



Girl Scouts of Kentucky's Wilderness Road Council  
 2277 Executive Drive, Lexington, KY 40505  
 859-293-2621 • 1-800-475-2621

**TROOP COOKIE MANAGER AGREEMENT**

**REPORTS TO:** Service Unit Cookie Manager

**ACCOUNTABILITY:** Conduct cookie sale for troop

**RESPONSIBILITIES:**

1. Attend Troop Cookie Manager's training sponsored by the Service Unit Cookie Manager.
2. Conduct troop training and distribute materials in a timely manner.
3. Obtain parent/guardian permission slip for each girl selling cookies.
4. Submit troop's cookie sale order on time by using the online program, SNAP, by deadline date.
5. Arrange for troop's cookie sale order pick-up.
6. Distribute cookies to the girls immediately.
7. Discuss any excess supply of cookies with the Service Unit Cookie Manager.
8. Collect money due from girls and take the responsibility to deposit troop payment in person to the bank assigned to your Service Unit.
9. Report all uncollected money on the Uncollected Debt form.
10. Complete all required paperwork and submit to Service Unit Cookie Manager on time.
11. Order and distribute awards earned by girls as soon as possible.
12. 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. I understand that cookies cannot be returned, all cookies received must be paid for by the due date, and any parents who still owe money must be reported on the Uncollected Debt form.

\_\_\_\_\_  
Troop Cookie Manager Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Service Unit

\_\_\_\_\_  
Troop #

\_\_\_\_\_  
email