

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.

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 current registered members of GSUSA**
- Ensure all girl have turned in a current signed Product Program Permission form, and girl is current with financial obligations to the troop prior to distributing girl order cards.**
- Provide Product Program training for girls and families which include GSUSA safety guidelines, program activities and customer service information.**
- Ensure to adherence to the sales dates and procedure.**
- Calculate and input orders into the product sales platform operating systems (M2 and SmartCookies) - for Fall Product Program by October 30, 2020 and for the Cookie Program by December 7, 2020.**
- Coordinate Product pick-up with the designated delivery site coordinator and distribute product to girls in a safely manner.**
- For Cookies: Order and pick up more product as needed for additional sales from the Council Cookie Cupboard.**
- Maintain contact with leader/girls/parents and Service Unit Product Manager throughout the program.**
- Maintain accurate records of all program transactions (product receipts, money receipts and recognition order). A receipt should be written for troop to girl transactions (product & money).**
- Pick up girl recognition items from the Service Unit Product Manager and promptly distribute all items to the girls in a safely manner.**