The Troop/Group Cookie Chair works directly with girls and adults in the troops/group to train them, and to order and distribute cookie materials and products. This position requires good organizational skills, keep accurate records of transactions of all troop/group money and coordinates booth sales within the troop/group. The Troop/Group Cookie Chair is appointed for a one-year term that is renewable upon completion of favorable evaluation processes. The Troop Cookie Chair receives support, guidance, and encouragement from the Service Community Cookie Chair.

Responsibilities:
• Ensure that all girls are registered and have a signed Parent Permission Form prior to sale
• Train troop/group girls and adults in all aspects of the cookie program
• Ensure troop/group ACH information has been entered in Smart Cookies
• Allow every girl the opportunity to participate in the cookie program to meet their goals and learn the 5 business skills
• Distribute cookie program materials to all members of troop/group
• Order and distribute cookies to all troop/group members based on requests
• Keep accurate records of transactions with troop/group and monies deposited by troop/group
• Submit original orders & reports to SC Cookie Chair by due date; follow-up with troop/group members that are delinquent with reports and/or money
• Provide information to assist the Service Community and GSC in collecting delinquent accounts
• Contact Service Community Cookie Chair to exchange cookies between troops/groups
• Sign up for booth sales through Service Community. Coordinate with troop/group parents to fill your troop/group booth slots
• Troops must have at least one registered, paid membership, adult at each booth
• All adults that participate in booth sales must be background checked and registered member of GSC
• Ensure accuracy in Smart Cookies and final paperwork
• Meet all cookie deadlines
• Distribute recognitions in a timely manner

Qualifications:
• Must be a registered member of Girl Scouts of the USA and have an eligible background check on file with GSC renewed every three year
• Supports Girl Scouts of Citrus Council’s GIFTs for Girls Campaign
• Must Opt-In to emails, phone calls and texts
• Strong communication and organization skills, with a strong ability to express ideas and facts clearly and accurately
• Access to computer and knowledge of use
• Access to email and the internet with Microsoft suite knowledge

Signature:

Name:  
Date:  

Email:  
Phone:  