Girl Scouts of Eastern South Carolina

2027 Troop Cookie Product Manager
Position Description

PURPOSE OF POSITION:
To manage and administer Girl Scout Cookie Program to all girls within their troop.

ACCOUNTABILITY:
One year beginning in November. This position is appointed by Troop Leader.

QUALIFICATIONS:

- Must be in good standing with Girl Scouts of Eastern South Carolina, no troop delinquency or outstanding financials.
- Be a current registered member of Girl Scouts of America and at least 18 years of age.
- Accept and adhere to the purpose and principles of Girl Scouting, GSUSA and the Council.
- Demonstrate strong organizational skills, problem solving, supervisory skills and effective time management.
- Have good working knowledge, acceptance, and willingness to promote Council's goals, objectives, policies and procedures.
- Ability and willingness to make decisions, delegate responsibilities and work with adults from diverse backgrounds.
- Have strong computer skills to ensure accurate and consistent data entry.

RESPONSIBILITIES:

- Attend council training for Girl Scout Cookie Product Program.
- Verify that all girls participating are registered for the current membership year.
- Protect girl and GSESC assets (product, monies and documents) at ALL times.
- Coordinate troop meeting to provide instruction to parents and girl members to include the following:
    - Girl safety
    - Goal setting, individual girl goals as well as a troop goal
    - Promote leadership experience outcomes
    - All deadlines for submission of orders and money
    - Money collection and cash management procedures
    - Ordering and distribution of product and girl rewards
- **I understand that my Troop will not receive profit for the 1st 50 packages sold ($47.50) per girl. The Girl Scout will receive a $65 2027-2028 Girl Scout Membership and a patch.**
- I understand that I will need to verify rewards to the council for girls that sell 1300+ packages.
- Enter all required data onto ABC Smart Cookies website: troop contact, girl names, orders, payments, deposits
- Submit troop product, recognition orders and required documents to Product Sales Department by established due date.
- Pick up and distribute product and recognitions promptly and appropriately.
- Issue signed receipts for ALL transactions of awards and money.
- **Keep accurate records and copies of troop documents and all deposit slips/receipts.**
- Document and report all girls with delinquent balances by established date.
- Meet with Product Sales Department to submit and verify all final reports, deposit slips, any girl delinquent information, and other documents, products or recognitions as needed.
- Assume full responsibility for product, money, recognitions and documents while in your possession.
- **If money and/or product is stolen, a police report needs to be filed immediately, and the council needs to be notified. Additionally, the loss needs to be reported to your private insurance carrier. Ultimately, the individual who lost the money/product is financially responsible for the loss to the council. Please stress the importance of this information to the girls and their parents/guardians. Product becomes parents'/guardians' responsibility once transfer is made in Smart Cookies/ Digital Cookie.**
- Failure to turn in all monies and related documents on time may result in charges and prosecution as allowed by law.

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Position Description

SERVICE UNIT: _____ TROOP #: _____

Circle one: **New Troop** **Returning Troop**

Circle Troop level(s):

Daisy **Brownie** **Junior** **Cadette** **Senior** **Ambassador**

Please print clearly and fill out completely

Troop #:_____ Service Unit Name: _____

Printed Name: _____

Mailing Address: _____

City _____ State _____ Zip _____

Phone/Cell: ( ) _____ Work: ( ) _____

Email Address: _____

By signing, I affirm that I have read and understand the information on this document and agree to fulfill the responsibilities for the position.

- ☐ I fully understand that failure to turn in all monies and related documents on time may result in collection procedures up to and including prosecution as allowed by law.
- ☐ I have taken the 2027 cookie training, please circle which training you took:
  - ○ In-person at _____ OR ○ Online

Troop Cookie Manager Signature: _____ Date: _____

I acknowledge that I will transfer cookies to girls in my troop via ABC Smart Cookies/ Digital Cookie and give them credit for all cookies sold to include Digital Cookie sales, booth sales and Cookies for a Cause sales by March 26, 2027. If I do not complete it by this date, I understand that the girls in my troop will not receive credit/recognitions for those sales, and the Council will not be able to order or replace those items after that date.

Troop Cookie Manager Signature: _____ Date: _____

Please turn into Deborah Paisley at deborahpaisley@girlscoutsesc.org

For council use:

GSUSA ID: _____ Troop GSUSA ID: _____