

## **Volunteer Position Description** **Troop Cookie Chair**

The Troop Cookie Chair organizes and oversees the Girl Scout Cookie Program for the troop, in coordination with the troop leaders(s) while taking into account any Girl Scout-led decisions. The Troop Cookie Chair receives support from the Service Unit Cookie Coordinator and Girl Scouts of Northern Illinois' (GSNI) Product Program Team.

The Troop Cookie Chair should be comfortable with keeping accurate inventory and financial records, using program software, and communicating with Girl Scouts and parents in the troop to effectively organize and implement the program.

### **Responsibilities:**

- Promote participation of Girl Scouts in the Cookie Program. Encourage understanding of benefits of program participation, including essential life skills, financial literacy, and entrepreneurial mindset.
- Complete required troop trainings for Cookie Program annually.
- Collect [Product Program Permission/Financial Responsibility form \(Spanish\)](#) from each Girl Scout's parent(s)/care giver(s).
- Plan, organize and implement Cookie Program for troop. Complete requirements by deadlines.
- Communicate program details, procedures, and deadlines to Girl Scouts and parents in troop.
- Keep accurate inventory and understand transactions in eBudde and Digital Cookie systems. Enter/review in eBudde all paper order card Initial Orders, submit by deadline. After Initial Order, enter additional cookies sold by and distributed to Girl Scouts for additional sales, Digital Cookie girl delivery orders, and cookie booths. Utilize receipts when distributing cookie packages.
- Keep accurate financial records. Utilize eBudde to record payments. Utilize receipts when collecting money.
- Collect cash and checks for in-person transactions and deposit in troop account in a timely manner in preparation for payment to council through ACH sweeps.
- Manage the troop's funds in accordance with all policies and procedures of GSUSA and GSNI. Provide receipts and financial records to troop leader at the end of the program.
- Pick up Initial Order from Service Unit delivery on designated date/time and distribute to the Girl Scouts in your troop; parent signature required. Remind Girl Scouts to distribute to customers in a timely manner.
- Transport and store cookies in a clean, smoke/odor-free environment.
- Reserve Council Booths or enter Troop Booth requests for approval in eBudde.
- Pick up rewards from the Service Unit Cookie Coordinator and distribute to Girl Scouts.
- Attend service unit volunteer meetings regularly and ensure troop representation.

### **Additional Requirements:**

- Be a registered adult member of Girl Scouts of the USA (GSUSA) for the current membership year of the program.
- Have a Girl Scouts of Northern Illinois (GSNI) background check on file.
- Completed required training(s) as assigned and provided by GSNI and GSUSA.
- Have knowledge of Girl Scouting, including Safety Activity Checkpoints and council policies.
- Be guided in all actions by the Girl Scout Mission, Promise and Law.
- Remain informed about and comply with current policies, procedures, and guidelines of GSNI and GSUSA.

Troop # \_\_\_\_\_ Level \_\_\_\_\_ Service Unit \_\_\_\_\_ # of Girl Scouts in Troop \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

E-Mail Address \_\_\_\_\_ Mobile Phone \_\_\_\_\_

**As a Troop Cookie Chair, I agree to the above responsibilities.**

Signed \_\_\_\_\_ Date \_\_\_\_\_