

## To the Troop Cookie Manager

Thank you for agreeing to be our Troop Cookie Manager. Knowing that I don't have to worry about keeping track of receipts and boxes and who's paid and who hasn't, in addition to being Troop Leader, is a relief.

The first thing I need is for you to register for and complete a Criminal Background Check online. When you register with our Girl Scout Troop, make sure you select the "Friends & Family" option so that the Criminal Background Check link gets sent to you.

Once you've submitted your Criminal Background Check and it has been processed (which may take a few weeks), you should be able to login to MyGS and take the training that Girl Scouts offers for your position:

- Course Name - Course description

A couple of things to know about being the Troop Cookie Manager:

- It will be helpful if you attend the November, December, and January leader meetings our SU holds because we'll be discussing Cookies. Those meetings are held <day/time> at <location>.
- I plan on taking the training for Troop Cookie Manager as well, but I will be directing all questions regarding the Cookie Program to you, as I suspect people will all be coming up with the same few questions (that I may or may not know the answers to).
- The Girl Scout Cookie Program is comprised of two parts: the direct sales season, and the booth sale season. Direct Sales typically takes the majority of January. Booth Sales begin mid-January and continue through March. You'll get exact dates when you take training.
- The Cookie Manager role is easiest when shared by two dedicated adults. How you divide up the work is up to you (teaching the girls vs working with the adults, direct sales vs booths, etc). If, for some reason, we decide to NOT participate in Booth Sales this year, then one adult can be in charge of communicating with the parents, and the other adult can be in charge of explaining the Cookie Program to the girls.
- Once troop funds reach \$100, a troop bank account must be opened. Check with our Troop Treasurer to make sure that it is up and running BEFORE Cookie Season starts.
  - Keep all receipts and deposit slips for *Annual Report* form calculations at year-end.
- More information can also be found in Volunteer Essentials.

Feel free to ask me any questions you come up with, or you can go directly to our Service Unit's Cookie Coordinator, \_\_\_\_\_ (either via email at \_\_\_\_\_, or via phone \_\_\_\_\_).

Thanks again for being our Troop Cookie Manager,