

TROOP PRODUCT PROGRAM MANAGER POSITION Description and Agreement

2011 Fall Program 2012 Cookie Program

Complete and return to Service Unit Product Manager at training.

Name _____ Troop # _____ Service Unit _____

Email (required for both programs) _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____ Work Phone _____

Accountable to: Troop Leader, Service Unit Product Manager, and GSACPC Product Sales Team

Time Commitment: Fall Program: September to November. Cookie Program: January to March. Final responsibility is ensuring distribution of girl recognitions and collection of Council proceeds.

Function: To manage troop participation in the Fall and/or Cookie Program. Work with Troop Leader & Service Unit Product Manager by promoting, coordinating and conducting troop activities. Encourage participation of all currently registered girls to incorporate both programs as a meaningful part of the Girl Scout leadership development program.

Duties & Responsibilities:

- Attend Service Unit Program training
- Provide Program training for girls and their families; including safety guidelines, GSACPC procedures, program activities, goal setting, customer service, courtesy, and respect for customers and each other
- Verify that all girls participating are registered and the troop has a signed Parent/Guardian Agreement for each girl prior to distributing the girl order card
- Maintain close communication with all girls, parents, Troop Leader, and Service Unit Manager throughout the program
- Enter troop orders and maintain accurate accounting using vendor based web sites
- Coordinate the pick- up of product from appointed delivery station and cupboards
- Distribute girl orders and retain receipts for all product or payment transactions
- Make frequent bank deposits to the troop account as money is collected from girls/customers
- Promptly distribute girl recognitions to the troop when they are received
- Adhere to all deadlines as outlined in the Troop Manual
- If anyone fails to pay for products, submit a Parent/Guardian Outstanding Account form along with the original signed parent/ guardian consent agreement and all signed receipts.

Qualifications

Volunteer must be current registered adult member of GSUSA. They must have a strong attention to detail, be well organized, and maintain accurate records for the troop. Access to computer, internet, and email is required. Flexibility, patience, fairness, confidentiality and honesty will be crucial in this position. The ability to work with many personalities, as well as the desire to motivate and support girls and parents with the program is a must.

I understand that I am responsible for managing my troop's Product Program including all sales proceeds and ensuring that the funds are deposited into our troop account by the deadlines outlined in the Troop Manual. 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 girls, their families, or myself as personal property (Safety Wise Standard 28). 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 Arizona-Cactus Pine Council.

Signature _____ Date _____