

## 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 area training
- Receive materials and distribute at training(s)
- Collect signed permissions forms
- Complete troop initial order by January 14, 2020
- Complete Planned orders and Operation Cookie Share orders on schedule
- Collect and deposit money into troop account by February 21, 2020 for first ACH withdrawal
- Collect and deposit money into troop account by March 12, 2020 for second ACH withdrawal
- Submit Outstanding Balance Form(s) (as necessary), Parent Permission Forms, and cookie receipt books to the service center by April 1, 2020
- Collect and deposit all remaining money into troop account by April 3, 2020
- I understand the GSCI will not accept any returns of unsold cookies by the troop.
- 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.

***Please sign and return to your Service Area Unit Coordinator at the conclusion of training.***

### 2020 Girl Scout Cookie Program

**Responsibility Agreement**

I agree to all that is stated above and that all products and monies received by me during the 2020 Girl Scout Cookie Activity will be completed on schedule and turned in as directed.

**Name** \_\_\_\_\_ **Phone#** \_\_\_\_\_  
**Address** \_\_\_\_\_ **Service Unit** \_\_\_\_\_  
**City** \_\_\_\_\_ **Zip** \_\_\_\_\_ **Troop#** \_\_\_\_\_  
**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_  
**Email** \_\_\_\_\_