



Girl Scout Adult Volunteer Position Description 7/10

Fall Sale Program Troop Product Manager

SUMMARY

The Fall Sale Program Troop Product Manager promotes and coordinates the annual council Fall Sale Program within a Girl Scout troop.

PARTNERS WITH

- Troop Leader
- Service Unit Product Manager
- Product Sales Coordinator
- Product Sales Director

SUPPORTED BY

- Troop Leader
- Service Unit Product Manager
- Product Sales Coordinator
- Product Sales Director
- Regional Membership Manager

RESPONSIBILITIES

- Be a registered Girl Scout
- Attends training prior to the sale and receives program supplies
- Promotes the program with leaders, girls and parents and conducts training
- Works with the Troop Leader to ensure girls are registered prior to the sale
- Submits troop orders online by the designated date
- Picks up troop order from the Service Unit Product Manager and oversees the distribution of products to the girls
- Collects money from the girls, deposits all proceeds into the troop bank account, submits troop payment and a validated copy of the deposit slip to the Service Unit Product Manager by the designated date
- Enters girl recognition orders online by the designated date
- Distributes recognition awards to the girls by the designated date
- Evaluates the sale and makes recommendations for the following year

CORE COMPETENCIES

- **Girl Focus:** Helps girls set realistic, clearly defined goals/objectives to experience the New Girl Scout Leadership experience and achieve outcomes via Discover, Connect and Take Action
- **Adaptability:** Adjusts and modifies own behavior, and remains flexible and tolerant in response to changing situations and environments
- **Fostering Diversity:** Understands differences and embraces differences
- **Oral Communication:** Expresses ideas clearly and concisely
- **Personal Integrity:** Demonstrates honesty, credibility and dependability

I understand and agree to the responsibilities and competencies of this position.
Print name below signature.

Signature

Date

TROOP PRODUCT MANAGER FINANCIAL RESPONSIBILITY

Girl Scout girls and adults participating in product sales activities should have a positive learning experience and maintain their responsibility toward the Girl Scout Law, including "to be honest and fair."

As part of this responsibility, Girl Scout parents/guardians granting permission and volunteers handling funds are accountable for forwarding proceeds from the sale of products to the Council and the troop. Girl Scouts of Eastern Iowa and Western Illinois reserves the right to use available alternatives to insure proper collection of funds. Following contact by council representatives regarding overdue funds, the account will be turned over to a collection agency or the courts for action.

If a troop is unable to collect money from the sale of a portion of its products, the Troop Product Manager should keep a record of all contact attempting a resolution, and contact the Service Unit Product Manager (SUPM). If further assistance becomes necessary, you must complete a Problem Collection Form (PCF) and attach a signed permission slip and documentation of amount due.

In case of theft documented by a police report, we would expect the loss to be covered by personal insurance. If so, additional time will be allowed to collect from the insurance company. If not covered by insurance and not documented, payment in full is expected; however, payment arrangements can be made. Contact your SUPM for further information or assistance.

By signing below, I understand and accept the responsibilities associated with taking on the duties, as outlined in the position description, as the Troop Product Manager for my troop and accept the financial responsibility associated with it. I will attend training on a yearly basis and adhere to the timelines and procedures set forth by the Council and the Service Unit Product Manager. At anytime during the Girl Scout year, I understand that if I do not follow these procedures I may be removed from my position as Troop Product Manager and/or Troop Leader.

I understand that if the troop bill is not paid in full to the Service Unit Product Manager by the set deadline, our troop bank account will be frozen. To regain access to the account, I (or another troop representative) will need to make an appointment with someone at a Girl Scout Leadership Center to amend the situation. I also understand that unpaid bills will also be turned over to a collection agency and that legal action will be pursued.

Troop Checking Account Number: _____

Name of Bank Used for Troop Checking Account: _____

Bank City/State: _____ Bank Phone: _____

Print Name: _____ Troop #: _____

Address: _____ City/State/Zip: _____

Work Phone: _____ Home Phone: _____

Email: _____

Signature: _____ Date: _____