



2018 Cookie Program

Troop Cookie Manager Responsibilities

Requirements

- Be a registered River Valleys volunteer, and demonstrate the Girl Scout Promise and Law in your actions.
- Read and understand the Troop Cookie Manager Guidebook. Contact your service unit cookie manager or Product Sales at girlscouts@girlscoutsrv.org with any questions.
- Follow all policies and meet all deadlines.
- Deposit money promptly and frequently into your troop's bank account (River Valleys advises weekly deposits).
- Ensure your troop pays for all cookies received as indicated in Smart Cookies. When you pick up cookies, the troop assumes financial responsibility for the cookies.
- Read the Cookie Press eNewsletter and emails from council.
- Treat service unit cookie managers respectfully at all times—they are volunteers just like you.

Essential Functions

Before the sale

- Attend the in-person training provided by your service unit cookie manager. If you are a new troop cookie manager, you must also complete online training found on Volunteers.GirlScoutsRV.org. Returning troop cookie managers who are unable to attend the in-person training must complete the online training.
- Complete the online ACH Authorization form and enter your troop's bank account and routing number in Smart Cookies.
- Set the final family cookie return date. You must fill in this date on the Family Cookie Responsibility Forms.
- Hold a cookie business meeting and obtain a signed Family Cookie Responsibility Form for each girl selling.

During the sale

- Maintain consistent communication with your service unit cookie manager regarding cookie inventory.
- Ensure troop information in Smart Cookies is accurate and up-to-date throughout the sale (allocate cookies to girls, confirm transactions are correct, and submit girl rewards order).
- Establish a weekly cookie pickup schedule with families and communicate with them often.
- Manage the troop's inventory: cookie orders, weekly cupboard pickups, and distribution.
- Collect 50 percent or more of money due from families prior to distributing additional cookies.
- Maintain accurate records of inventory and money transactions with families by collecting signed receipts.
- Coordinate troop Cookie Program activities such as booths, cookie donation program(s), etc.
- Ensure girls and adults understand good and bad cookie booth behaviors and are behaving properly.

After the sale

- Collect all remaining money due from families and deposit money into your troop's bank account on time. Submit Collection Problem Reports, if necessary.
- Distribute rewards to girls in a timely manner.
- Keep troop records (cupboard receipts, bank receipts, etc.) until December 31, 2018.

I have read, and agree to abide by, the policies and procedures above. I understand I am financially responsible for cookies taken into my troop's possession, and agree to pay promptly.

Name: _____ Troop number: _____ Date: _____

Signature: _____