



GIRL SCOUTS OF SUFFOLK COUNTY

(631) 543-6622 • www.gssc.us

Troop Cookie Manager

JOB DESCRIPTION

Appointed by Troop Leader, and works under the direction of the Service Unit Cookie Manager.

General Responsibilities:

**• MUST BE A REGISTERED MEMBER OF THE GIRL SCOUTS
AND SIGN THE AGREEMENT BELOW IN ORDER TO HANDLE THE TROOP'S MONEY.**

- Works closely with Troop Leader and keeps her informed on all matters. Coordinates with Troop Leader the plans for direct sale, catch-up orders and booth sales.
- Attends training meeting for Troop Cookie Managers as scheduled by the Service Unit Cookie Manager (SUCM).
- Delivers and explains sales aids and sale procedures to troops' girls (only registered troops sell cookies).
- Obtains signed parent permission slip for each girl in the troop.
- Places troop order on order form T-2A and gives to the S.U. Cookie Manager.
- Submits to S.U. Cookie Manager the troop's request for a Cookie Booth Sale and follows S.U. Trip Procedures.
- Sees that girls receive cookies promptly and sign for them on troop worksheet.
- Sees that time schedule of Cookie Campaign is followed.
- Accepts responsibility for and sees that product and money are handled properly: received, recorded, deposited and registered in accordance with procedures provided.
- Sees that all records are kept in accordance with procedures, checked for accuracy and turned in to S.U. Cookie Manager at the scheduled time. Don't throw away any paperwork.
(REMEMBER, YOUR DEPOSIT SLIPS ARE THE ONLY PROOF THAT THE COOKIE BILL HAS BEEN PAID).
- Completes Outstanding Cookie Account forms for any individuals owing money and forwards to either Council Headquarters, Riverhead office or Camp Edey Welcome Center with required paperwork.

I agree to serve as Troop Cookie Manager, accepting all responsibility for product and money for:

Troop # _____ of Service Unit # _____ Date _____

Name _____ Home Phone _____ Work Phone _____

Address _____ Town _____, NY Zip _____

Signature _____ E-mail _____