

# GIRL SCOUTS SPIRIT OF NEBRASKA 2011 COOKIE PROGRAM INTENT FORM

**Office use ONLY:**  
 Reg. Verification:  
 LDR R \_\_\_\_\_ Bk \_\_\_\_\_  
 TCM R \_\_\_\_\_ Bk \_\_\_\_\_

<b>TROOP #</b>
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**THIS TROOP WILL BE PARTICIPATING IN:**

**Door-to-Door Sales**     
  **Cookie Booths**

## 2011 Cookie Manager Position Description:

- 1) Register as a 2010-2011 adult Girl Scout member **AND** complete a background check
- 2) Attend a Cookie Manager training session.
- 3) Follow the policies and procedures detailed in the Troop Cookie Handbook given at training. Including:
  - a) Training the girls and their parents.
  - b) Checking ALL order card(s) and compiling and entering troop cookie and recognition orders.
  - c) Picking up cookies and distributing to each girl.
  - d) Receiving ALL cookie money from each girl.
  - e) Paying Amount Due to Council per procedure in Troop Cookie Handbook.
  - f) Providing Troop Profit to troop per procedure in Troop Cookie Handbook.
  - g) Picking up the troop recognitions and distributing them to the girls.
  - h) Scheduling girls and parents for Cookie Booths (if applicable)
  - i) Managing cookie inventory for Cookie Booths, including picking up cookies from cupboards (if applicable)
  - j) Managing all money for Cookie Booths (if applicable)

Please **print neatly**. ALL information must be complete.

<b>School:</b>	<b>City:</b>	<b>Service Unit</b> (if applicable):
<b>Troop Cookie Manager name</b>		
TCM mailing address _____ City _____ Zip code _____		
(_____) _____ - _____ Day phone #	(_____) _____ - _____ Eve. phone #	(_____) _____ - _____ Cell phone #
E-mail address _____		
TCM signature _____		
<b>Leader name</b>		
Leader mailing address _____ City _____ Zip code _____		
(_____) _____ - _____ Day phone #	(_____) _____ - _____ Eve. phone #	(_____) _____ - _____ Cell phone #
E-mail address _____		
Leader signature _____		

**Return form to your local Service Center office, attn.: Product Program Manager, by  
November 1, 2010.**

# **7 Steps to Participate in the 2011 Cookie Program:**

1. Arrange with someone other than the Troop Leader, if possible, to be the Troop Cookie Manager.
2. Ensure all girls in the troop are registered members with the council for the 2010-2011 Membership Year. Unregistered girls may not participate in Product Programs.
3. Ensure the Troop Leader is a registered member with the council and has completed a background check for the 2010-2011 Membership Year (**one is required every year**).
4. Ensure the Troop Cookie Manager is a registered member with the council and has completed a background check for the 2010-2011 Membership Year (**one is required every year**).
5. Complete ALL required areas of the intent forms, including troop number in the upper-left corner and school, city and service unit where applicable. **DO NOT** write anything in the "Office use ONLY" box.
6. Return the entire form to your Service Center office, **attention: Product Program Manager**.
7. Remember to make a photocopy of the form(s) to keep for your troop's records.