



POSITION: TROOP COOKIE COORDINATOR  
PARTNERS WITH: Troop Co-Leaders  
SUPPORTED BY: Troop Co-Leaders/Product Sale Manager for your area/Council Product Sales Team  
TERM: Approximately 6 months/Appointment renewable annually.  
PURPOSE: Coordinate and oversee the Girl Scout Cookie Program for the troop.

Appointment to this position begins **January 1, 2025** and will continue until **June 30, 2025**.

### RESPONSIBILITIES

- Attend Girl Scout product sale training.
- Train and communicate with troop members and parents the proper procedures for cookie product sale.
- Work with Troop Co-Leaders to ensure girls are registered prior to the sale.
- Submit troop's cookie order online and on time.
- Pick up troop order from your Product Sales Manager and oversee the distribution of the products to the girls.
- Collect correct payments from members of the troop and deposit all monies into the troop bank account by the designated dates with the understanding that if money is not turned in legal proceedings may result regarding the money owed. Balance owed to the council will be withdrawn through electronic funds transfer on due dates described in training materials.
- Provide and ensure parents sign a receipt for all products picked up as well as all monies turned in.
- Compile your troop's recognition order and submit it online and on time.
- Distribute cookie recognitions to troop members no later than June 30 and report any discrepancies to the council no later than June 30.
- Ensure cookie sale permission slips are collected by the troop leader and retained for the entire duration of the Girl Scout membership year.
- Support and promote all council fund-raising efforts.
- Adhere to all policies, standards and procedures for Girl Scouts of the U.S.A. and Girl Scouts of Wisconsin – Badgerland.

### COMPETENCIES

- Girl Focus: Help girls set realistic, clearly defined goals and objectives as part of the Girl Scout Leadership Experience and achieve outcomes via Discover, Connect and Take Action.
- Adaptability: Adjust and modify own behavior, and remain flexible and tolerant in response to changing situations and environments.
- Fostering Diversity: Understand differences and embraces differences.
- Oral Communication: Express ideas clearly and concisely.
- Personal Integrity: Demonstrate honesty, credibility and dependability.

### QUALIFICATIONS

- Registered member of Girl Scouts, at least 18 years of age, who lives the values of the Girl Scout Promise and Law. Current Volunteer Application and background check on file. (If not, please submit.)
- Ability to work with people of diverse backgrounds.
- Ability to maintain accurate records.
- Excellent communication skills.
- Strong organizational skills and follow-through.
- Enjoys working with numbers.



## TROOP COOKIE COORDINATOR EXPECTATIONS

Girl Scout girls and adults participating in product sales activities should have a positive learning experience and maintain their responsibility toward the Girl Scout Law, including:

As part of this responsibility, Girl Scout parents/guardians granting permission and volunteers handling funds are accountable for forwarding proceeds from the sale of products to the council and the troop. Girl Scouts of Wisconsin – Badgerland reserves the right to use available alternatives to ensure proper collection of funds. Following contact by council representatives regarding overdue funds, the account will be turned over to a collection agency or the courts for action.

If a troop is unable to collect money from the sale of a portion of its products, the Troop Cookie Coordinator should keep a record of all contact efforts attempting a resolution, and contact a Council Product Sales staff member. If further assistance becomes necessary, you must complete a Delinquent Parent form and attach a signed permission slip, signed receipt(s) and documentation of amount due.

In case of theft documented by a police report, we would expect the loss to be covered by personal insurance. If so, additional time will be allowed to collect from the insurance company. If not covered by insurance and not documented, payment in full is expected; however, payment arrangements can be made. Contact a Council Product Sales staff member for further information or assistance.

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By signing below, I understand and accept the responsibilities associated with taking on the duties, as outlined in the position description, as the Troop Cookie Coordinator for my troop and accept the financial responsibility associated with the position. I will attend training on a yearly basis and adhere to the timelines and procedures set forth by the council and the Community Product Sales Manager. At anytime during the Girl Scout year, I understand that if I do not follow these procedures, I may be removed from my position as Troop Cookie Coordinator and/or Troop Co-Leader. I understand that if the troop bill is not paid in full by the set deadline, our troop bank account will be frozen. To regain access to the account, I (or another troop representative) will need to make an appointment with a Girl Scout Service Center to amend the situation. I also understand that unpaid bills will also be turned over to a collection agency and that legal action will be pursued.

Troop Number	Troop Cookie Coordinator Name (print)
Address	City/ZIP
Email Address	Phone
Signature	Date
Person Responsible for Troop Finances (Print)	
Email Address	Preferred Phone Number
Troop Bank ROUTING Number	Troop Bank ACCOUNT Number
Bank Name	Bank Phone Number
Bank Address	Bank City/ST/ZIP
Signature	Date