



Volunteer Commitment Form

Securing a Cookie Site in Downtown Chicago

Please note: this completed form is due December 31, 2011!

There's a lot to read, but all of it is important information.

Background Information on Loop Site Days:

Please note: this completed form is due January 31, 2011! (Date extension)

It is a Girl Scout tradition in downtown Chicago for several high-rise buildings to host cookie-selling troops in their lobbies on **non-federal holidays on a weekday** (least busy day in the Chicago Loop is Fridays, but Fridays are better than no day at all) from morning rush hour right through the evening rush hour. This is an incredible opportunity with immeasurable benefits, but it comes with a very significant commitment on the part of a troop and each individual girl in it.

This year's official LOOP SITE Days are set: March 28, 2012 and April 3, 2012. (+ *We will add more! Please read on!)** On official Loop Site Days, cookies will be delivered to the designated building for you to sell and at the end of the day any sealed (unopened) cases will be picked up by the COOKIE MOBILE! The COOKIE MOBILE will also deliver cookies to you and your troop during the day as you run out!

***If a minimum of 10 troops fill out a commitment form for another school holiday (that is not listed above) that their girls have off (that is NOT a federal holiday and falls during the week between February and April), the council will add another day to its increasing schedule! The troops do not have to be from one community or suburb, so don't worry about having to recruit 9 other troops! Just send in your commitment form because many areas have the same school holidays even if the schools are great distances from one another!

TROOP LEADERS, PARENTS and GIRL SCOUTS:

You must fill out this commitment form completely, sign it and scan or fax it (all pages) to Susan Rakis at 708-957-8506 srakis@girlscoutsgcnwi.org no later than **Jan. 31, 2012**, to be considered for a Loop Site Day. **Please initial EACH statement below to show your understanding of the requirements and responsibilities.**

I understand that if I select one of the official dates posted above, my Girl Scouts either have that day off from school or I have already spoken to their parents and their principal to receive permission for them to participate fully.

If I suggest a NEW day for a Loop Site, I understand that a minimum of 10 troops must agree on that date and all of their signed commitments must be submitted by the **Jan. 31, 2012**, deadline. (**Note: You must select a NON-FEDERAL HOLIDAY during the week because most businesses in the Loop close on federal holidays and over the weekend.**)

I understand that if I know someone who owns a building/business in the Chicago Loop that I may contact them and arrange any date to sell with our troop. If the date is not one of the official Loop Site Days, I will complete this form and submit it by **Jan. 31, 2012**, in order to ensure that the council does not make duplicate commitments to a building. I understand that I am responsible for transporting my own cookies back and forth from the site I arrange and that no cookies can be returned, even unopened cases. If the building I know agrees to hosting our troop on one of the official dates listed above (March 28th and April 3rd), here is the building address and contact person: _____

I understand that council will work with them on all of the arrangements.

I commit to being at the building before rush hour begins (approximately 7-7:30 a.m.) and ensuring that our troop sells all day, staying on location through the evening rush (6-6:30 p.m.)

I understand that I may consider sharing the long Loop Site Day with another troop or switching out girls and adults during shifts. I acknowledge that if I chose this option, the ownership of finding a troop to share our day and balancing the cookie paperwork/finances for the day rests solely with our troop.

___ I understand that all girls must be identifiable in Girl Scout uniform (wearing a sash/vest and membership pin at minimum) and that I will secure enough parents with us to be in compliance with Safety-Wise.

___ I will take responsibility for all cases of cookies accepted by our troop.

___ I understand that I cannot cancel my commitment to a Loop Site once this form is submitted by Jan. 31, 2011. (The reason is that the buildings hosting our troops advertise that Girl Scout Troops will be at their building via newsletters, on posters and on elevator TV monitor ads and etc.)

___ I understand that no Loop Site location will go unmanned...not even for breaks; No exceptions. (Enough adults at a site will make that requirement easy!)

___ I understand that we will bring with us ONLY girls and adults who are excited about selling cookies and who are willing to step-up and ask passers-by to make purchases and that they will all represent our organization with the respect and good conduct represented in the Girl Scout Promise and Law. (Girl Scouts has lost access to buildings in the past due to the behavior of some troops.)

___ I understand that there will be NO eating or drinking at the cookie booth. Girls and adults will walk away from booth to enjoy snacks/breakfast/lunch and/or dinner.

Contact Information:

Troop # _____ Grade-Level _____ Service Unit # _____

Number of registered girls in your troop _____

Number of girls who will work your loop site _____

Number of adults who will work your loop site _____

Leader's Name _____ Cell Phone _____

Do you accept text messages? _____

Day Phone _____ Evening Phone _____

E-mail _____

Adult who will be in charge at the loop site (if different than leader) _____

Cell Phone _____ Text okay? _____

Day Phone _____ Evening Phone _____

E-mail _____

Please select one or more of the following:

1. We commit to covering a LOOP SITE from morning rush to evening rush on the already established date of _____. (I understand that I WILL be secured a SITE however I will not know the exact building until 5 days before the sale date.)

AND/OR

2. We commit to covering a LOOP SITE on _____, and understand that this will become an official Loop Site Day as long as 10 troops hand in their commitment form by Jan. 31. (You will be notified before by Feb. 5 if 10 troops requested the same date as you.)

AND/OR

3. We have called _____ (contact person) at _____ (building) and they have agreed to allow us to have a LOOP SITE SALE on _____ (date). We understand for this option that we must bring our own cookies and none can be returned.

Signature of person completing form _____ Date _____

If you still have questions after reading all of the above, please e-mail Susan at srakis@girlscoutsgcnwi.org before Jan. 31, 2012. As we receive your fax (708-957-8506), we will send you an e-mail as a confirmation. If you do not receive a confirmation within 5 days, please re-fax your form to us. Thanks!