



Girl Scout Cookie Program Volunteer Agreement

Thank you for volunteering to be a Girl Scout Cookie Program Manager. Your role in the Girl Scout Cookie Program is crucial to its success. Please review and acknowledge the following qualifications and responsibilities for your role.

Qualifications:

- Must be an active, registered member of GSUSA (Girl Scouts of the USA)
- Must have a current (within 3 years), eligible background check on file with GSNNJ
- Basic computer skills with email access are required

Responsibilities:

- Comply with all GSNNJ policies/procedures.
- Review and model the Code of Conduct for Girl Scout Cookie Program volunteers as outlined below.
- Meet all paperwork and submission dates.
- Verify that all participating girls are registered members of GSUSA and are correctly assigned to your troop.
- Have an open troop checking account that meets all GSNNJ requirements. Deposit sufficient funds to cover ACH withdrawals.
- Educate parents/caretakers in proper program procedures. Ensure that all parents/caretakers submit a girl permission form (found at www.gsnnj.org)
- Distribute and explain all Girl Scout Cookie Program materials to girls and parents within your troop.
- Encourage girls to participate in Digital Cookie.
- Count cookies at the time of delivery and again when distributing cookies to girls.
- Distribute rewards within one week of receipt and report any missing rewards immediately to customercare@gsnnj.org

Code of Conduct

Responsible behavior is a key expectation for girls and adults participating in Girl Scout product programs. Responsible behavior reflects trustworthiness, respect, fairness, caring, and citizenship. By agreeing to the Volunteer Agreement form, you are agreeing to adhere to the following Code of Conduct:

- Remember that I am a role model, my behavior reflects on all Girl Scouts
- Be polite and friendly to customers, fellow Girl Scouts, and volunteers
- Adhere to all sales start and end dates
- Adhere to the set price of all cookies
- Honestly report all initial and final sales numbers in eBudde
- Follow all social media, general safety, and online safety guidelines
- Follow Cookie Booth Rules
- Will not ask another business to place orders or sell cookies for a girl who is not present
- Will ensure all banking information and money is submitted by the deadline
- Will provide kind and supportive guidance and education for fellow volunteers and parents in how to model principles and practices that demonstrate appropriate decision-making and responsibility for our girls

Questions? Email the GSNNJ Customer Care team at customercare@gsnnj.org