



# 2019/2020 Service Unit Product Sales Manager Agreement Form

Due prior to August 1, 2019

Service Unit Product Sales Manager (SUPSM) must fulfill the following requirements before troops in their service unit can participate in Girl Scouts of Utah’s (GSU) 2019 Fall Product Program, 2020 Cookie Program, receives any Product Program materials and is given access to Unify (GSU’s web-based fall product program) or eBudde™ (GSU’s web-based cookie program).

**SUPSM:**

- Is a currently registered adult (at least 18 years of age or older) member of Girl Scouts of the USA (GSUSA) during the 2019-2020 Girl Scout year\*
- Has submitted and passed GSU’s online background check within the last three (3) years and it does not expire before/during 2019-2020 Girl Scout year\*
- Has no outstanding debt to GSU. This includes any family members\*
- Submitted a completed/signed *2020 Service Unit Product Sales Manager Agreement Form* to GSU. Troops within the Girl Scout Service Unit cannot participate in any portion of either product sale if a completed/signed *2020 SUPSM Agreement Form* is NOT on file
- Attended/completed appropriate product sale training

\*For assistance, contact GSU’s Member Support at [info@gsutah.org](mailto:info@gsutah.org), 801-265-8472 or 800-678-7809.

**I agree to act in the following role(s):**

**2019 SU Fall Product Manager**

**2020 SU Cookie Manager**

**Please Print**

Service Unit (SU) #: \_\_\_\_\_ Service Unit Name: \_\_\_\_\_

SUPSM Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City Zip

Email address (required): \_\_\_\_\_

- I have read the *Service Unit Product Sales Manager Description*, completed position requirements and agree to accept this volunteer position and fulfill these duties to the best of my ability.
- In the event I am unable to do so, I will immediately notify GSU’s Member Support. I will return all records pertaining to this year’s product sale programs and all products not signed for by troops to GSU’s Product Sale Department.
- I understand GSU will share my contact information with other SUPSM’s and the TPSM’s in my Service Unit.
- 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.
- All information I have provided is true. I understand that falsification or significant omissions of information may be considered reason for dismissal.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Return completed/signed SUPSM Agreement form by email to: [cookies@gsutah.org](mailto:cookies@gsutah.org)**



## Service Unit Product Sales Manager

### Summary

The Service Unit Product Sales Manager coordinates the annual Cookie Program and/or the annual Fall Product Program for Girl Scouts of Utah at the Service Unit level.

### Term of Appointment

The Service Unit Product Sales Manager is a minimum one-year commitment and is renewable for two consecutive terms, for a total of three years of service.

*The Girl Scouts of Utah Council, in conjunction with the Service Unit Team, will perform an annual evaluation of each Service Unit Team member.*

### Support Team

- Service Unit Team
- Girl Scouts of Utah Product Sales staff
- Member Support for immediate issues at [info@gsutah.org](mailto:info@gsutah.org) or 801-265-8472

### Required Training

- Annual Leadership Summit
- Service Unit Fall Product Manager Training (If participating in the Fall Product Program)
- Service Unit Cookie Manager Training (If participating in the Cookie Program)

### Responsibilities

#### Participate in the Service Unit Team

- Attend and actively participate in regular Service Unit meetings and annual Leadership Summit.
- Work with the Service Unit Team to establish annual Service Unit goals.
- Support other Service Unit Team members in accomplishing Service Unit goals, especially where the Product Sales Program coincides with those goals.
- Support the Service Unit Event Representative in planning and hosting a cookie rally and financial literacy program.
- Review on-going emails and reports sent by Girl Scouts of Utah Product Sales Department and Troop Product Sales Managers.
- Support and promote National Girl Scout Cookie Day and any other Product Sales related events and activities.
- Lead by example.

### **Participate in Pre-Product Sales Program Preparation**

- Have read and will comply with all Fall Product Sale and Cookie Sale rules and requirements stated in Girl Scouts of Utah's "Volunteer Essentials" and "Safety Activity Checkpoints."
- Work with Council staff to ensure all participating troops are currently registered, have a minimum of two currently registered adult volunteers and five currently registered girls.
- Complete all required trainings, observe all deadlines, and follow all procedures as directed by Girl Scouts of Utah Council.
- Mentor new Troop Product Sales Managers.
- Instruct/train Troop Product Sales Managers as outlined by the council.
- Distribute all program and sales materials to Troop Product Sales Managers.
- Work with council to ensure that any troop who has an outstanding debt with Girl Scouts of Utah does NOT participate in any Product Sales Program, including taking orders and attending booth sales.

### **Manage Service Unit Product Sales Program**

- Review and/or enter troop orders into the vendor web-based system(s) by the stated deadline.
- Obtain and supervise delivery site(s) for troop orders and enter information into the vendor web-based system(s) by required deadline.
- Take responsibility for all products handled.
  - Accept and sign the receipt(s) for products delivered to delivery site(s).
  - Coordinate the distribution of products.
  - Issue receipts for products given to Troop Product Sales Managers.
- Export and save all the vendor web-based system(s) reports by specified deadlines. Provide troops with requested reports.

### **Manage Post Product Sales Program Wrap-up**

- Complete Product Sales Program survey(s) by deadline.
- Distribute Product Sales rewards to Troop Product Sales Managers.
  - Confirm accuracy of reward order(s) shipped from bakery.
  - Separate items per troop and distribute accordingly.

### **Placement and Reappointment Process**

The typical placement and reappointment process of Service Unit Team members will happen between the months of April and June.

- Interview with current Service Unit Director, Designated Service Unit Team members, and council staff member.
- Sign and agree to the position description and Service Unit Team agreement.
- Participate in Summer Leadership Summit Training.

## Qualification Requirements

- Current adult Girl Scout member in good standing.<sup>ii</sup>
- Experienced and skilled in using basic computer programs and access to Internet Explorer 5.5 or higher, Excel 97 or higher, and email.
- Good organizational and planning skills.
- Ability to keep accurate records.
- Willingness to work effectively with other team members.
- Ability to communicate in a professional manner.
- Sign and follow the Service Unit Product Sales Manager agreement form.

## Recognition

Volunteers on the Service Unit Team play a fundamental role in supporting Girl Scouts and Girl Scout adults. As such, Service Unit Team members are highly valued and appreciated by the Girl Scouts of Utah Council and are eligible for various awards and recognition through local and council wide events.

## Benefits of Service

- Play an integral role in girl development
- Connect to the legacy of Girl Scouts
- Develop leadership skills
- Develop planning, organizing, and budgeting skills

---

<sup>i</sup> Evaluations will be based on fulfillment of responsibilities in this job description and “Volunteer Safety and Conduct Policies” in *Volunteer Essentials*.

<sup>ii</sup> To be a member in good standing, volunteers must be in good financial standing with no council debt, have submitted the Troop Financial Report by June 30<sup>th</sup>, and follow “Volunteer Safety and Conduct Policies” outlined in *Volunteer Essentials*.