

2010 Troop Cookie Manager Contract

Girl Scouts of Silver Sage Council, Inc

1410 Etheridge Lane · Boise, ID 83704 · www.girlscouts-ssc.org
(208) 377-2011 · (800) 846-0079 · Fax (208) 377-0504

Service Unit Number: _____ Troop Number: _____ Name: _____ DL#: _____

Physical Address: _____ City: _____ State: _____ Zip: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

E-mail: _____ Home Phone: _____ Cell Phone: _____

The troop cookie manager coordinates and manages the Cookie Program logistics for the troop. The Troop Cookie Manager reports to the Troop Leader and works closely with the Service Unit Cookie Manager.

Qualifications:

- Register as a member of Girl Scouts of the USA and accept the Girl Scout Promise and Law.
- Successfully complete Girl Scouts of Silver Sage Council background screening.
- Willing to complete training related to the position.
- Willing and able to work with all people without regard to race, color, ethnicity, sex, creed, national origin, ability or socioeconomic status.
- Skilled in using computer applications, navigating the web, and sending and receiving e-mail.
- Ability to maintain accurate records and handle large amounts of money and inventory.
- Strong organizational and communication skills.
- Ability to meet deadlines.

Responsibilities:

1. Assists Troop Leader with Family Meeting.
2. Updates troop and girl settings in eBudde and sets up Cookie Club accounts.
3. Reviews booth sites on eBudde to assist Troop Leader with booth sales planning and scheduling.
4. Collects order cards, distributes Goal Getter cards, calculates totals, enters needed inventory in eBudde, and submits the troop initial cookie and initial incentives order.
5. Works with Service Unit Cookie Manager to schedule pickups from delivery site and makes plan for troop cookie inventory distribution, and any storage as needed.
6. Collects money, issue receipts, and records payments in eBudde.
7. Deposits money in council account, troops account, records deposits in eBudde, and forwards deposit slips to council office.
8. Orders additional cookies as needed for the troop.
9. Records girl sales data in eBudde.

I agree to perform the above responsibilities and agree that the cookies I accept become my financial responsibility and all distribution records must be maintained and submitted appropriately.

Signature of Troop Cookie Manager

Date

Approval of the Appointment: _____

Signature of Troop Leader

Date

Printed Name of Troop Leader

Troop Leader email

