

## Family Responsibilities

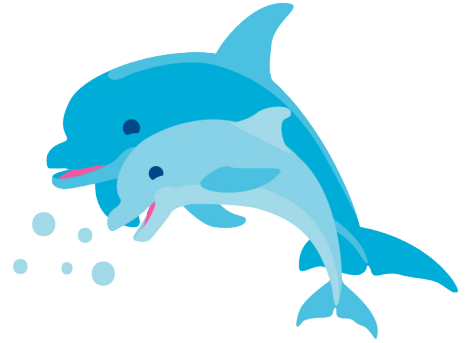
For your Girl Scout to participate, we'll need you to complete the parent agreement form at the end of this guide and turn it in to your Troop Cookie Manager. The form acknowledges that you're familiar with the following expectations and responsibilities:

### QUALIFICATIONS

- ◆ Girl Scout must be an active, registered member of GSUSA.
- ◆ Girl Scout must have a signed Parent Agreement Form to participate.

### Responsibilities

- ◆ Comply with all GSCSA policies/procedures, including those outlined in the Family Guide.
- ◆ Review and model the Code of Conduct for the Cookie Program as outlined below.
- ◆ Meet all troop deadlines, as well as sale dates and deadlines.
- ◆ Confirm all online and additional sales with the Troop Cookie Manager.
- ◆ Provide proper supervision and guidance for my Girl Scout while selling and delivering cookies.
- ◆ Count cookies with the Troop Cookie Manager and sign a receipt verifying the cookies received. Parent/Guardian will be responsible for the amount of cookies reported by the troop even if no receipt is signed.
- ◆ Money will be collected when delivering the cookies and not before. Keep track of any receipts received from the Troop Cookie Manager for money turned in. Parent/Guardian will be responsible for any discrepancies in money that is reported by the troop.
- ◆ Cookies cannot be returned to the Troop Cookie Manager or any other representative of GSCSA.
- ◆ Parent/Guardian accepts financial responsibility for all cookies and money received. Failure to account for money and cookies received will be considered misappropriation of funds and may result in civil and/or criminal prosecution for the amount owed plus attorney fees and court costs.



### CODE OF CONDUCT

Responsible behavior is a key expectation for girls and adults participating in the Girl Scout Cookie Program. Responsible behavior reflects trustworthiness, respect, fairness, caring and citizenship. Participants are expected to follow all program guidelines as outlined in the Family Guide and behave appropriately to ensure a high-quality learning experience and the safety of all participants. By signing the parent agreement form, you're agreeing to adhere to the following Code of Conduct:

- ◆ Remember that I am a role model, my behavior reflects on all Girl Scouts
- ◆ Be polite and friendly to customers, fellow Girl Scouts, and volunteers
- ◆ Adhere to all sales start and end dates
- ◆ Adhere to the set price of all cookies
- ◆ Honestly report all initial and final sales numbers to the Troop Cookie Manager
- ◆ Follow all social media, general safety, and online safety guidelines
- ◆ Follow recommended booth sale procedures and Cookie Booth Rules
- ◆ Will not ask another business to place orders or sell cookies for a girl who is not present
- ◆ Will ensure all money is submitted by the deadline
- ◆ Will only participate in cookie booths at council pre-approved booth locations
- ◆ Will model practices that demonstrate appropriate decision-making and responsibility for our girls

### DISCIPLINARY ACTIONS

All girls and parents must follow the rules and guidelines listed on the parent agreement form and outlined in the Family Guide. These guidelines include the Code of Conduct and the Cookie Booth Rules. These rules are put in place for the safety of the girls and to ensure a fair, fun, successful cookie program for all. There will be consequences for those who do not follow the rules. These consequences could include: cancellation of booths, forfeiture of rewards or proceeds, or dismissal from volunteer positions. The consequence(s) will be carefully considered according to the degree of poor conduct displayed.



# Parent Agreement Form



By signing this parent agreement form and accepting the sales materials, the parent/guardian is giving permission to participate in the Girl Scout Cookie Program, as well as accepting the responsibility of participating in the sale. This form must be signed and given to the Troop Cookie Manager before any sales materials or cookies are released. Girl Scouts without a form on file cannot order cookies.

**I acknowledge that I understand and agree to the following:**

- My Girl Scout has my permission to participate in the Girl Scout Cookie Program.
- I must help my Girl Scout by providing supervision and guidance while selling and delivering cookies.
- I understand that my Girl Scout and I are expected to follow the Code of Conduct for the program and that consequences will apply if the Code of Conduct is broken.
- I accept responsibility to meet all troop deadlines, as well as program dates and deadlines.
- I will verify all ordered cookies with my Troop Cookie Manager.
- I agree to take the time to count the cookies, sign a receipt, and receive a copy with the cookies received. If I do not count the cookies or sign a receipt, I will be responsible for the amount of cookies reported by the troop.
- I understand that money will be collected when delivering the cookies to customers and not before. I will be responsible for turning in the entire amount due for the cookies received by the date provided by the Troop Cookie Manager.
- I agree to take the time to count the money I'm turning in to the Troop Cookie Manager, sign a receipt, and receive a copy of the receipt. If I don't count the money in the presence of the Troop Cookie Manager and sign a receipt, I'll be responsible for any discrepancies in money that's reported by the troop.

**I also understand:**

- Cookies cannot be returned to the Troop Cookie Manager, or any other representative of GSCSA.
- I accept financial responsibility for all cookies and money received and that failure to account for money and cookies received will be considered misappropriation of funds and may result in civil and/or criminal prosecution for the amount owed plus attorney fees and court costs. If at any time I fail to turn over monies, I will be removed from any and all volunteer positions with GSCSA and will be ineligible to serve in a future volunteer role.

My Girl Scout, \_\_\_\_\_, is a registered member of Girl Scout Troop # \_\_\_\_\_,  
or is an Individually Registered Girl (IRG) of Service Unit # \_\_\_\_\_. I understand that participation in the cookie program is optional.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Name (Please Print) \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Driver's License # (Required) \_\_\_\_\_ State \_\_\_\_\_

Email (Required) \_\_\_\_\_

Employer \_\_\_\_\_

Work Phone \_\_\_\_\_

