



## 2025-26 Troop Product Manager Product Program Agreement Form

Volunteer Responsibilities: Organize, coordinate, direct and manage the Product Programs at the troop level; provide girls with the opportunity to learn life skills and earn funds for the troop by facilitating participation in the product programs.

First and Last Name

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Troop Number

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Street Address

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Service Unit Name/Number

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City, State, Zip

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Email

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Phone (Text Capable Y/N)

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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 Denise Mower, Product Program Manager at [info@gsutah.org](mailto:info@gsutah.org) and the troop leader. I understand that I will remain financially responsible for all of the current season's products and proceeds until a new TPM is assigned and has completed their TPM Agreement form. All products and finances must be accounted for prior to being released from the TPM role.
- I have read and will comply with all Product Program requirements stated in Girl Scouts of Utah's Volunteer Essentials and Safety Activity Checkpoints.
- I will complete all required training, observe all deadlines, and follow all procedures as directed by Girl Scouts of Utah
- I will verify that all Girl Scouts participating are currently registered and have submitted a *signed Caregiver Permission Agreement* for each Girl Scout prior to distributing order cards, materials, or product.
- I will work with Girl Scouts of Utah to ensure that any Girl Scout that 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 provide Product Program Training for Girl Scouts and their families, including GSUSA Safety guidelines, GSU procedures, program activities, goal setting, customer service, courtesy, and respect for customers and each other.
- I will reinforce that there are financial consequences to Girl Scouts and their troops if the rules are not followed.
- I will collect all Girl Scout order forms within the Troop(s) I am managing. I will review and enter troop orders into the vendor web-based system(s) by the stated deadline.
- I will take responsibility for all products being handled, arrange for pick-up of product from delivery site, coordinate the distribution of product(s) and issue receipts for product given to Girl Scouts and their families.
- I will maintain communication with all Girl Scouts, caregivers, Troop Leader(s), SUPPR(s) in the Troop(s) I am managing throughout the Product Program.
- I understand GSU will share my contact information with the SUPPR, Troop Leader(s), Girl Scout families in the Troop(s) I am managing.
- I understand GSU is releasing restricted data to me for use in the Product Program(s) in my volunteer capacity. Any unauthorized disclosure/distribution of such data, including but not limited to, addresses, phone numbers, emails, 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 the product program(s) for the Troop(s) I have been assigned as TPM. I understand that I must promptly deposit funds to the assigned Troop Bank Account ensuring I am meeting all GSU deadlines. I further understand that sales proceeds are Troop and Girl Scouts of Utah property and should not be retained by individual Girl Scouts, 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 Girl Scouts of Utah.
- I certify that all the information provided is true and correct. I understand that falsification or significant omission of information may be considered a reason for dismissal.
- Troops are responsible for depositing all Product 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

**I agree to act as the Troop Product Manager in the 2025-26 Product Program**

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Printed Full Legal Name

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Signature

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Date