

# 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 Only
- Troop Cookie Manager Only
- Troop Fall Product & Cookie Manager

**Length of Term: October 2020 to September 2021**

**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 & SU	PRINT Name of Troop Product Manager
Valid Email	SIGNATURE of Troop Product Manager	
Last 4 digits of SS#	DL#	Primary Phone #
Address	City/State/Zip	

**Fall Product Program:** GSGST will debit troop accounts on: December 9, 2020, full amount owed to council

**Cookie Program:** GSGST will debit troop accounts on:  
February 3, 2021 - 1st ACH Draft, 50% of initial order, in addition to all orders picked up from cupboard up until January 30  
March 1, 2021 - Final ACH Draft, remaining balance due to council

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 or returned for any reason.

Troop Bank Account information to be listed below *information is kept confidential*, - **DO NOT WRITE** "SAME AS LAST YEAR"

Bank Name:	Routing #	Troop Acct. #
PRINT Name of Authorized Troop Account Signer	SIGNATURE of Authorized Troop Account Signer	

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## 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.**