

Girl Scouts of Greater South Texas  
2011 Fall Product Sale  
Service Unit Fall Product Manager Agreement

**Summary of Position:**

The Service Unit Fall Product Manager is appointed by the Service Unit Manager for a term of one year and is subject to reappointment. The Service Unit Fall Product Manager is responsible for coordinating the Fall Product Sale in the service unit.

**Responsibilities:**

- Attends the appropriate training.
- Must have computer and internet access.
- Secures a location for Service Unit Fall Product delivery.
- Collects parent permission forms and distributes selling materials to troops for each girl with a signed permission slip.
- Verifies that all girls selling are registered members of Girl Scouts of the USA.
- Reviews Nut-e system online orders before submitting service unit order online.
- Provides support and communications to troops throughout the sale. Promptly returns all phone calls/ emails from Troop Leaders and Troop Fall Product Managers.
- Report and turn in damaged product immediately to your local service center and Product Sales Representative
- Collects and double checks end of sale paperwork from each Troop Fall Product Manager. Ensures that all receipts are with end of sale reports. Submits all paperwork to council by deadline.
- Ensures all Troop Fall Product Managers have been trained. Must train all Troop Fall Product Managers that do not attend council training.
- Assists in the collection of delinquent accounts as requested by council, and reports back to council.
- Receives girl recognition items, sorts them by troop and distributes the items to troops in a timely manner. Returns unclaimed recognition items to the council.
- Evaluates the program and makes recommendations for the next year.

**Qualifications:**

- **Must maintain registered membership in the Girl Scouts of the USA and subscribe to the principles of Girl Scouting as embodied in the Girl Scout Promise and Law.**
- Willing to work within the framework of the Council Charter, Bylaws, Policies, Standards, Affirmative Action Plan and Goals of the Girl Scouts of Greater South Texas.
- Must be free of delinquent debt with Girl Scouts of Greater South Texas.
- Has a positive and supportive attitude about the Fall Product sale.

Having read the above Position Description and being aware of the accountability and procedures required of me, I assume full responsibility of the duties of Service Unit Fall Product Manager for 2011.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (Print) \_\_\_\_\_ Service Unit: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Email: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Social Security#: \_\_\_\_\_ Drivers License#: \_\_\_\_\_

Home Phone#: \_\_\_\_\_ Cell#: \_\_\_\_\_ Work#: \_\_\_\_\_