



Girl Scouts – North Carolina Coastal Pines, Inc.
6901 Pinecrest Road, Raleigh, N.C. 27613
919-782-3021 or 800-284-4475

VOLUNTEER POSITION DESCRIPTION

2012 Troop Cookie Manager (TCM)

DUTIES AND RESPONSIBILITIES:

Provide training, information, support, and direction to families and girls in troop throughout the Cookie Sale following the guidelines outlined in the *Troop Reference Guide*.

Before Sale Begins (January 7, 2012)

- Register as a 2011-2012 member of Girl Scouts - North Carolina Coastal Pines and complete the Background Check process.
- Successfully complete Troop Cookie Manager training. Review *Cookie Gram* and *Troop Reference Guide* and be familiar with troop's opportunities and responsibilities for 2012 Cookie Sale Program.
- Complete, sign, and turn in Troop Cookie Manager Volunteer Agreement.
- Provide cookie sale training to girls and parents.
- Work with Troop Leader(s) and girls to set cookie sale goals.
- Return or verify that signed G-1 Parent Permission Slips have been turned in to Girl Scouts – North Carolina Coastal Pines for each troop member participating in the 2012 Cookie Sale.
- Ensure that all girls participating in the cookie sale, and any parents handling money on behalf of the troop, are registered with Girl Scouts - North Carolina Coastal Pines.

During Cookie Sale:

- Obtain an adult signature each time cookies or money are received, distributed or exchanged with girls, parents, and/or other troops using forms provided by council.
- Manage troop cookie inventory and account for all cookies received by troop and distributed to girls or taken to cookie booths.
- Manage troop cookie money; collect and deposit cookie payments from girls and cookie booths and retain deposit receipts. Submit troop payment for at least 50% of troop's initial order by 2/28/12.
- Distribute cookies and materials, including order cards and recognitions, to girls in a timely manner.
- Order and pick up troop's initial cookie and recognition order by dates outlined in *Troop Reference Guide*. Order and pick up additional cookies for troop as needed. Always count and check cookies before signing for them. Sign only for exactly what you receive. Do not accept damaged cases.
- Enter cookie sale data in *snap!* by dates outlined in *Troop Reference Guide*.
- Follow established county/area booth procedures for reserving cookie booths on behalf of troop.

By March 15, 2012:

- Collect remaining cookie money from girls and booth sales and deposit it promptly in troop account.
- Enter accurate and complete cookie data in *snap!* and submit troop's final cookie payment and reports to Area Cookie Manager.

At Conclusion of Sale:

- Provide Troop Leader with copies of all cookie sale records by March 30, 2012.
- Retain records and receipts of all cookie sale transactions until March 30, 2013.

Girl Scouts of the USA Mission: "Girl Scouting builds girls of courage, confidence, and character who make the world a better place."



VOLUNTEER AGREEMENT

2012 Troop Cookie Manager (TCM)

- I received a copy of the 2012 Troop Cookie Manager Volunteer Position Description and am able to fulfill the duties of this position.
- I understand that it is in my and my troop’s best interest, and that it is my responsibility, to obtain an adult signature *each time cookies and/or payment are received or given to girls, parents, and/or other troops.*
- I will submit complete and accurate cookie sale data and/or reports and will ensure that our troop makes cookie payments by the dates outlined in the *Troop Reference Guide*. I understand that my troop is responsible for paying at least 50% of our initial order, including cookies ordered for Super Bowl cookie booths, by February 28, 2012, and that our entire cookie bill must be paid by March 15, 2012.
- I understand that once signed for, Girl Scout cookies cannot be returned to warehouses, cupboards or the council and I will communicate this to the girls and parents in our troop.
- I will be accountable for all cookies and cookie money received for our troop. ***I understand that if our troop cookie bill is not paid in full by March 15, 2012 I must provide adequate documentation of who owes cookie money to the troop, and that if I cannot provide such documentation, I am liable for the outstanding balance, including collection fees, interest, and attorney’s fees incurred in the collection of the unpaid balance.***

Name (Print):		Date:	
Signature:			
Troop Number:	County:	Area:	
Home Phone:	()	Work Phone:	()
Cell Phone:	()		
Email Address:			
Street Address (no PO Boxes):			
City:		ZIP:	
Driver’s License # OR SSN:		State of License:	
Employer:			
Address:			