



PRODUCT PROGRAM TROOP RESPONSIBILITY FORM (TRF)

Service Unit: _____
(Name and Number)

Troop Number: _____

Troop Cookie Committee (requires a minimum of 2 approved adult volunteers, cleared to manage troop funds by GSOH):

_____	Print Name/Phone Number	_____	Print Name/Phone Number
_____	Print Name/Phone Number	_____	Print Name/Phone Number

The Troop Cookie Committee (comprising of the undersigned) shares financial responsibility for helping the troop with their cookie order and assisting with management of inventory. These individuals must be approved volunteers with Girl Scouts of Ohio's Heartland. **A troop cookie order is comprised of the items below. By initialing, I agree and understand what is included in the order:**

- _____ Extra packages the troop receives on the Initial Cookie Order (i.e. not part of an individual girl's order; received after eBudde rounds to full cases)
- _____ Cookies purchased by customers for the troop's Gift of Caring charity
- _____ Extra cookies received from a Cookie Cupboard—includes orders for Goal Getter, cookie booths or walkabouts, as well as other unsold inventory

Here are tips to reduce risk of extra inventory. By initialing, I agree that I am informed and understand.

- _____ Order one weekend's worth of cookie booth cookies at a time.
- _____ Use the Troop Cookie Program Planner to document the troop's goals and cookie season plans.
- _____ Communicate current troop inventory to troop girls and parents frequently. As needed, create a plan for how the troop can work together to sell extra inventory. This could include scheduling more cookie booths or an additional walkabout.
- _____ Work with your Troop Cookie Program Coordinator (TCPC) to contact your Service Unit Cookie Program Coordinator (SUCPC) early if your troop has extra inventory. Let them know if your troop has had low performing booths or circumstances that have impacted troop sales. They can assist you with finding other local troops to do troop-to-troop transfers of inventory with or suggest additional ways to sell inventory.

This form must be signed by all members of the Troop Cookie Committee.

By signing this document, I understand and accept all terms outlined above and acknowledge my financial responsibility and that I am jointly and severally liable for all product and funds associated with my troop's participation in the Girl Scouts of Ohio's Heartland 2018 Cookie Program. I am jointly and severally liable for any debt incurred by the troop with the other signers of this document. I further accept joint and several liability for all costs and attorneys' fees associated with the pursuit of collection of the outstanding debt.

Signature: _____ **Date:** _____

Address: _____ **Email:** _____

Signature: _____ **Date:** _____

Address: _____ **Email:** _____

Signature: _____ **Date:** _____

Address: _____ **Email:** _____

Signature: _____ **Date:** _____

Address: _____ **Email:** _____