



## 2024 Troop Fall Product Program Manager Description and Agreement

Name \_\_\_\_\_ Troop \_\_\_\_\_

Email \_\_\_\_\_

### Complete and submit to SU Product Program Coordinator at SU Training

**Accountable to:** Troop Leaders, Service Unit Product Program Coordinator, and Council Product Program Team

**Time Commitment:** September-December is the most concentrated time commitment. The final responsibility is ensuring the distribution of candy/nut products in November and girl rewards in December.

**Function:** To manage troop participation in the Fall Product Program. Work with the Troop Leader & PPC by promoting, coordinating, and conducting troop Fall Product Program activities. Encourage participation of all currently registered Girl Scouts to incorporate the Fall Product Program as a meaningful part of the Girl Scout leadership development program.

### Duties & Responsibilities:

- Attend your area service unit 2024 Fall Product Program training.
- Provide training for troop including their caregivers, including GSUSA safety guidelines, council procedures, program activities, goal setting, customer service, courtesy, and respect for customers and each other.
- Verify that all Girl Scouts participating are registered and have submitted a signed Family Adult Permission and Responsibility form for each Girl Scout before distributing the order card.
- Maintain close communication with Girl Scouts, caregivers, troop leaders, and PPC throughout the program.
- Distribute program materials to Girl Scouts & caregivers.
- Collect and enter troop orders by specified dates. Check all orders for accuracy in the system.
- Coordinate pick up of troop candy/nut orders from the appointed delivery station, distribute product orders and retain receipts for all transactions.
- Issue and maintain receipts for all products and financial transactions on the Girl Scout, troop, and service unit levels. All paperwork needs to be kept until September 30, 2025.
- Follow banking procedures as outlined in the 2024 Fall Product Program Troop Guide.
- Promptly distribute products and rewards when they are received.
- Adhere to all GSSNE deadlines as outlined in the 2024 Fall Product Program Troop Guide.

Troop Fall Product Program Managers must be currently registered adult members of GSUSA and must have a current background check. They must have strong attention to detail, be well organized and maintain accurate records for the troop. Access to computers, the internet, and email is required. Flexibility, patience, fairness, and honesty will be crucial in this position. The ability to work with many personalities, as well as the desire to motivate and support Girl Scouts and caregivers with the program is a must.



## **2024 Troop Fall Product Program Manager Description and Agreement**

I understand that I am responsible for managing my troop's Fall Product Program including all sales proceeds and ensuring that the funds are submitted to my PPC or the council by the deadlines outlined in the 2024 Fall Troop Volunteer Guide.

I agree to carry out the duties and responsibilities as outlined above. I further understand that sales proceeds are troop and council property and should not be retained by individual Girl Scouts, their families, or myself as personal property in accordance with GSUSA and IRS guidelines.

I also understand that any misuse or failure to appropriately deposit these funds on my part may result in legal action taken against me by Girl Scouts of Southeastern New England.

Signature \_\_\_\_\_ Date \_\_\_\_\_