

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 unit training
- Receive materials and distribute at training(s)
- Collect signed permissions forms
- Complete troop initial order by January 14, 2025
- Complete Planned orders and Operation Cookie Share orders on schedule
- Collect and deposit money into troop account by February 28, 2025 for first ACH withdrawal (ACH #1 on March 4, 2025)
- Collect and deposit money into troop account by March 13, 2025 for second ACH withdrawal (ACH #2 on March 18, 2025)
- Submit Outstanding Balance Form(s) (as necessary), Parent Permission Forms, and cookie receipt books to the service center by April 3, 2025
- Collect and deposit all remaining money into troop account by April 4, 2025 (final ACH on April 8, 2025)
- 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.
- **I understand the GSCI will not accept any returns of unsold cookies by the troop.**

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

2025 Girl Scout Cookie Program

Responsibility Agreement

I agree to all that is stated above & that all products & monies received by me during the 2025 Girl Scout Cookie Program will be completed on schedule & turned in as directed.

Name _____ **Phone#** _____

Address _____ **Service Unit** _____

City _____ **Zip** _____ **Troop#** _____

Date of Birth _____ **Email** _____

Signature _____