

Build Your Cookie Team

As the troop leader, building a cookie team to help you manage all the moving parts of the sale is extremely important. Below is an example of Cookie Team roles within the troop. Keep in mind that older Girl Scouts can sometimes help with these roles. customer care@gswny.org



Troop Leader

- Build Your Team
- Attend SU Cookie Training
- Set Goals & hold a family cookie meeting/ training
- Plan Troop Meeting to earn Cookie Business & Financial Literacy Badges
- Pay Cookie Bill to council



Troop Cookie Manager

- Attends SU Cookie Training
- Confirms program rosters & that caregiver permission forms are collected before distributing materials to girls.
- Manages troop in Smart Cookies including:
 - cookie inventory
 - Cookie & Recognition Orders
- Oversees Girl Scouts & Troop in Digital Cookie including:
 - Initial Order & Recognition Girl entry
- Oversees other Cookie Team roles, filling in as needed



Communications Lead

- Communicates with parents key program dates, promotions, and booth dates.
- Encourages booth prep and poster making



Digital Cookie Troop Site Lead

- Launches Troop Site in Digital Cookie
- Approves or denies all Troop Virtual Cookie Booth orders
- Communicates with Troop Cookie Manager about inventory needed



Cookie Booth Coordinator

- Schedule booth locations & enter the into Smart Cookies
- Reviews the Booth Essentials Guide
- Review booth etiquette with girls and adults participating
- Engage Participation- Create a "work" schedule for girls



Delivery Team

- Pick up troop's cookie order at delivery location & distribute initial order cookies to girls
- Pick up troop's recognitions from the SUPPM & distribute to girls
- RECEIPT EVERY TRANSACTION, including money and product.