

## 2023 Troop Product Manager Fall Product Program Agreement Form

Volunteer Responsibilities: Organize, coordinate, direct and manage the Product Program(s) at the troop level; provide girls with the opportunity to learn life skills and earn funds for the troop by facilitating participation in the product program(s).

Are you a registered adult for the 2023 Girl Scout year?     Yes     No

First and Last Name

\_\_\_\_\_

Service Unit Number

Service Unit Name

\_\_\_\_\_

\_\_\_\_\_

Troop Number

\_\_\_\_\_

Street Address

\_\_\_\_\_

City, State, Zip Code

\_\_\_\_\_

Best Phone Number for Communication

\_\_\_\_\_

Does this number accept text messages?

Yes     No

Email Address

\_\_\_\_\_

### **By submitting this form, I agree to the following:**

I will accept this volunteer position, complete all position requirements, and fulfill these duties to the best of my ability.

In the event I am no longer able to fulfill the TPM duties, I will immediately notify my GSU Member Support Specialist. I will return all records pertaining to this year's product programs and all products not signed for by troops to GSU's Product Program Department. I understand that I am financially responsible for all this season's product until I have turned over all documents and product to GSU; all finances must be accounted for before being released from TPM role.

I have read and will comply with all Fall Product Program requirements stated in Girl Scouts of Utah's "Volunteer Essentials" and "Safety Activity Checkpoints".

I will complete all required trainings, observe all deadlines, and follow all procedures as directed by Girl Scouts of Utah Council.

I will have an updated ACH Agreement form on file with GSU.

\_\_ I will verify that all Girl Scouts participating are registered and have submitted a *signed Caregiver Permission and Responsibility Agreement* form for each Girl Scout prior to distributing order cards, materials, or product.

\_\_ I will work with the council to ensure that any Girl Scout that has an outstanding debt with Girl Scouts of Utah does NOT participate in any Product Program, including taking orders and attending booth sales.

\_\_ I will provide Product Program training for Girl Scouts and their families, including GSUSA safety guidelines, GSU procedures, program activities, goal setting, customer service, courtesy, and respect for customers and each other.

\_\_ I will reinforce that there are financial consequences to Girl Scouts and their troops if rules are not followed.

\_\_ I will collect all Girl Scout order forms within your troop. Review and enter troop orders into the vendor web-based system(s) by the stated deadline.

\_\_ I will take responsibility for all products handled. Arrange for pick-up of product from service unit delivery site. Coordinate the distribution of products and issue receipts for product given to Girl Scouts and their families.

\_\_ I will maintain close communication with all Girl Scouts, parents, troop leader and SUPPR throughout the program.

\_\_ I understand GSU will share my contact information with my SUPPR, Troop Leader, Girl Scout families in my troop.

\_\_ I understand GSU is releasing restricted data to me for my use in my Girl Scout volunteer capacity. Any unauthorized disclosure/distribution of such data, including but not limited to addresses, phone numbers, email, etc. for any reason other than Girl Scout business is prohibited. The violation of disclosing any such GSU data may result in the termination of my volunteer service for GSU.

\_\_ 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 bank account by the deadlines issued by GSU. I further understand that sales proceeds are troop and council property and should not be retained by individual Girl Scouts, their families, or myself as personal property. 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 the Girls Scouts of Utah.

\_\_ All information I have provided is true. I understand that falsification or significant omissions of information may be considered reason for dismissal.

### **Agreement**

**I agree to act as the Troop Product Manager in the 2023 Fall Product Program.**

Printed Full Legal Name

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Signature

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Date

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## ACH Debit Agreement

If you are a new troop or need to update your ACH banking information, please complete and sign the ACH Debit Agreement form.

*Troops that have previously submitted an ACH Agreement form with GSU do not need to complete this portion of the TPM agreement.*

GSU will debit troop accounts for Fall Product beginning November 28, 2023, for full amount due.

Troops are responsible for depositing all Fall Product Program funds into their troop checking account and making sure there are sufficient funds to cover the ACH debit for the amount due to GSU. GSU will repeat a debit that fails for any reason.

Full name of person who can be contacted about this account:

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Email Address

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Phone number

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Bank Name

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Account Number

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Routing Number

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By checking this box, I certify that the above information is correct and that my troop has authorized ACH withdrawals.

Full Legal Name

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Signature

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Date

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