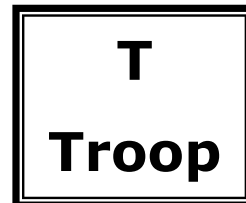




**Girl Scouts of Kentucky's Wilderness Road Council**

**2277 Executive Drive, Lexington, KY 40505**

**859-293-2621 • 1-800-475-2621**



**2017 TROOP COOKIE MANAGER AGREEMENT**

**REPORTS TO:** Service Unit Cookie Manager

**ACCOUNTABILITY:** Conduct cookie sale for troop

**RESPONSIBILITIES:**

- Must be registered for the 2016/17 membership year, completed background check within the last 3 years plus current, and signed ACH form on file.
- Attend Troop Cookie Manager's training sponsored by the Service Unit Cookie Manager.
- Conduct troop training and distribute materials to troop members in November/December.
- Obtain a signed parent/guardian permission slip for each girl selling cookies. The slip is not valid unless **all** the fields are completed. Girls **MUST** be a current registered member of GSUSA.
- Submit troop's cookie sale order by deadline date using the online program, SNAP.
- Arrange pick-up of troop's cookie sale order and distribute cookies to the girls immediately.
- Must complete a receipt every time money or product is distributed between yourself and the parent/guardian. Each receipt must be signed by yourself and parent/guardian at the time of distribution. This responsibility cannot be delegated.
- Communicate with the Service Unit Cookie Manager regarding any excess supply of cookies on March 1, 2017 so possible transfer arrangements can be made. (Excessive supply = number of unsold cookie packages are greater than 20 % of total cookie packages ordered during entire sale.)
- Document, collect, and count money due from girls and responsible for depositing all cookie monies into the TROOP CHECKING ACCOUNT on a weekly basis. This responsibility cannot be delegated.
- Report all uncollected money by completing the Uncollectible Debt Form (UDF) and supply a copy of the respective signed parent permission form and cookie receipts prior to the deadline date. Acceptance of the UDF is conditional on forms and receipts that have **all** fields complete.
- Complete all required paperwork and submit to Service Unit Cookie Manager prior to the deadline date.
- Order and distribute recognitions earned by girls with 10 days of receiving.
- Be available to discuss cookie sale with parents, answer questions, and praise the girls participating.

I agree to fulfill the above duties. I understand that I am responsible for our troop's cookies which are ordered online through SNAP (in cases/1 cases = 12 packages.) *I understand that cookies cannot be returned, all cookies received must be paid for by the due date, and any parent/guardian who still owes money must be reported on the Uncollectible Debt form by the deadline date.* I understand the money due will be swept out of the troop's bank account on the dates stated in the Troop Plan Book and deposits must be made 2 days prior to the bank sweep day.

In order for the troop to receive recognitions they earn, I understand our account must be paid in full. I understand outstanding troop accounts will result in legal action and/or be turned over to a collection agent, and I will be responsible for all legal/collection fees incurred. Initials           

Troop Cookie Manager (Print name) \_\_\_\_\_

Your signature \_\_\_\_\_ S.S.N. or DL# \_\_\_\_\_

Address \_\_\_\_\_

Email address \_\_\_\_\_ D.O.B. \_\_\_\_\_ Phone # \_\_\_\_\_

TROOP # \_\_\_\_\_ SERVICE UNIT NAME: \_\_\_\_\_