



2010 COOKIE SALE PROGRAM
SERVICE UNIT COOKIE SALE MANAGER'S AGREEMENT

As a Service Unit Cookie Sale Manager, I agree to:

- 1. Be a registered Girl Scout.
2. Attend Cookie Sale training.
3. Have access or own a computer for managing the Cookie Sale program, including:
- Maintain email address for Council product sales communication.
- Ensure Internet accessibility to access our partners' online tracking program.
4. Plan and train Troop Cookie Sale Managers in my Service Unit:
- Receive troop program materials at my home; sort them for each Troop.
- Keep record of Troops Managers attending your training sessions and submit attendees to Council registrar.
- Train Troop Managers using the outline provided and distribute Cookie Sale material to them.
- Assume responsibilities of Troop Cookie Sale Manager if necessary.
5. Accept delivery of girl incentives, sort and distribute to individual troops at cookie delivery date.
6. Plan and manage cookie delivery for my Service Unit:
- Select a convenient location for delivery.
- Notify Troop Cookie Managers of the delivery date, time and location.
- Accept delivery, distribute cookies to troops and have a receipt for each Troop's order.
- Write a thank you note to the delivery site for use of their facility.
7. Promote, manage and distribute information on troop order taking, Cookie Booth Sales, Walkabouts, Service Unit Rally, Project Cookie Jar and council communication on cookie program.
8. Enter and manage troop data entry in cookie online system:
- Enter Troop Cookie Managers and your delivery location information in the system.
- Monitor all data entry aspects of each troop in your Service Unit to meet required deadlines.
- Contact Troops that have missed the deadline and help them to complete their orders.
- Submit any orders for troops that have missed their deadline.
9. Monitor Troop banking transactions in cookie online system.
10. Provide assistance to troops with delinquent parents:
- Explain and assist troops with the Uncollected Funds Documentation form.
- Verify that troops have completed the form and submit with the Troop Sales Packet.
11. Submit a Service Unit sales report which includes Troop Sales Packets to the Regional Associate, Product Sales.

I understand and agree that I am responsible for council proceeds due, which I have collected from troops, to the Girl Scouts in the Heart of Pennsylvania and that the council may take collection action against me for any misplaced or lost proceeds I received from troops. The collection action would seek any delinquent unpaid balances from me, and require that all related costs be paid. I understand that the courts of Dauphin County, PA will have jurisdiction for the purposes of collection.

Signature Date

Print Name

Address City State Zip
Code () () ()

Home Phone number Cell Number Work Phone Number

Service Unit e-mail address

WHITE COPY - returned to: Regional Associate, Product Sales YELLOW COPY - Keep for your records