



# COOKIE PROGRAM TROOP PRODUCT MANAGER AGREEMENT

Thank you for volunteering to be a Troop Product Manager for the 2024 GSACPC Cookie Program.

Leader/Cookie Manager \_\_\_\_\_ Leader/Cookie Manager Email \_\_\_\_\_  
Service Unit \_\_\_\_\_ Service Unit Email \_\_\_\_\_  
Troop Number(s) or enter 0 if not affiliated with a troop \_\_\_\_\_

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## Overview of Volunteer Opportunity:

The Cookie Program is an integral part of the Girl Scout Leadership Experience, where girls gain hands-on practice with the five skills linked to leadership and financial literacy: goal setting, decision making, money management, people skills and business ethics.

The volunteer in this position will lead and manage the troop through the Cookie Program. This volunteer will need proficient financial literacy skills with a strong computer aptitude. They must be detail-oriented with the ability to motivate and inspire girls.

## Program Participation Requirements:

- » I am a registered and background checked Girl Scout volunteer.
- » I will ensure all girls selling in the program are registered Girl Scouts.
- » I will model and teach the girls in my troop to live by the Girl Scout Law and Promise.
- » I will attend Cookie Product Program trainings and host parent/guardian meetings.
- » I will adhere to all guidelines listed in the manual or communicated through email and adhere to all deadlines.
- » I will make sure product and Girl Rewards will be accurately assigned to girls in eBudde in a timely manner.
- » I will keep accurate records and issue receipts for all product going out and all money coming in.
- » I will maintain accurate records and keep all transaction receipts organized for one year.
- » I will encourage girls to participate in the Cookie Product Program.
- » I will communicate with troop leaders and parents the following:
  - » A girl must be present when cookies are being sold via booths, door-to-door, etc.
  - » No booting or selling cookies at unauthorized locations such as dispensaries, the Phoenix Open, non-designated GS Superbowl locations, etc, that are not authorized by council.
  - » Complete the Financial Agreement and Parent Permission Form.

## Financial Agreement/ I understand the following:

- » I understand that my troop must have an active council-approved bank account.
- » I understand all money earned is the property of GSACPC.
- » I understand the maximum amount of cookies that can be checked out and unpaid for by a girl is 200 packages at any one time.
- » I understand product cannot be returned to the council.

- » I understand all proceeds earned by a troop member belong to the troop, not the individual girl.
- » I understand I am financially responsible for cookie inventory and collecting money from girls and depositing it into the troop account in a timely manner.
- » I understand I am financially responsible for ALL fees associated with collecting money owed to GSACPC; including but not limited to, attorney and collection fees, court cost and interest that result because of the misuse of Girl Scout funds.
- » I understand that misuse of Girl Scout funds will result in prosecution to the fullest extent of the law.
- » I understand that I am responsible for submitting a Parent/Guardian Outstanding Account Report to the Product Program Team by March 3, listed in the manual or on the website for all parents/guardians who have not paid for cookies by the end of the sale.
- » I understand that if the unfortunate event happens and money and/or products is stolen, like any other theft claim, you will be asked to provide documentation, including a police report. You may be asked about your personal insurance as a good faith measure. This helps validate the claim, the amount of loss and to rule out negligence.

### Critical Success Factors:

- » I will read all emails from the council and Service Unit Product Teams for the most up-to-date information and disseminate that to parents/guardians.
- » I will ensure any volunteer supporting Cookie Program financial responsibilities have signed this agreement.
- » I will abide by the Girl Scout Promise and Law while networking with sister troops.
- » I understand parents decide the amount of product they feel comfortable selling and that girls will not be arbitrarily assigned a number of product that she must sell.
- » By signing/submitting this form, I understand that I am responsible for managing the Cookie Program for my troop and will adhere to all job responsibilities listed above.

Failure to comply may result in the loss of rewards and proceeds to my Girl Scout and/or Troop.

By signing this agreement, I acknowledge that I have read, understand and agree to all responsibilities and requirements listed above. In addition, as a volunteer serving in a Service Team position, I understand that some of my work will involve access to information/records that are considered confidential. I acknowledge my responsibility to respect the confidentiality of all volunteer and troop records, to follow council procedures in order to protect privacy and to act in a professional manner. I further understand that if I am found misusing confidential material or not protecting the privacy of others through my actions, I may be released from my position immediately.

SIGNATURE OF VOLUNTEER \_\_\_\_\_ DATE \_\_\_\_\_

PRINTED NAME \_\_\_\_\_ SERVICE UNIT \_\_\_\_\_

**Thank you for your time and commitment!**