

FALL PRODUCT PROGRAM

Key Info for IGM Fall Coordinators

The IGM Product Program Coordinator should manage the IGM group in their Service Unit, the same as a Troop Product Coordinator runs a troop. Please use the Troop Training as a guide to manage the IGM group.

How to get started:

1. Attend the Fall Product Troop Training with your Service Unit or on gsLearn.
2. Contact your Member Service Executive (MSE) to be added to *Looker Data System* to get a roster of the IGMs in your area.
3. Pick up deposit slips and girl program material from your Service Unit.
4. Send the IGM girls in your area a welcome email. Introduce yourself and send them a Fall Product flier and Parent Permission Agreement Form.
5. Girls must send you a signed Parent Agreement to participate.
6. Connect with IGM Families to explain the program, parent responsibilities and timeline.
7. Continue to check with your Service Unit for updated rosters weekly as girls are registering daily. Repeat step 4 with all new girls.
8. Follow procedures listed in the Troop Training.
9. The process for IGMs to pay for product differs. Please follow the steps listed below to ensure that all product is paid for and money deposited correctly.
10. Distribute rewards when they arrive.

Financial Guidelines for IGM

IGM Families deposit all money collected in the IGM Bank Account and send a copy of the dated bank receipt with the girl's name to the IGM Fall Program Coordinator via text, photograph, scan email or USPS.

Girl deposits should be made weekly and the dated bank receipt with the girl's name on it submitted to the IGM Product Program Coordinator within three days.

IGM Fall Program Coordinators must submit the dated bank receipts to the Product Program Team via [IGM Deposit](#) web form within 3 days of receiving the girl dated bank deposit slip – insure the girl's name is on the bank statement.

Contact productprogram@girlscoutsaz.org if you have additional questions.