2019 Troop Fall Product Manager Position Description

Purpose:	Organize, coordinate, direct and manage the Fall Product Program at the troop level. Work closely with Troop Leader to ensure that girls participate in goal setting and troop planning
Term of appointment:	6 months (August 1-January 31, renewable upon completion of evaluation)
Supervision:	Reports to the Service Unit Fall Product Manager (SUFPM) and Council Staff teams as necessary.
Support:	Supported by the SUFPM and Council Staff teams along with relevant learning opportunities and training materials

Responsibilities:

- Attend Troop Fall Product training provided by SU Fall Product Manager and/or council product sales team
- Submit an *ACH Authorization Form* by due date
- Provide Fall Product Program training for girls and their families, including GSUSA safety guidelines, GSU procedures, program activities, goal setting, customer service, courtesy and respect for customers and each other, and reinforce that there are consequences to girls and troops if rules are not adhered to
- Verify that all girls participating are registered and have submitted a signed *Parent/Guardian Permission and Responsibility Agreement* for each girl prior to distributing materials or product
- Maintain close communication with all girls, parents, Troop Leader and SUFPM throughout the program.
- Distribute Fall Product materials to girls and parents
- Collect all girl order forms within your troop and accurately compile a comprehensive troop report. Check all paperwork/orders for correct information and submit required information on the online ordering system provided by the product company on or before the scheduled deadlines
- Arrange for pick-up of product from service unit delivery
- Distribute products to girls and retain receipts for all transactions
- Follow banking procedures as outlined in the Fall Product Guide
- Distribute awards/recognitions to girls in reasonable time upon receiving

Qualifications:

1. Register as an adult member and be a positive representative of the Girl Scout Promise and Law
2. Be at least 18 years old and complete the volunteer screening process including an approved background check
3. Have no outstanding debt to GSU
4. Attend training to learn the job and participate in on-going learning opportunities for continuous growth in the position
5. Provide excellent customer service by fulfilling responsibilities promptly and courteously
6. Build and maintain an effective working relationship with service unit team and council staff
7. Possess and utilize sound judgment, flexibility, organization, delegation, communication, and prioritization skills
8. Understand and help others understand and embrace diversity and inclusion
9. Follow all GSUSA and GSU policies, standards, and procedures
10. Display a positive, enthusiastic attitude that reflects the acceptance of the mission, vision, and goals of GSUSA and GSU
11. Have access and ability to communicate via phone, internet, and email

girl scouts of utah

2019 Troop Fall Product Manager Agreement and ACH Debit Form

Due prior to September 1, 2019

Summary: The Troop Fall Product Manager (TFPM) provides girls with the opportunity to learn life skills and earn funds for the troop by facilitating participation in the Fall Product Program. She/he will have the enthusiasm and ability to generate positive relationships among volunteers, parents, and the community to ensure that girls can *discover* themselves, *connect* with others, and *take action* to make the world a better place through the Girl Scout Leadership Experience.

Accountable to: Troop Leader, Service Unit Fall Product Manager and Council Product Sales Staff
Length of Term: August 2019 – January 2020

Troop Fall Product Manager Agreement
I understand that I am responsible for managing my troop's Fall Product Program including all sales proceeds and ensuring that the funds are deposited into our troop bank account by the deadlines outlined in the Fall Product Guide. I agree to carry out the duties and responsibilities as outlined in the *Troop Fall Product Manager Position Description*. I further understand that sales proceeds are troop and council property and should not be retained by individual girls, 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 Girl Scouts of Utah.

_____/____/_____ Date

_____ Troop Number

_____ Service Unit Name

_____ PRINT Name of Troop Fall Product Manager

_____ **SIGNATURE** of Troop Fall Product Manager

_____ Email Address

_____ Cell/Home Phone

_____ Street Address

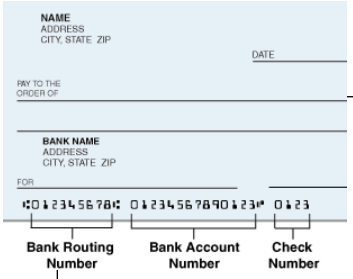
_____ City

_____ Zip Code

ACH Debit Agreement (must be signed by two (2) authorized signers on the troop bank account)

I acknowledge on behalf of the troop stated above:

1. GSU will debit troop accounts on December 4, 2019 for the full amount owed to council and is based on the system sales report.
2. Troops are responsible for depositing all Fall Product 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.



Provide Troop Checking Information Here

Bank Name _____

Routing # _____

Account # _____

☐ This ACH Agreement may be used for the GSU 2020 Cookie Program. (Please check this box if you would like us to use this authorization for the 2020 Cookie Program).

X _____
Print Name of Authorized Troop Account Signer (1)

X _____
SIGNATURE of Authorized Troop Account Signer (1)

X _____
Print Name of Authorized Troop Account Signer (2)

X _____
SIGNATURE of Authorized Troop Account Signer (2)

Created 4/5/19 MR