

Name: _____ Troop #: _____ Service Unit #: _____

Cookie Captain Hours Log - I am a Cadette Senior Ambassador who has been a captain for _____ years.

Date	Hours	Name of Event	Description of Service Provided	Volunteer/Staff Name	Volunteer/Staff Title	Phone #	Initials

*An original copy of this sheet must be turned in to GSCB by April 1, 2023 through the [GSCB Cookie Captain Submission Form](#).



Cookie Captain Hours Log Instructions

- Log at least 20 hours of service toward SU events and mentoring that are directly related to the Girl Scout Cookie Program or Fall Product Program.
- All logged hours must be signed for by the registered GSCB volunteer or staff person who ran the event.
 - For example:
 - Hours spent mentoring should be signed by the mentee troop leader or cookie champion.
 - Hours spent helping at a service unit event should be signed by the SUM or SU Cookie Champion.
- Hours spent training the mentee troop can count as service hours or leadership hours, but not both.
- It is important for the signer to include contact information so that we can verify hours!
- Parents should NOT sign for hours.

See the sample card below for examples of details to include in your descriptions.

Name: Daisy Lowe Troop #: 1912 Service Unit #: 99

Date	Hours	Name of Event	Description of Service Provided	Volunteer/Staff Name	Volunteer/Staff Title	Phone #	Initials
1/9	3	Cookie Captain Training	Training	Renee Naughton	GSCB Staff	800-341-4007	RN
2/12	2	SU Cookie Training	Helped set up, put training packets together, passed out refreshments	Gertrude Green	SU Cookie Volunteer	123-456-7891	GG
3/3	2	Troop Mentoring at cookie booth – Troop # 123	Made copies of training game, gave presentations to Brownies and parents helped with the booth sale	Susie Campsalot	Cookie Coordinator, Troop 123	098-765-4321	SC