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## Volunteer Agreement: Troop Cookie Advisor 20\_\_ – 20\_\_

Please read, sign and return to your Product Sales Specialist. You may obtain a copy to keep for your records on our website at [www.girlscoutseasternmass.org](http://www.girlscoutseasternmass.org).

### Girl Scouts of Eastern Massachusetts agrees to:

- Make a copy of GSEM policies and standards available on our website.
- Provide adequate information, training, and assistance for the volunteer to be able to meet the responsibilities of his/her position.
- Provide a position description, volunteer agreement, and letter of appointment.
- Give recognition for time devoted to the position.
- Carry liability insurance and supplementary accident insurance as part of GSUSA national and/or GSEM membership.
- Provide ongoing support, guidance and supervision for the position.

### The Troop Cookie Advisor agrees to:

- Support the values expressed in the Girl Scout Promise and Law, and adhere to GSEM and GSUSA policies and standards.
- Relate to others with fairness, tolerance, understanding, and sensitivity while working cooperatively with girls and adults.
- Register as a member of GSUSA and complete a criminal background check.
- Complete adult learning and training requirements.
- Maintain confidentiality on behalf of the Girl Scout organization.
- Operate the Cookie Sale adhering to GSEM guidelines and policies and those found in GSUSA's Volunteer Essentials and Safety Activity Checkpoints.
- Receive cookies from the delivery site location and distribute to girls and families.
- Enter girl and troop sale data into on-line database.
- Meet all GSEM and Service Unit cookie sale order and payment deadlines.
- Communicate with Service Unit Cookie Manager as needed.
- Pursue delinquent girl accounts, notifying GSEM and SU Cookie Manager
- Perform all volunteer duties to the best of his/her ability.

### Money Management:

- Accept financial responsibility of cookies received until family adults sign for and receive.
- Assist Troop Treasurer with collecting and depositing girls' payments into troop bank account.
- Accept financial responsibility to pay the council from troop account on behalf of the troop.
- Maintain troop records and receipts on all cookie sale transactions and finances.
- Abide by financial policies and procedures established by GSEM Product Sales Department.

I have read and agree to abide by the Volunteer Agreement for the 20\_\_ – 20\_\_ membership year. I understand that failure to fulfill these responsibilities may result in release of volunteer appointment or non-reappointment to a volunteer position with GSEM. Failure to abide by financial policies and procedures may result in collection action.

Signature:		Date:	
Name (print):		Troop #:	
Address:			
Email:		Phone:	