



## 2024-2025 Service Unit Product Program Representative Fall Product Program Agreement Form

Volunteer Responsibilities: The Service Unit Product Program Representative coordinates the annual Fall Product Program for Girl Scouts of Utah at the service unit level.

Are you a registered adult for the 2024-2025 Girl Scout year with a completed background check on file with GSU that will not expire before or during the 2024-2025 Girl Scout Year?

☐ Yes ☐ No

First and last name

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Service unit number

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Service unit name

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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 phone 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 SUPPR duties, I will immediately notify the GSU Product Program Manager at dmower@gsutah.org. 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 Fall Product Program Sale 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, have a minimum of two currently registered adult volunteers and five currently registered girls.
- I will complete all required training, observe all deadlines, and follow all procedures as directed by Girl Scouts of Utah Council.
- 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 the council to ensure that any troop who has an outstanding debt with Girl Scouts of Utah does NOT participate in any Product Program.
- 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 the required deadline.
- I will take responsibility for all products handled, accept and sign receipts for products delivered to delivery site, and 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 from bakery, and 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 a reason for dismissal.

#### Agreement

By checking the box, you accept the Agreement Terms outlined above.



I agree to act as the Service Unit Product Program Representative for the 2023-2024 Fall Product Program.

Printed Full Name

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Signature

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Date

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