

**Volunteer Position Description/Agreement**  
**Troop Cookie Chair**

**Term:** A one-year term that is renewable upon successful completion of a year-end review.

**Summary:** The Troop Cookie Chair organizes and oversees the Cookie Program throughout the year to include Girl Scout-led decisions.

**Reports to:** Service Unit Cookie Coordinator

**Support:** Service Unit Team, GSNI Product Program Department

**Benefits:** Strengthen Leadership Skills, Increase Management Skills, Enhance Business Skills

**Responsibilities:**

- Promote participation of Girl Scouts in the Cookie Program. Encourage understanding of benefits of program participation, including practical life skills, financial literacy, and entrepreneurial mindset.
- Complete required troop trainings for Cookie Program annually.
- Collect Product Program Permission/Financial Responsibility form from each Girl Scout's parent/care giver.
- Plan, organize and implement Cookie Program for troop. Complete requirements by deadlines.
- Communicate program details, procedures, and deadlines to Girl Scouts and parents/care givers 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 product.
- 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 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 Administrator/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 earning in the troop.
- Attend service unit volunteer meetings regularly and ensure troop representation.

**Qualifications:**

- **Personal Integrity:** Demonstrate dependability, honesty, and credibility.
- **Adaptability:** Adjust, modify own behavior, and remain flexible and tolerant in response to changing situations and environments, unexpected obstacles, or diverse people expressing different perspectives, needs or demands.
- **Oral/Written Communication:** Express ideas and facts clearly and accurately.
- **Fostering Diversity:** Understand, respect, and embrace differences.
- **Computer Skills:** Access to e-mail and the Internet.

**Additional Requirements:**

- Must be at least 18 years of age.
- Be guided in all actions by the Girl Scout Mission, Promise and Law.
- Experience in education and/or adult education is a plus.
- Must be a registered member of Girl Scouts of the USA (GSUSA) and have a Girl Scouts of Northern Illinois (GSNI) background check on file.
- Must have knowledge of Girl Scouting, including Safety Activity Checkpoints and council policies.
- Remain informed about and comply with the most current policies, procedures, and guidelines of GSNI and GSUSA.
- Must complete required training as assigned and provided by GSNI and GSUSA.

Troop # \_\_\_\_\_ Level \_\_\_\_\_ Service Unit \_\_\_\_\_

Number of Girls in Troop \_\_\_\_\_ Number of Girls Participating in the Program \_\_\_\_\_

Name \_\_\_\_\_

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

E-Mail Address \_\_\_\_\_

Mobile Phone \_\_\_\_\_ Other Phone \_\_\_\_\_

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

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