

Troop Cookie Chair Position Description

Function: To manage troop participation in the Cookie Program. The Troop Cookie Chair works directly with girls and adults in the troop to train, order and distribute cookie materials and products.

Troop Cookie Chairs, must be currently registered adult members of GSHH and will also need to have a complete background check on record. They must have strong attention to detail, be well organized and maintain accurate records for the troop. Access to computer, internet and email is required.

Duties & Responsibilities:

Attend your Service Unit Cookie training.

Verify with the troop leader that all girls participating are registered. Obtain a signed Parent/Guardian Permission and Responsibility Form prior to distributing the girl order card.

Provide Cookie Program training for girls and their families.

Distribute Cookie Program materials to girls and parents.

Log in to eBudde and become familiar with tabs.

Collect and enter troop orders using eBudde and submit Initial Order for cookies and rewards by specified date. Encourage girls to continue selling.

Sign up in eBudde for date, place and time to pick up troop cookies on delivery date.

Notify parents of troop cookie pickup place and time. Distribute girl cookie orders, have parents sign receipt.

Collect and deposit all monies into Troop Bank Account promptly and frequently (this could be in conjunction with the troop leader or treasurer).

Make sure the troop has sufficient funds for each scheduled ACH sweep. Submit appropriate paperwork if the troop does not have sufficient funds.

Schedule Booth sales within your community or Council sponsored sites and coordinate with parents to fill booth slots.

Check eBudde Sales Report, make sure all Goal Getter and Booth orders are included.

Review girl totals on Girl Order Tab. Credit girls with Goal Getter and Booth sale cookies. Enter the selected reward for each level earned. Ensure accuracy of final submissions in eBudde.

Promptly distribute girl recognitions to the troop when they are received.

Adhere to all GSHH deadlines as outlined in the Troop Cookie Book.

Notify council of any issues immediately.

Please sign and return via email:

membercare@girlscoutshh.org and your Community Engagement Specialist

Subject: Signed Role Description

I have read and agree to the Troop Cookie Chair role description responsibilities.

Troop # _____ Date: _____

Signature of Troop Cookie Chair

GSHH CE STAFF USE ONLY:

Recruited/Recommended by: _____

Onboard by: _____

- ☐ Appointment
- ☐ Signed Role Description in SF Account
- ☐ SF Role Assignment
- ☐ Training Registration
- ☐ Connected to CES

Yearly review/reappointment: _____