

# Troop Cookie Consultant Appointment Agreement

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

Volunteer Name: \_\_\_\_\_ e-mail: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone D: \_\_\_\_\_ E: \_\_\_\_\_ C: \_\_\_\_\_

Supervisor: Product Sales Manager e-mail: info@gswestok.org

Address: 6100 N Robinson City: Oklahoma City Zip: 73118

Phone D: (405) 528-4475 C: (405) 704-0575

This Troop Cookie Consultant agreement contains commitments to qualify management of the troop's cookie sale.

1. As a Troop Cookie Consultant, I will complete the Troop Cookie Consultant training before January 3, 2019.
2. I will ensure that all participating girls in the sale are registered Girl Scouts and have parental permission
3. I will place the troop's initial cookie order online using eBudde by January 3, 2019.
4. I will promptly pick up the troop's cookies at the scheduled time and delivery location OR will make arrangements for someone else to pick them up. This person must be designated as Troop Pick-up in eBudde or they will not receive cookies.
5. I will manage the troop's booth sales or will work with a dedicated booth sale troop volunteer to help register for troop booth sales in eBudde.
6. I will regularly collect cookie money and receipt all transactions from participating girls and will ensure the deposit of all cookie money in the troop's bank account.
7. I will meet all troop deposit deadlines.
8. I will complete all cookie sale paperwork and enter the recognition orders online in eBudde by March 27, 2019.
9. I will promptly pick up, distribute and receipt the girls' recognitions.
10. I will observe all national and council guidelines, procedures and standards.
11. I will be financially responsible for the troop/group's cookie monies turned in to me and will receipt all cookie and money transactions.
12. I will keep all records for at least one year, including all girl receipts.
13. If I am unclear or need assistance with any aspect of the cookie sale, I will seek the assistance of my SU Cookie Consultant or the product sales team at GSWESTOK.

I will promote a positive Girl Scout leadership experience for ALL girls and adults I interact with!

*I have read the Troop Cookie Consultant Appointment Agreement and will fulfill all requirements as listed. I also understand that I must complete these requirements to be considered for reappointment.*

Length of term: 9 months Term from : Nov. 1, 2018-June 30, 2019

Signature of Troop Cookie Consultant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_