

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 Product Sales Staff 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 & Financial Responsibility 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 Unify 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 \$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.

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.

Troop Product Sales Manager
Position Description and Agreement Form



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 Unify and Smart Cookies. Councils send emails through Unify and Smart Cookies 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. 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: _____