

## Service Unit Product Program Manager Agreement Form

### Summary:

The Service Unit Product Program Manager promotes and coordinates the annual council wide product programs within their Girl Scout service area.

### Qualifications:

- Registered member of GSUSA, at least 18 years old, lives the values of Girl Scouts of Greater South Texas Promise and Law.
- Approval and eligibility of Criminal Background Check.
- Strong computer skills, daily access to computer/laptop or device with internet and working email for the duration of the product program.
- Possess organizational skills to maintain accurate records, receipts of product and recognitions.
- Excellent communication skills, communicates directly with troops, parents/guardians and council.
- Must be free of delinquent debt with Girl Scouts of Greater South Texas.
- Has a positive and supportive attitude about the Product Program and work closely with Troop Leaders to ensure a successful and productive sale.
- Must adhere to Girl Scouts of Greater South Texas policies, procedures and best practices.

### Responsibilities: *(Failure to agree to the responsibilities could result in termination of my volunteer status with GSGST)*

#### Training & Pre-planning

- Adhere to all deadlines set forth by Girl Scouts of Greater South Texas.
- Attends annual training prior to the start of the Product Program season.
- Assists in training Troop Product Managers within Service Unit.
- Work with Troop Leaders and Service Unit Manager to ensure troops/girls are registered prior the new membership year.

#### Materials, Products & Paperwork

- Receive and distribute Product Program materials to each participating troop.

#### Order System/Delivery of Product

- Secure delivery site, ensure all delivery information is accurate in the online ordering systems; M2(FP Program) and SmartCookies (Cookie Program).
- Verify troops product and recognition orders have been entered correctly into M2/SmartCookies.
- Accept delivery of the Service Unit product and recognitions at the delivery station. Product and recognitions must be verified and signed.
- Schedule and manage the delivery of product to the Troop Product Managers - ensure each troop signs for product received.
- Inform the GSGST immediately of any delivery issues or concerns.
- Receive and distribute recognitions to the Troop Product Managers - reporting missing items to the Product Program Team within three days of receipt. Ensure items are signed for upon receipt, maintain a copy of signed receipt.
- Monitor and review M2/SmartCookies regularly, report any discrepancies to GSGST immediately.

#### Money Collection & Evaluation

- Support council and/or troops within the Service Unit on the money collection process, encourage troops to make prompt and frequent bank deposits throughout the product program season.

### Volunteer Benefits:

Have the opportunity to develop skills, including organization, communication, training and motivation. Enjoy opportunities for learning and creative expression while making a positive difference in the lives of girls.

**Accountable to:** Service Unit Manager & Council Product Program Team

**Length of Term:** One year, beginning October 1, 2025 -September 30, 2026 (term maybe extended with recommendation of service unit chairs).

**Service Unit**  
**Product Program Manager Agreement Form**

**I am agreeing to the Volunteer Position of:**

*(Select all that apply to your role)*

☐ Service Unit Fall Product Program Manager

☐ Service Unit Cookie Program Manager

Service Unit Name: \_\_\_\_\_

**I agree to:**

- Read and accept the responsibilities for this volunteer position.
- Have daily computer/laptop access with internet and email during the product program, this is a must in order to adequately fulfill the volunteer position responsibilities.
- Serve as a liaison for troops participating in Product Program.
- Comply and enforce all Product Program dates and deadlines.

**Complete all information as it is used to receive access to M2 and/or SmartCookies - All information is kept confidential**

\_\_\_\_\_  
Name *(print)*

\_\_\_\_\_  
Name *(signature)*

\_\_\_\_\_  
DOB

\_\_\_\_\_  
SS# (last 4 digits)

\_\_\_\_\_  
DL#

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Valid Email

Please list the address where **PRODUCT** will be delivered - **Fall Product Program Only**

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

Special delivery instructions: \_\_\_\_\_

Please list the address where **REWARDS/RECOGNITIONS** will be delivered - **Fall Product Program Only**

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

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Please list the address where **PRODUCT** will be delivered - **Cookies Program Only**

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

Special delivery instructions: \_\_\_\_\_

Please list the address where **REWARDS/RECOGNITIONS** will be delivered - **Cookies Program Only**

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip