

2022-2023 Service Unit Product Program Representative Agreement Form

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

Are you a registered adult for the 2023 Girl Scout year with a completed background check on file with GSU that will not expire before or during the 2022-2023 Girl Scout Year? Yes No

First and last name

Service unit number

Service unit name

Street address

City, State, Zip code

Best phone number for communication

Does this phone 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 SUPPR duties, I will immediately notify GSU's Membership Support team. 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 have read and will comply with all Cookie Program rules and requirements stated in Girl Scouts of Utah's "Volunteer Essentials" and "Safety Activity Checkpoints."

- I will work with Council staff to ensure all participating troops in my service unit are currently registered and have a minimum of two currently registered adult volunteers and five currently registered girls.
- I will complete all required trainings, observe all deadlines, and follow all procedures as directed by Girl Scouts of Utah.
- I will mentor new Troop Product Managers.
- I will instruct/train Troop Product Managers as outlined by the council.
- I will distribute all program and sales materials to Troop Product Managers.
- I will work with council to ensure that any troop who 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 review and/or enter troop orders into the vendor web-based system(s) by the stated deadline.
- I will obtain and supervise delivery site(s) for troop orders and enter information into the vendor web-based system(s) by required deadline.
- I will take responsibility for all products handled, accept and sign receipts for products delivered to delivery site, coordinate the distribution of products, and issue receipts for product given to Troop Product Managers.
- I will distribute Product Program rewards to Troop Product Managers, confirm accuracy of reward order(s) shipped, separate items per troop, and distribute accordingly and in a timely manner.
- I understand GSU will share my contact information with other SUPPR's and the TPM'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.

By checking the box, you accept the Agreement Terms outlined above
I agree to act in the following role(s):

- 2022 SUPPR Fall Product Program
- 2023 SUPPR Cookie Program

Please print your full legal name

Please sign

Date

6/6/2022 AW

