

Service Unit Product Sales Manager Agreement Form

SUMMARY

The Service Unit Product Chair promotes and coordinates the annual Council-wide Product Programs (Fall Product and Cookie Program) within the Girl Scout Service Unit.

QUALIFICATIONS

- Registered member of Girl Scouts of Greater South Texas, at least 18 years of age, lives the values of the Girl Scout of Greater South Texas Promise and Law.
- Approval of Volunteer Application and Criminal Background Check
- Strong computer skills – daily access to computer with internet and email during the product programs
- Possess organizational skills to maintain accurate records, receipts, product and recognitions
- Excellent communication skills – communicates directly to 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 Sales Program and work closely with Troop Advisors to ensure a successful sale
- Must adhere to Girl Scouts of Greater South Texas policies and procedures

RESPONSIBILITY *(adhering to all deadlines set by council)*

Training and Pre-Planning

- Attend annual training prior to Product Program
- Assist in training Troop Product Managers within in Service Unit
- Work with Troop Advisors and Service Unit Manager to ensure troops and girls are registered prior to the Product Program

Materials, Products and Paperwork

- Receive and distribute Product Program materials to each participating troop/Juliette (individual girls not associated with a troop)
- Serve as a liaison for Juliette's participating in the Product Program – hand out materials, enter orders, collect money and distribute products and recognitions.
- Collect Parent/Guardian Permission Forms for each Girl Scout who is participating in any Product Program and turn them into council by set deadline
- Collect Troop Product Manager Agreement form and turn them in to the council by set deadline
- Collect Auto-withdrawal (ACH Form) and turn in to the council by set deadline

Order System/Delivery of Product

- Secure delivery site, ensure all delivery information is accurate in the online ordering systems; Unify (Fall Product Program) and/or Smart Cookies (Cookie Program)
- Verify troops and Juliette's product and recognition orders have been entered correctly into Unify/Smart Cookies
- Accept delivery of the Service Unit's product and recognitions at the delivery station. Products and recognitions must be verified and signed for
- Schedule and manage the delivery of products to the Troop Product Manager and participating Juliette's – ensure each troop and Juliette parent/guardian signs a receipt for product received
- Inform the Council Product Sales Department immediately of any delivery issues or problems
- Receive and distribute recognitions to the Troop Product Managers – reporting missing items to the Product Sales Staff member **within three days** of receipt. Ensure items are signed for upon receipt – maintain copy of signed receipt up to six months after the sale
- Monitor and review Unify/Smart Cookies regularly – report any discrepancies to council immediately

Money Collection and Evaluation

- Support council and/or troop within the Service Unit on the money collection process – encourage troops to make prompt and frequent bank deposits

CORE COMPETENCES

Girl Focused – Helps girl set realistic, clearly defined goals/objectives to experience the new Girl Scout Leadership Experience and achieve outcomes via Discover, Connect and Take Action

Adaptability – Adjusts and modifies own behavior, remains flexible and tolerant in response to changing situations and environments

Fosters Diversity – Understands differences and embraces differences

Oral Communication – Expresses ideas clearly and concisely

Personal Integrity – Demonstrates honesty, credibility and dependability

VOLUNTEER BENEFITS

Have the opportunity to develop skills, including organization, communication, training and motivation. Enjoy opportunities for learning and creative expression and making new contacts. Know that you are making a difference in the lives of girls!

ACCOUNTABILITY

Position is appointed by Girl Scouts of Greater South Texas Product Program department for a one-year term

I AM AGREEING TO THE POSITION OF:

Select all that apply to your role

- Service Unit Fall Product Manager
- Service Unit Cookie Program Manager

I ADHERE TO:

- I have read and accept the responsibilities for this volunteer position, as well as the operational volunteer policies and practices stated above
- I understand that I will be required to complete a Volunteer Application along with a Criminal Background Check and become a member of Girl Scouts of Greater South Texas, if I am not currently registered
- I understand that I must have daily computer access with internet and email during the Product Programs in order to adequately fulfill the position responsibilities
- I understand that I will serve as a liaison for Juliette’s participating in the Product Program
- I will comply and enforce all Product Program dates and deadlines – failure to adhere to the above responsibilities could result in termination of my volunteer status with Girl Scouts of Greater South Texas

****Complete all information as it is used to set user access in Unify and Smart Cookies – all information is kept confidential***

Name (print): _____ Service Unit: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Social Security #: _____ DOB: _____

Phone Number: _____ Email: _____

Signature: _____ Date: _____