



Troop Cookie Manager Agreement Form

Thank you for volunteering to be your troop’s Cookie Manager! It’s an important job because you’re helping girls take part in the world’s largest girl-run business...the Girl Scout Cookie Program. We can’t wait to share some tips & tricks to help you and your girls have the best sale ever! Our girls love to plan their own experiences and set fun goals. With your help and guidance, they will be successful and create some great memories at the same time. Please take a moment out of your busy schedule to read through these guidelines, sign the form and return it to your Service Unit Cookie Manager so that you and your girls can GO FOR BOLD!!

Yours in Girl Scout Friendship,
Janet Barnes, Judy Schlemm & Michele Darling
Your GSNNJ Product Sales Team



Troop Cookie Manager Responsibilities:

- Distribution and explanation of all Cookie Program materials to girls and parents within a troop.
- Maintenance of troop information in eBudde; the online ordering system.
- Promote Digital Cookie so girls can enhance their Cookie business with an online program.
- Collect and retain girl permission slips until all money has been collected and cleared.
- Ensure that all girls/adults participating in the Cookie Program are registered with GSUSA.
- Enter all girl orders into eBudde by the assigned deadlines.
- Support the goal of the 2019 Cookie Program.
- Count orders with each parent and retain signed copy of “Girl Sales Record Report”
- Collect money from girls and deposit into your troop’s checking account regularly. Remit amount due (less Troop proceeds) by paying online with your troop checking account. Balance due can be found on the Troop Sales Report on eBudde.
- Keep accurate records of all troop transactions.
- Distribute rewards to girls in a timely manner.
- Notify GSNNJ immediately if you have a family that is delinquent in paying for their order.

Please note: All Troop Cookie Managers must be registered members for the current year.

Sign and return white copy of this form to your Service Unit Cookie Manager. Retain the yellow copy for your records.

2019 Troop Cookie Manager Agreement Form

I have read and understand the responsibilities for the volunteer position of Troop Cookie Manager.
I understand that I am responsible for all cookies and cookie money received by this Troop.
I will keep accurate records of all troop transactions and turn in all reports and money due to GSNNJ on time.
I agree to execute these responsibilities to the best of my ability and to conduct myself in accordance with the Girl Scout Promise and Law.

Service Unit: _____ Troop #: _____

Name: _____ Signature: _____

Phone: _____ Email: _____

****Your email address is used as your login for eBudde; the online ordering system for Girl Scout Cookies.**