader.

ACCOUNTABLE TO: The Association Chair or the assigned Field Director (if the Association does not have a Chair).

LENGTH OF APPOINTMENT: One year.

In the event that I do not receive full payment from the girls/parents, ***I understand that I need to submit to the Association Cookie Chair a list of unpaid girls account and attach the girls' signed permission forms.*** If I fail to provide Girl Scouts of Nassau County with the names of those who owe payment, I understand that I will be responsible for the outstanding cookie payment due. In the event of non-payment, I understand that Girl Scouts of Nassau County reserves the right to initiate collection procedures by its designated agent, including civil suit and criminal prosecution on delinquent accounts. I further understand that all costs associated with the above mentioned collection process, including collection and/or attorney fees incurred, will be my responsibility.

Troop Cookie Manager's signature

Date

Print name – Troop Cookie Manager

Day phone/Evening phone

Street number

City/State/ZIP

E-mail address

white: GSNC copy

Association and Troop #

canary: Association Chair copy

pink: TCM copy