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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, 2024 - September 30, 2025

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Service Unit
Product Program Manager Agreement Form

I am ageing 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