

# 2021-2022 Troop Product Manager Agreement Form

Volunteer Responsibilities: Organize, coordinate, direct and manage the Product Program(s) at the troop level. Provides 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 2022 Girl Scout year?     Yes     no

First and Last name

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Service Unit Number

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Troop Number

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Street Address

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City, State, Zip Code

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Best phone number for communication

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Does this number accept text messages?

Yes     no

Email address

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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 GSU's Member Support. 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 of this season's product until I have turned over all documents and product to GSU and all finances have been accounted for
- I have read and will comply with all Fall Product Program and Cookie Program rules and requirements stated in Girl Scouts of Utah's "Volunteer Essentials" and "Safety Activity Checkpoints"

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- Complete all required trainings, observe all deadlines, and follow all procedures as directed by Girl Scouts of Utah Council
  - Have an updated ACH Agreement form on file with GSU
  - Verify that all girls participating are registered and have submitted a *signed Parent/Guardian Permission and Responsibility Agreement* form for each girl prior to distributing order cards, materials or product.
- Work with council to ensure that any girl that has an outstanding debt with Girl Scouts of Utah does NOT participate in any Product Program, including taking orders and attending booth sales.
- Provide 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
- Collect all girl order forms within your troop. Review and enter troop orders into the vendor web-based system(s) by the stated deadline.
- 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 girls and families
  - Maintain close communication with all girls, parents, troop leader and SUPPR throughout the program

I understand GSU will share my contact information with my SUPPR, Troop Leader and girls/parents 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 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 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 following role(s):

- 2021 Fall Product Program
- 2022 Cookie Program

Please print your full legal name

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Please Sign

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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 Program on December 3, 2021 for full amount due.

GSU will debit troop accounts for Cookie Program on March 10, 2022 for \$1.00 per package of initial order less digital cookie payments. The final balance will be debited on March 31, 2022 and is based on the system sales report.

Troops are responsible for depositing all Cookie 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.

Name of person who can be contacted about this account

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Email

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Phone number

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Bank Name

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Account Number

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Routing Number

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

Please print your full legal name

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Please Sign your name

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Date

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