



TROOP FALL PRODUCTS MANAGER 2016 DESCRIPTION/AGREEMENT & APPOINTMENT FORM

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 fall program.
4. Receive all girl orders. Prepare the troop product and recognition order, compile troop magazine and candy/nut order using Nut-e and submit all paper magazine orders on or before established deadlines to the Service Unit Fall Product Manager.
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 checking account.
8. Ensure funds are deposited in a timely manner and in sufficient time that they are available for ACH withdrawal from 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 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 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 ability.
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 AUTHORIZATION (CBC):

Each applicant who seeks to act as a Troop Fall Product Manager must consent to a Criminal Background Check. Please check one of the following statements.

_____ Yes, I have CBC on file with GSCP2P and it was completed on or after November 2012.

_____ No, I have not completed a CBC Authorization form since November 2012. However, I have submitted the information online or am returning an authorization with this agreement. (Website URL is www.girlscoutsp2p.org, click on Forms)

STATEMENT OF RESPONSIBILITY:

I agree that all products, paperwork and money received by me during the 2016 Fall Products Program are my responsibility. I agree to submit all troop/group orders to the Service Unit Fall Product Manager 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: _____

Street Address: _____ City _____ State _____ Zip _____

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

Council Appointment: _____ Home _____ Alternate _____ Council Position: _____ Date: ____/____/____

Signature / Print

Return to your Service Unit Fall Products Manager by established deadline.