

QUALIFICATIONS

- Registered member of Girl Scouts of Greater South Texas; at least 18 years of age; lives the values of the Girl Scout Promise and Law.
- Approved Volunteer Application and Background Check.
- Strong computer skills – daily access to a computer with internet and email during the Product Programs.
- Possess organizational skills to maintain accurate records, receipts, product, and recognitions.
- Excellent communication skills – communicates directly to troops, parents/guardians, and Council.
- Must be free of delinquent debt with Girl Scouts of Greater South Texas.
- At least one volunteer from your troop must have completed Leadership Essentials Training.
- Has a positive and supportive attitude about the Product Sale Program and work closely with the Troop Leader to make this a successful sale.
- Must adhere to Girl Scouts of Greater South Texas policies and procedures.

RESPONSIBILITIES

Training and Paperwork

- Attend training prior to Product Program.
- Sign Troop Product Sales Manager Agreement form.
- Complete the ACH Authorization Form and submit to the SUFPM or SUCM (Service Unit Fall Product Manager/Service Unit Cookie Manager) by deadline.
- Work with Troop Leader to ensure all girls within the troop are registered prior to the Product Program.
- Collect a signed Parent/Guardian Permission Agreement form for each Girl Scout who is participating in the program prior to handing out program materials and turn them into the SUFPM/SUCM.
- Train, prepare, and motivate the girls and their guardians on the Product Program.
- For Fall Product Program – Compile order cards accurately and completely. All orders must be entered into Nut-E by the deadline set by Council.

Money Handling

- Collect money from girls and deposit directly into troop bank account. Make prompt and frequent bank deposits upon collection of money.
- Ensure money is counted and a receipt is issued for all payments received.
- Support the council on the money collection process. Submit Collection Forms for any outstanding money. NO EXCEPTIONS!
- Parent collections cannot exceed \$200 per household for Fall Product Program and \$400 per household for Cookie Program.

Product Handling

- Pick up troop order from the delivery site designated by the SUFPM/SUCM.
- Prepare each girl's order for pick up. Ensure all product is counted and signed for by the parent/guardian.
- Distribute recognitions to girls within 10 days of receiving from SUFPM/SUCM.

Troop Product Sales Manager
Position Description and Agreement Form



Core Competencies

- Girl Focused: Help girls set realistic, clearly defined goals/objectives.
- Adaptability: Adjust and modify own behavior and remain flexible and tolerant in response to changing situations and environments.
- Foster Diversity: Understand differences and embrace differences.
- Oral Communication: Express ideas clearly and concisely.
- Personal Integrity: Demonstrate honesty, credibility and dependability.

VOLUNTEER BENEFITS

Have the opportunity to develop skills including: organization, communication, training and motivation. Enjoy opportunities for learning and creative expression and making new contacts. Know that you making a difference in the lives of girls!

ACCOUNTABILITY

I am agreeing to the position of:

(Complete all information as it is used to set up users in Nut-E and Snap. Councils send emails through Nut-E and Snap to the email address provided below.)

- Troop Fall Product Manager
- Troop Cookie Manager
- I have read and accept the responsibilities for this volunteer position as well as the operational volunteer policies and practices stated above.
- I understand that I will be required to complete a Volunteer Application along with a Background Check and become a member of Girl Scouts of Greater South Texas, if I am not currently registered.
- I understand that I must have daily computer access with internet and email during the Product Programs in order to fulfill position responsibilities.
- I will comply and enforce all Product Program dates and deadlines. Failure to adhere to the above responsibilities could result in termination of my volunteer status.
- I accept financial responsibility associated with the troop Product Program duties. I understand I am financially responsible for my troop including all sales and proceeds and will ensure that the funds will be deposited into the troop account by the deadline specified in the Troop Fall Product Program Guide. I understand that if the troop bill is not paid in full to the council by the set deadlines, our troop will be inactive. I also understand that unpaid bills will be turned over to a collection agency and that legal action will be pursued.

Signature: _____ Date: _____

Name (Print) _____ Service Unit: _____ Troop: _____

Address: _____ City, State, Zip: _____

Email: _____ Date of Birth: _____

Social Security #: _____ Driver's License #: _____

Phone #: _____ Work #: _____

Troop Leader Name: _____

Troop Leader Email: _____