



Girl Scouts of Citrus Volunteer Position Troop/Group Cookie Chair Agreement

Service Community:

Troop Number:

Service Community Cookie Product Chair
(Volunteer Contact)

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: