

Cookie Program - Troop Cookie Coordinator Agreement

Troop: _____ Service Unit: _____

Level (check all that apply): DS BR JR CD SR AB IRG

Name (Print): _____

Mailing Address: _____

Cell: _____ Home: _____ Email: _____

Social Security or DL Number: _____ State: _____ Expiration Date: _____

- I, _____ a registered Girl Scout, have read the Troop Cookie Coordinator job description, completed a cookie coordinator training session and agree to accept this volunteer position for the duration of the cookie program.
- I agree to meet deadlines and due dates and complete all required paperwork. In the event I am unable to fulfill my duties as cookie coordinator for my troop I will immediately notify the leader and GSCCC and turn over all materials, paperwork and money.
- I understand that I am purchasing all cookies I sign for on the Cookie Order/Delivery forms at \$4 or \$5 per box, and as such will pay Girl Scouts of the Colonial Coast for all cookies received unless I turn in a signed *Money and/or Product Receipt or Transfer Receipt* showing I have turned over the cookies to a caretaker or another troop.
- I further understand that all completed forms will have my full signature and the caretaker, leader, or other group adult's full signature.
- I understand that I must have a completed receipt for cookies turned over to any third party.
- I understand that I should not give sale materials or cookies to any caregiver who has not turned in a signed *Cookie Program Caregiver Permission & Financial Responsibility* form for their Girl Scout.
- I will not issue any additional cookies to a caregiver until they have turned in the money for cookies already received.
- I will keep all cookie and money records, and receipts for exchanges and transactions throughout the cookie sale and turn in required end-of-sale copies by the due date.
- I agree to protect money received for cookies, not use it for my own benefit and never leave it unattended.
- I will make regular deposits to the Council account and ensure that my troop number, my name and other identifying information is clearly written on all deposit slips.
- I will keep a validated bank receipt from the bank, enter the deposit into eBudde and ensure that all validated bank receipts are turned in with the end-of-sale paperwork by the due date.
- I will turn over all troop proceeds to the troop treasurer or leader and ensure that the proceeds are deposited into the troop bank account and keep all receipts for all transactions.
- I agree that I will issue a signed receipt for all money I collect and that I will be legally responsible for such money until I deposit it into the Girl Scouts of the Colonial Coast bank account and the troop proceeds into the troop account.
- In the event I do not pay for the cookies I purchase or fail to turn over money given to me, I agree to reimburse all cookie money due and collection and/or attorney's fees. Note: Collection solely performable and solely enforceable in Virginia.
- I understand that **NO COOKIES MAY BE RETURNED TO THE GIRL SCOUTS OF THE COLONIAL COAST, THE SERVICE UNIT OR TO THE DELIVERY COMPANY.** Note: You may transfer cookies to another troop with a signed receipt.
- I agree to demonstrate dependability, honesty, credibility, follow through on all responsibilities and to empower girls to lead activities, learn by doing and cooperate with others while having fun.

Troop Cookie Coordinator Signature: _____ **Date:** _____