girl scouts
arizona cactus-pine

2027 Cookie Troop Product Manager Agreement (TPM)

Thank you for volunteering to be a Troop Product Manager for the 2027 GSACPC Cookie Program.

First Name

Last Name

Email

GSUSA ID

Service Unit

Service Unit Contact Email

Troop Number(s)
Enter 0 if not affiliated with a troop.

Overview of Volunteer Opportunity

The Girl Scout 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 Girl Scout Cookie Program. This volunteer will need proficient financial literacy skills and 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 training and host a parent/guardian training.
- I will adhere to all guidelines listed in the manual or communicated through email and adhere to all deadlines.
- I will ensure that 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:
    - The parent or guardian of each girl selling has signed and submitted the Financial Agreement and Parent/Guardian Permission Form.
    - A girl will be present when cookies are being sold via booths, door-to-door, etc.
    - No boothing or selling cookies at unauthorized locations such as dispensaries, the Phoenix Open, etc. that are not authorized by Council.

Financial Agreement

- 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 number of cookie packages that can be checked out and unpaid for by a girl is 200 packages at any one time. I will be responsible for anything above that amount.
- 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 the due date, 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 an unfortunate event happens and money and/or products is stolen, like any other theft claim, I will be asked to provide documentation, including a police report. I 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 Girl Scout 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.

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Signature

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