

Check one: New Troop _____ Returning Troop _____

Bank Account/ACH on file ___ Yes ___ No

SU # _____

Troop # _____



Troop Fall Product Manager

Purpose: To coordinate the troop's participation in council- sponsored Fall Product Program.

Accountability: Works under the direction of the Service Unit Fall Product Manager.

Appointed By: Service Unit Fall Product Manager upon recommendation of the Troop Leader.

Term of Appointment: One Fall Product Program season – Membership Year 2020

Primary Responsibilities and Duties:

- Promotes the sale of all products to parents and girls.
- Informs parents of all aspects of the sale and their responsibilities.
- Obtains signed Parent Permission Slips for each girl.
- Informs and trains girls on all aspects of the program.
- Orders product for troops based on troop program plans, budget needs and individual girl goals.
- Keeps accurate records of transactions with the girl's parent/guardian.
- Collects all money due and makes frequent deposits to the troop bank account.
- Submits all troop orders and reports by specified deadlines.
- Reports any concerns to council about unsuitable troop behavior or issues with parent responsibilities for products or payments.
- Must follow emergency procedures; complete incident report as necessary; keep service unit and membership staff apprised of any incidents or problems.

Qualifications:

- Must be a registered member of Girl Scouts of the USA through GSNCA.
- Must be at least 19 years of age and an approved volunteer who has successfully completed the council's volunteer application and selection process, including acceptable background checks.
- Must have email and Internet access.
- Understands and accepts GSUSA and GSNCA policies, procedures and deadlines.
- Understands and accepts responsibility to GSNCA for all products.
- Demonstrates financial integrity and the ability to keep accurate product and financial records and meet scheduled deadlines.

Core Competencies/Training:

- Ability to analyze data and develop a plan to meet the needs of the troop and support council goals.
- Possesses basic computer knowledge and ability to learn online database system.
- Ability to communicate effectively with girls and their parents, as well as other volunteers.
- Ability to plan and train girls and parents to conduct fall product sales.
- Knowledge of the local community and the ability to assess and cultivate community resources to expand and promote Girl Scouting.
- Troop Fall Product Manager training

It is my intent to accept the position of Troop Fall Product Manager. I understand I will be appointed only upon successful completion of the council's volunteer selection process. I agree to the above position description. I agree to accept financial responsibility for all nuts/candy and money I receive and to deposit all monies received for the Fall Product Program in the troop account. I understand that product cannot be returned for credit and I will pay the costs incurred to collect my delinquent debt. The undersigned herein waives all rights and personal property under the Laws of United States and the State of Alabama.

Signature _____ Service Unit _____ Troop _____

Print name: _____

For GSNCA staff use only. Designated staff will verify the volunteer has been fully vetted.

Date Volunteer Application completed	Date satisfactory criminal background check received	Volunteer is registered for membership years of the product sale	Volunteer does not have a history of past due debt within the council

I have verified this volunteer's record and confirmed he/she may serve in this volunteer position.

I have also verified that the troop has a Bank Account ACH Policy Agreement dated _____ on file.

Staff Signature

Record verification date

Date Volunteer Agreement sent