

## Troop Cookie Coordinator Position Agreement

**Appointed by:** Troop Leader

**Reports to:** Service Unit Coordinator

**Term of Service:** One Year

**Accountability:** Conducts the Cookie Program with the troop

**Qualifications:**

- Must be a registered Girl Scout
- Must be responsible with money
- Ability to keep records, complete forms, and submit forms on time
- Ability to conduct training for the troop

**Responsibilities:**

- Attend service unit training
- Receive materials and distribute at training(s)
- Collect signed permissions forms
- Complete troop initial order by January 19, 2026
- Complete Planned orders and Operation Cookie Share orders on schedule
- Collect and deposit money into troop account by March 6, 2026 for first ACH withdrawal (ACH #1 on March 10, 2026)
- Collect and deposit money into troop account by March 19, 2025 for second ACH withdrawal (ACH #2 on March 24, 2026)
- Submit Outstanding Balance Form(s) (as necessary), Parent Permission Forms, and cookie receipt books to the service center by April 9, 2026
- Collect and deposit all remaining money into troop account by April 10, 2026 (final ACH on April 14, 2026)
- I accept responsibility for all unsold cookies and payment for these cookies by the due date.
- I accept responsibility for all cookies sold and the monies received from parents.
- I understand that Girl Scout Cookie Program proceeds are troop and council profits and cannot be retained for personal use.
- **I understand the GSCI will not accept any returns of unsold cookies by the troop.**

*Please sign and return to your Service Unit Coordinator or GSCI staff member at the conclusion of training.*

## 2026 Girl Scout Cookie Program

### Responsibility Agreement

I agree to all that is stated above & that all products & monies received by me during the 2026 Girl Scout Cookie Program will be completed on schedule & turned in as directed.

**Name**\_\_\_\_\_ **Phone#**\_\_\_\_\_

**Address**\_\_\_\_\_ **Service Unit**\_\_\_\_\_

**City**\_\_\_\_\_ **Zip**\_\_\_\_\_ **Troop#**\_\_\_\_\_

**Date of Birth**\_\_\_\_\_ **Email**\_\_\_\_\_

**Signature**\_\_\_\_\_