girl scouts
carolinas peaks
to piedmont

TROOP FALL PRODUCT MANAGER
2023 DESCRIPTION/AGREEMENT & APPOINTMENT

Service Unit #:_____   **Troop #:**_____   **Troop Leader Name:** _____
APPOINTED BY AND RESPONSIBLE TO: Troop/Group Leader

RESPONSIBILITIES
1. Attend product training provided by Service Unit Fall Product Manager. Receive product materials and distribute to girls.
2. Provide troop-level training to educate and train girls (and parents/guardians) for a successful product program that includes setting and working to achieve troop and council goals. Attend troop meetings to collect orders and money for products.
3. Work closely with troop leader and girls to help supervise, direct and manage the troop's Fall Product Program.
4. Receive all in-person girl delivery candy/nut orders. Enter all orders into the M2 System not entered by parents.
5. Arrange to receive troop candy/nut delivery, fill individual girl orders and have parents/guardians sign for all products received.
6. Be available to answer questions, assist Girl Scouts/parents as needed.
7. Receive/receipt money collected for products from the girls and parents/guardians and deposit to troop bank account.
8. Ensure funds are deposited in a timely manner and in sufficient time that they are available for ACH withdrawals from the troop account.
9. Report progress/concerns to the troop leader.
9. Provide written receipts when money or product is exchanged. Receipts must be signed by the Troop Fall Product Manager or troop leader and parent/guardian.
10. Manage all money as directed by the council. Adhere to all established deadlines.
11. Pick up the troop's recognitions from the Service Unit Fall Product Manager and distribute to girls **promptly.**

QUALIFICATIONS
1. Be a registered member of GSUSA.
2. Have an understanding and knowledge of the Girl Scout program, troop and council financial needs.
3. Have the ability to work and communicate effectively with girls and adults.
4. Possess organizational and financial abilities.
5. Adhere to and accept council policies and standards, including satisfactory completion of a Criminal Background Check.
6. Have access to Internet connectivity, established e-mail account and be able to easily understand new applications.

CRIMINAL BACKGROUND CHECK AND POSITION IDENTIFICATION
Each applicant who seeks to act as a Troop Fall Product Manager must have a current Criminal Background Check (CBC) on file and have identified themselves as the Troop Fall Product Manager in their MyGS Account. Please check one of the following statements.

_____ Yes, my background check is current and I have identified myself as the Troop Fall Product Manager in the MyGS account.

_____ No, I have not completed a CBC. However, I have submitted the information online and am awaiting the results. Once cleared, I will identify myself as the Troop Fall Product Manager in the MYGS account.

STATEMENT OF RESPONSIBILITY:
I agree that all products, paperwork and money received by me during the 2023 Fall Product Program are my responsibility. I agree to submit all in-person troop orders in the M2 system on or before established deadlines. I agree to handle all money received by me in the manner set forth by our council, including all proper documentation and reporting. In the event of failure to remit the funds on time due to my negligence, I understand that I am liable for the amount not remitted, plus all costs, interest of 1% monthly late fee (12% APR) and attorney's fees expended by Girl Scouts Carolinas Peaks to Piedmont in the collection of this debt. **I understand that products may not be returned.**

Signature:_____(Print Name): _____ Date: _____

Mailing Address:_____
                                        City   State   Zip
Street Address: _____
                                        City   State   Zip
Telephone:_____ E-mail Address: _____

Return to your Service Unit Fall Product Specialist by established deadline.