
2010 Cookie Sale Troop Cookie Manager Agreement and Checklist

This checklist is used to ensure that all topics relevant to the 2010 Cookie Sale have been covered. When your checklist has been completed, signed, and dated, retain the Yellow copy for your records and return the White copy to your Service Unit Cookie Manager to be submitted to the Council Service Center with Troop order.

TCM Name: _____ Service Unit: _____ Troop #: _____
Address: _____ Home #: _____
City: _____ State: _____ Zip: _____ Work #: _____
Email: _____ Cell #: _____
Social Security #: _____ Driver's License #: _____

- _____ I understand that I, as the Troop Cookie Manager and my Troop, must be registered to participate in any product sales.
- _____ I agree to conduct a 2010 Parent/Girl Scout Cookie Training and distribute all materials necessary for the sale.
- _____ I understand that I MUST obtain a signed Parent/Guardian Permission Form from each parent before their Girl Scout is eligible to participate in the sale.
- _____ I agree to abide by the January 8, 2010 start date. Troop/Girls could be penalized for early selling.
- _____ I understand that the sale price of the cookies is \$3.50 per box or \$42.00 per case.
- _____ I am familiar with the eBudde online option and understand a password must be obtained for access from my SUCM.
- _____ I am familiar with and understand the Booth Scheduler procedure on eBudde and agree to follow the guidelines.
- _____ I understand that deposit slips for half payment of my troop's initial cookie order is due to my SUCM no later than Mon. 3/8/10. I also realize that NO profit will be deducted from the deposit at this point.
- _____ I agree to submit deposit slips for the remaining balance of all cookie money due, Troop Final Sales Reports, Troop Incentive Order, and TCM Evaluation to my SUCM no later than Wed. 3/24/10.
- _____ I understand that failure to submit forms and deposit slips for payment in full to my SUCM by the deadlines will prevent the Service Unit from obtaining full potential of profit from the 2010 Cookie Sale.
- _____ I agree to submit an Outstanding Balance form along with the Parent/Guardian Permission Form for any unpaid monies with final paperwork on 3/24/10. I understand that if the appropriate Outstanding Balance forms are not submitted by 4/19/09, the troop will be responsible for any balances due.
- _____ I understand that the Council does not take personal checks for any Product Sales payment. I understand that if my troop elects to take personal checks for product sales, then the troop takes all financial responsibility for any returned checks.
- _____ **I understand that cookies ordered (from the pre-sale or from the cupboards) CANNOT be returned.**
- _____ I understand that I must pick up my Troop cookie order at the appointed time designated by my SUCM and distribute to girls in a timely manner.
- _____ I agree to count all cookies when picking up at Initial Order Delivery or from the cupboards and I will agree to be financially responsible for the numbers on the receipt(s) I am issued.
- _____ I agree to be financially responsible for all products until a signed receipt is obtained from each Parent/Guardian.
- _____ I understand that if I encounter any problems, I will contact my SUCM or Council in a timely manner to inform them of any situations that may hinder the collection of money for my Troop.
- Service Unit Cookie Manager: _____ Contact # _____
- _____ I am familiar with and understand the Gift of Caring program.
- _____ I understand that the Pre-Sale Incentives may only be ordered when the initial troop order is submitted.
- _____ I am familiar with the Troop and Service Unit Profit Structure.
- _____ I understand that the "Extra Profit Option" offered to troops is only available to Cadette, Senior and Ambassador troops. Troops that choose this option are still eligible for all patches.
- _____ I agree to distribute incentives to girls within a reasonable time upon receiving them.
- _____ I am familiar with the eight varieties of cookies including the new cookie for the 2010 Cookie Sale.
- _____ I understand that after the Pre-Sale Order is submitted, my Troop CAN continue to sell cookies.
- _____ I am familiar with and will adhere to the Cookie Cupboard and Booth Sale Guidelines as well as the Product Sale Policies and Standards.

Signature of Troop Cookie Manager

Date