



TROOP COOKIE MANAGER RESPONSIBILITY FORM 2018-19 Cookie Program

FORM INSTRUCTIONS

Complete this form and return to the Service Unit Cookie Manager (all information is required and **must be legible**). Volunteers and parents not in good financial standing with Girl Scouts—Diamonds are not eligible to complete this form.

Notify the council office if any of the following information changes:

Service Unit _____

Troop/Group # _____

CONTACT INFORMATION:

(PLEASE PRINT LEGIBLY)

Troop Cookie Manager _____

First	Middle	Last	Maiden
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Mailing Address _____

Street/PO Box	City	State	Zip
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Birth Date _____

Place of Employment _____

Last 4 digits of SS# _____

E-mail Address _____ Cell Phone: (____) _____

****An E-mail address is required to order products and rewards.****

AGREEMENT TERMS AND CONDITIONS:

(Please initial on the left hand side)

- _____ 1. I agree to accept this volunteer position and to fulfill it to the best of my ability. In the event I am unable to do so, I will immediately notify the troop leader (unless I am the leader) and Service Unit Cookie Manager and give them all records pertaining to the Cookie Program and all money that has not been deposited.
- _____ 2. I understand I am responsible for all products and money I receive and products accepted by the troop become the property of the troop and are not returnable to the council.
- _____ 3. I understand that I must be in good financial standing with Girl Scouts—Diamonds to accept the role of Troop Cookie Manager. Should I accept this role without being in good standing, I understand that I may be legally responsible for any debt incurred by the troop and subject to legal action.
- _____ 4. I agree to register all girls as Girl Scouts and have signed Parent Permission forms before allowing any girl to sell any cookies or receive cookie program materials.
- _____ 5. I agree to use receipts for all products and monies given to and/or received from each girl during the cookie program.

I understand that I will be held legally and financially accountable for any missing or misappropriated funds and/or products. Further, by signing this agreement I authorize the Girl Scouts – Diamonds of Arkansas, Oklahoma and Texas to conduct a criminal record search.

Signed _____
Troop Leader / Troop Cookie Manager

Date _____