girl scouts
of eastern missouri

Troop Cookie Manager Role Description

Purpose: To promote and coordinate the annual Girl Scout Cookie Program in a Girl Scout troop

Accountability: Appointed by the Troop Leader; accountable to Neighborhood Cookie Manager

Department: Product Programs

Term: One year, renewable at the discretion of the Troop Leader

Responsibilities:
- Complete required Council Troop Cookie Manager training each year while in this position
- Receive and distribute cookie materials to girls/families in troop
- Adhere to the established guidelines and deadlines regarding submission of orders, paperwork, product delivery, rewards and payment as established in the current program year, including reading program update messages
- Promote the Cookie Program, importance and benefits to troop leaders, girls and parents/caregivers
- Become familiar with and use eBudde and Digital Cookie technologies and promote Digital Cookie usage to girls/families
- Collect money for product ordered from girls/families and from cookie booths and make regular deposits in troop bank account
- Maintain responsibility for all product and payments during the Cookie Program and complete receipts for every financial and product transaction
- Reserve (or designate another adult) to reserve council-scheduled and/or troop-scheduled cookie booths
- Place and pick up (or designate another trusted adult) pending cookie cupboard orders for additional cookies for the troop
- Complete a Late Payment Report by deadline for all adults who have an unpaid balance; be responsible for any unpaid balance for those adults if a report is not submitted
- Provide Cookie Program support to girls and families, responding to communication in a timely manner
- Distribute cookie rewards to girls in a timely manner

Qualifications:
- Meet GSUSA adult membership requirements, including current membership and current approved background check
- No current "No Funds Handling" restriction and good financial standing with Girl Scouts of Eastern Missouri
- Commit to speak and act in a manner consistent with the Girl Scout Mission, Promise and

Law
- Knowledge of the Girl Scout program, Safety Activity Checkpoints, Volunteer Essentials and an understanding of the general philosophy of Girl Scout money-earning
- Access to a computer and the Internet and can use technology to communicate, process information and maintain records; must opt in to receive eBudde and GSEM communications

Training Required:
- Troop Cookie Manager Training (annual)
- Assigned eBudde and Digital Cookie training modules
- CloverGo onboarding (one time, optional)