

Girl Scouts of New Mexico Trails, Inc.

Troop Cookie Manager Agreement

Position Title: Troop Cookie Manager

Term: One Sale (December through May)

Appointed by: Troop Leadership Team and approved by the Service Unit Product Sales Manager (SUPSM)

Accountable to: Troop Leader, Service Unit Product Sales Manager and the Council Product Sales Manager

Purpose: Organizes and facilitates the product sale for the troop.

VOLUNTEER MUST COMPLETE AND SUBMIT THE VOLUNTEER APPLICATION AND CONSENT FOR RELEASE OF INFORMATION FOR BACKGROUND CHECK AT LEAST 1 MONTH PRIOR TO THE SALE.

Principal duties and responsibilities of the position:

1. Plan and conduct a safe, fun, and successful Cookie sale.
2. Guide girls as they make plans and set goals to carry out their planned activities.
3. Follow *Safety-Wise* Standards 28, 29, 30, 31 and guidelines for Council Sponsored Product Sales.
4. With troop leader, conduct training for girls and parents/guardians on the process and guidelines.
5. Follow all Booth Sale rules! Rules may be found on GS-nmtrails.org website at the start of the sale.
6. Discuss and encourage teamwork, leadership, communication skills, and money management with girls.

Fulfill administrative duties throughout the sale.

1. Attend the **REQUIRED** training conducted by the Product Sales Manager.
2. Stress to each parent that once received, product cannot be returned/exchanged with the troop or the council.
3. Collect girls' order cards, prepare troop order, and forward troop's order to the SUPSM by February 10.
4. Communicate with Troop Leader about order and any issues that may arise during the sale.
5. Pick up troop's order and distribute to girls. Obtain signature from parent for receipt of any product.
6. Attend troop meeting(s) to collect payments. Deposit monies as soon as possible after receiving.
7. Have parents/guardians initial money envelope and the Troop Manager's paperwork.
8. Ensure SU number and Troop number is written in ink on the deposit slip **before** the deposit is made.
9. Deposit Council proceeds into the Council designated product sales bank account **on or before March 31st**.
10. Ask bank for extra copies of each slip for YOUR records.
11. Submit Awards Order and both **pink and yellow validated** deposit slips to your SUPSM no later than **March 31st**.
12. Provide detailed documentation for anyone with an outstanding balance.
13. Pick up incentives from SUPSM and see that they are promptly dispersed to your troop.
14. See that all Troop Cookie proceeds and records are promptly turned over to Troop leadership.
15. Notify the Service Unit PS Manager if questions or concerns arise or if you're unable to complete duties as required.
16. If Service Unit PSM is unavailable, contact the Council Product Sales Manager at 505-343-1040, ext 3203.

Statement of Responsibility- 2008 Product Sale

I agree that all products and monies received by me during the 2008 Product Sale are my responsibility. I agree to accept responsibility for ensuring that all troop/group records are submitted to the Service Unit Product Sales Manager (SUPSM) on or before March 31, 2008. In the event of failure to remit the funds on time, I understand that I am liable for the amount not remitted, plus all collection costs, interest and attorney's fees expended by Girl Scouts of New Mexico Trails, Inc. for the collection of this debt.

Troop Cookie Manager's Name: _____ Troop #: _____
 Address: _____ SU Name or # _____
 City/State/Zip: _____ Email Address: _____
 Home Phone: _____ Work Phone: _____ Cell Phone: _____
 Drivers License Number _____ State Issued _____

I have read and I understand the responsibilities for the Troop Cookie Manager position and agree to fulfill these duties to the best of my abilities.

 Signature of Troop Cookie Manager Date

 Signature of SUPSM/SUM Date

Qualifications:

- Willing to dedicate time needed to conduct the Troop Cookie Sale.
- Willing to become a registered Girl Scout.
- Ability to work with money and numbers.
- Ability to keep detailed records.
- Ability to communicate and cooperate with girls and adults from diverse backgrounds.
- Ability to meet deadlines.
- No outstanding debt with any Girl Scout Council.

Original must be turned in to Council prior to start of the 2008 Cookie Sale