

# 2019-2020 Troop Product Manager Agreement & ACH Form

**Summary:** The Troop Product Manager provides girls with the opportunity to learn life skills and earn funds for the Troop by facilitating participation in the Council Product Programs. She/he will have the enthusiasm and ability to generate positive relationships among volunteers, parents, and the community to ensure that girls can *discover* themselves, *connect* with the others, and *take action* to make the world a better place through the Girl Scout Leadership Experience.

**Accountable to:** Troop Leader, Service Unit Product Manager and Council Product Program Staff

**I'm agreeing to the position of:**

- Troop Fall Product Manager  
Length of term: August 2019- December 2019
- Troop Cookie Manager  
Length of Term: November 2019 – May 2020

### Troop Product Manager Agreement

I have read the Troop Product Manager Job Description as outlined on the back of this form; and I agree to accept the position with the full knowledge that I am responsible for a complete accounting of cookies and related monies for the troop stated below. I agree to fulfill these duties to the best of my ability.


I understand that the Council must be paid in full and any outstanding debt must be reported before the Final ACH Payment Due Date. In the event of failure to provide Girl Scouts of Greater South Texas with the information requested for any outstanding debtors, I will be responsible for the outstanding amount due and all costs associated with the collection process. I also understand that any misuse or failure to appropriately deposit these funds on my part may result in legal action taken against me by the Girl Scouts of Greater South Texas.

Date	Troop Number	Service Unit	PRINT Name of Troop Product Manager	
SIGNATURE of Troop Product Manager		Email Address	Cell/Home Phone	Other Phone
Street Address		City	Zip Code	

### ACH Debit Agreement

I acknowledge on behalf of the Troop stated above:

1. Fall Product: GSGST will debit troop accounts on 12/07/2019. Cookies: GSGST will debit Troop accounts on 02/05/20 for 50% of TOTAL AMOUNT DUE as of Feb 1, 2020 as reflected in Smart Cookies. The final balance due will be debited starting 3/04/20 and is based on Smart Cookies.
2. Troops are responsible for depositing all Product Program funds into their troop checking account and making sure there are sufficient funds to cover the ACH Debit for the amount due to GSGST. GSGST will repeat a debit that fails for any reason.



**Provide Troop Checking Information Here**  
DO NOT write "same as last year"

**Bank Name** \_\_\_\_\_

**Routing#** \_\_\_\_\_

**Account#** \_\_\_\_\_

**X** \_\_\_\_\_  
Print Name of Authorized Troop Account Signer

**X** \_\_\_\_\_  
**SIGNATURE** of Authorized Troop Account Signer

**Summary:** The Troop Product Manager provides girls with the opportunity to learn life skills and earn funds for the troop by facilitating participation in the Fall Product Program and/or Cookie Program. She/he will have the enthusiasm and ability to generate positive relationships among volunteers, parents and the community to ensure that girls can *discover* themselves, *connect* with others, and *take action* to make the world a better place through the Girl Scout Leadership Experience.

**Qualifications:**

- Be a registered member of GSUSA, have an approved volunteer application on file, and be at least 18 years old.
- Accept the principles and beliefs of Girl Scouting and support Girl Scout policies and procedures.
- Possess excellent organization and communication skills and the ability to maintain accurate records.
- Serve as a positive example for girls by modeling positive attributes such as reliability, respect for others, inclusiveness, good manners, and a positive attitude.
- Access to computer, internet, and email is necessary.

**Responsibilities:**

- Ensure all girls participating are registered members of GSUSA, have turned in a signed 2019-2020 Product Program Permission Form, and are current on their financial obligations prior to distributing Girl Order Cards.
- Provide Product Program training for girls and their families which include GSUSA safety guidelines, program activities and customer service.
- Ensure adherence to the sale dates and procedures.
- Calculate and input initial Troop order at [www.girlscouts.qspgao.com/gsgsgst](http://www.girlscouts.qspgao.com/gsgsgst) for Fall Product by October 27, 2019 and [www.abcsmartcookies.com](http://www.abcsmartcookies.com) for Cookies by December 9, 2019.
- Coordinate product pick-up with the designated delivery site coordinator and distribute product to girls.
- For Cookies: Order and pick up more product as needed for additional sales from the Cookie Cupboard.
- Maintain contact with leader/girls/parents and the Service Unit Product Manager throughout the program.
- Maintain accurate records of all program transactions (product, money and recognitions) by writing a receipt for each transaction and record all transactions in the designated online system.
- Pick up girl recognition items from the Service Unit Product Manager and promptly distribute all items to the girls.