

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

The purpose of this agreement is to communicate and clarify the responsibilities of individual product sales volunteers. The agreement is recognition of the important role played by volunteers who work with Girl Scout product sales with no monetary compensation.

Please carefully review the reverse side and sign this agreement. The original copy will be kept by the council. Make a copy for your records.

Volunteer Name (print)

Service Unit

Troop #

Address

City

State

Zip

Drivers License #

Social Security #

Home Phone: _____ Cell: _____ Work: _____

Email: _____

Date of Birth: _____

Reference Name: _____

Phone #: _____

Volunteer Agreement for the period of August 2011 – January 2012. I accept the position described, recognizing that being a Girl Scout volunteer is a voluntary service and do not expect monetary compensation. I understand this appointment is contingent upon the completion of a Criminal Background Check. I understand I am responsible for my troop and if delinquent, I will be responsible and will not remain in good standing, until the troop has cleared it debt.

Continuing Volunteers: I certify that I have not been convicted of any crime since my Background History was checked.

Volunteer's Signature

Date

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Position Description:

To direct and coordinate the operation of the Fall Product sale for a specified troop in order to assist the leader in providing a meaningful experience for the girls who participate.

Accountabilities:

- Attend the appropriate training.
- Must have computer and internet access.
- Coordinate the ordering and distribution of product for the troop.
- Collect girl order cards, compile troop's order. Check for accuracy and transfer troop's order online with the Nut-e system. Submits by deadline to Service Unit Fall Product Manager.
- Verify all girls selling are registered members of Girl Scouts of Greater South Texas.
- Verify all girl orders by checking for accuracy.
- Submit troop ACH form to council by October 21, 2011.
- Provide support and communication to parents throughout the sale. Promptly returns all phone calls/emails from parents.
- Keep accurate records and see that they are turned in to the Service Unit Fall Product Manager on or before the required date. Keep receipts on file for each girl.
- See that appropriate materials and parent consent forms are distributed to each girl.
- Make arrangements to hold a Troop/Parent meeting for girls and parents to instruct girls in the use of the Nut-e System, adult supervision, selling hours, where to sell, handling of money, and to wear a Girl Scout uniform and/or pin.
- Pick up Fall Product at scheduled time. Time and location will be provided by Service Unit Fall Product Manager.
- See that product is issued only to currently registered girls.
- Report and turn in damaged product immediately to your local service center and Product Sales Representative.
- Make sure girls and parents understand that Fall Product Sales monies should be turned in frequently and understand what the acceptable forms of payment are.
- See that the loss or theft of any funds or product is reported immediately to local police or sheriff and the council product sales staff.
- Follow up on delinquent monies owed to troop and council until collected. Submit delinquent parents/girls to council by December 13, 2011.
- Pick up incentives for the Troop and distributes incentives promptly.

Qualifications:

- **Troop Fall Product Managers 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 council.
- Must be free of delinquent debt with Girl Scouts of Greater South Texas council.
- Has a positive and supportive attitude about the Fall Product Sale.