girl scouts of southeastern new england

Troop Leader/Troop Cookie Manager Agreement
2026-2027 Cookie Program

Complete and return to SU Product Program Coordinator at SU Training

Name_____**Troop#**_____

Email_____

Accountable to: Troop Leader, Service Unit Product Program Coordinator, and Council Product Program Department

Time Commitment: Primarily January thru March. Final Payment due April 3rd. Recognitions arrive May-June. Occasional communications throughout the year.

Functions: Manage troop participation in the Cookie Program. Encourage participation of all currently registered Girl Scouts to incorporate the Cookie Program as a meaningful part of the Girl Scout leadership development program. Work with the Troop Leader and PPC by promoting, coordinating, and conducting troop Cookie Program activities.

Duties and Responsibilities:

- Attend your service unit Cookie Program training provided by your PPC. Each troop needs two registered adults to work together on the cookie program.
- Provide Cookie Program training for Girl Scouts and their families, including GSUSA safety guidelines, council procedures, program activities, goal setting, customer service, courtesy, and respect for customers and each other.
- Verify that all Girl Scouts participating are registered and have submitted a signed *Family Adult Permission and Responsibility form* **before** distributing the order card. Keep agreements in your records. The troop assumes financial responsibility for Girl Scout debt if unpaid AND the troop does not have the signed permission and responsibility form (paper or online).
- Distribute Cookie Program materials to Girl Scouts and caregivers.
- Maintain close communication with Girl Scouts, caregivers, troop leader, and PPC throughout the program.
- Collect, check for accuracy, and enter troop orders throughout the program and/or by the specified date and encourage continued order taking.
- Coordinate pick up of troop cookie orders from the appointed delivery station and/or cupboards and distribute to the troop as needed throughout the sale.
- Retain agreements and receipts for all transactions—transfers in and out, funds in and out—for Girl Scouts and the troop until 9/30/2027.
- Adhere to all service unit selling boundaries for both Girl Scouts and booth sales; explain those boundaries to the troop.
- Follow banking procedures/money collection as outlined in the *Troop Cookie Program Guide*.
- Forward all collections issues to PPC and council within 5 business days.
- Once recognitions arrive, promptly distribute recognitions to the troop.
- If the troop is participating in booth sales, educate Girl Scouts and caregivers on Cookie Booth Rules, Etiquette and Tips.
- Deadline for transferring girl scouts that are no longer participating in the troop is January 30, 2027. The leader must communicate this to council through a formstack, by this date for girl scouts to be transferred out of the troop. A Girl Scout CAN NOT be removed just because they are not participating in the cookie program.
- Troops are not permitted to set prices higher or lower than the council prices.
- Cookies are **NOT** returnable to council.

Qualifications:

Troop Cookie Managers (TCM) must be currently registered adult members of GSUSA with a completed background check. They must have strong attention to detail, be well organized, and maintain accurate records for the troop. Access to a computer, internet, and email are required. Flexibility, patience, fairness, and honesty will be crucial in the position. The ability to work with many personalities, as well as the desire to motivate and support Girl Scouts, caregivers, and leaders is a must.

I understand that I am responsible for managing my troop's Cookie Program including all sales, stock, and proceeds. I will ensure that the funds are submitted to the PPC or council by the deadlines outlined in the Troop Cookie Program Guide. I agree to carry out the duties and responsibilities as outlined above, I further understand that sales proceeds are troop and council property and should not be retained by individual Girl Scouts, their caregivers, or myself as personal property in accordance with GSUSA & IRS guidelines. I understand that any misuse or failure to appropriately deposit these funds on my part may result in legal action taken against me by Girl Scouts of Southeastern New England, in addition to my family members and me being restricted from participation in Girl Scout activities/receiving financial aid/participating in leadership.

Signature_____Date_____