



Troop Product Program Manager Agreement & ACH Form

I'm agreeing to the volunteer position of:

- ☐ Troop **Fall Product** Program Manager Only
☐ Troop **Cookie Program** Manager Only
☐ Troop **Fall Product & Cookie Program** Manager

Troop Number: _____

Service Unit Name: _____

Troop Level: ☐ Daisy ☐ Brownie ☐ Junior ☐ C/S/A ☐ Multi-Level ☐ IRG

Troop Product Program Manager Agreement:

I have read the Troop Product Program Manager job description as outlined on the back of this form; and I agree to accept the volunteer position with the full knowledge that I am responsible for a complete accounting of fall and cookie products 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 for each product program. In the event of failure to provide Girl Scout 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 funds on my part may result in legal action taken against me by Girl Scouts of Greater South Texas.

Date

Valid Email

PRINT Name of Troop Product Manager

SIGNATURE of Troop Product Program

Last 4 digits of SS#

DL#

Primary Phone #

Address (including city, state & zip)

GSGST will debit troop accounts via ACH draft on the dates listed below

Fall Product Program:

12/06/2023 - Full amount owed to council.

Cookie Program:

01/31/2024 - 1st Draft, 50% of initial order in addition to all orders picked up from cupboard up until 01/27/2024.

03/13/2024 - Final Draft, remaining balance due to council .

Troop are responsible for depositing all appropriate funds into their troop checking account and making sure there are sufficient funds available to clear each ACH draft. GSGST will repeat a debit that fails or is returned for any reason.

Troop bank account information to be listed below - **DO NOT** write "same as last year"

Bank Name

Routing #

Troop Account #

I acknowledge that the account that is being provided is a valid Girl Scout Troop Account and NOT a personal bank account. ☐ Yes ☐ No Initials: _____



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Summary: The Troop Product Program 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 community to ensure that girls can **discover** themselves **connect** with others, and **take action** to make the world a better place through the Girl Scout Leadership Experience.

Accountable To: Troop Leader, SU Product Program Manager & Council Product Program Team

Length of Term: October 1, 2023 - September 30, 2024

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 Scouts and support Girl Scout of Greater South policies, procedures and best practices.
- ◆ 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 a computer/laptop/device, internet and email is necessary.

Responsibilities:

- ◆ Ensure all girls participating are current registered members of GSUSA.
- ◆ Ensure all girls have submitted a current signed Product Program Permission Form.
- ◆ Ensure girl is current with financial obligations to the troop prior to distributing girl orders.
- ◆ Provide product program training for girls and families which include GSUSA safety guidelines, program activities and customer service information.
- ◆ Ensure adherence to sale dates and procedures.
- ◆ Calculate and input orders into the product program platform operating systems (M2 & SmartCookies), input dates: Fall Product Program, October 29, 2023 - Cookie Program, December 11, 2023.
- ◆ Coordinate product pickup with the designated delivery site, coordinate and distribute product to girls in a safely and timely manner. For cookies, order and pick up more product as needed from 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 must always be written for all troop/girl transactions (product & money).
- ◆ Pickup girl recognition items from the Service Unit Product Manager and promptly distribute all items to the girls in a safe and timely manner.

