



Girl Scouts of Central Texas
Troop Fall Product Coordinator
Position Description & Responsibility Agreement
2018 Fall Product Program: October 1 – November 26, 2018

Name:	Troop #:
Email:	Service Unit Name:
Cell Phone:	City: TX Zip:
Date of Last C.B.C.:	Work:

Accountable to: Troop Leader, Service Unit Fall Product Manager (SUFPM) and GSCTX Director of Product Programs

Time Commitment: October & November are the most concentrated time commitment. Final responsibility is collection of GSCTX proceeds and ensuring distribution of girl recognitions in December.

Function: To manage troop participation in the Fall Product Program. Work with the Troop Leader and SUFPM by promoting, coordinating and conducting troop Fall Product Program activities. Encourage participation of all currently registered girls and incorporate the Fall Product Program as a meaningful part of the Girl Scout leadership development program.

Qualifications: Troop Fall Product Coordinators must be currently registered adult members of GSUSA and have completed a Volunteer Application, must have a current Criminal Background Check (CBC) on file, and does not have a current debt with GSCTX. They must have a strong attention to detail, be well organized and maintain accurate records for the troop. Access to computer, internet and email is required. Flexibility, patience, fairness and honesty will be crucial in this position. The ability to work with many personalities, as well as the desire to motivate and support girls and parents with the program is a must.

Duties & Responsibilities:

Please initial the items below and my signature indicates agreement with all 14 items listed.

1. _____ Attend Service Unit Fall Product Program and training provided by SUFPM
2. _____ Provide Fall Product Program training for girls and their families, including GSUSA safety guidelines, GSCTX procedures, program activities, goal setting, customer service, courtesy, and respect for customers and each other
3. _____ 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
4. _____ Maintain close communication with all girls, parents, Troop Leader and SUFPM throughout the program
5. _____ Distribute Fall Product Program materials to girls and parents
6. _____ Collect and enter troop orders using by specified dates and encourage continued selling through the end of the sale
7. _____ Check all troop orders for accuracy using – be sure all allocations are completed by specified dates
8. _____ Coordinate pick up of troop Fall Product orders from appointed delivery station and cupboards
9. _____ Distribute girl product orders and retain receipts for ALL transactions
10. _____ Follow banking and debt procedures as outlined in the Troop Banking Procedures and forward banking or collections issues to SUFPM and/or GSCTX staff by specified dates
11. _____ Promptly distribute girl recognitions to the troop when they are received
12. _____ Adhere to all GSCTX deadlines as outlined in the Troop Fall Product Manual and Troop Banking Procedures Manual
13. _____ GSCTX will debit the above bank account according to the instructions provided during training for the 2018 Fall Product Program and the 2019 Cookie Program.
14. _____ Ensure that GSCTX has the correct baking information on file. Any changes to the troop bank account will be communicated immediately to the Product Program Department

I understand that I am responsible for managing my troop's Fall Product Program including all sales proceeds and ensuring that all troop's funds are deposited into our troop account frequently and promptly, as required and outlined in the Troop Fall Product Manual and Troop Banking Procedures Manual. I agree to carry out the duties and responsibilities as outlined above and meet the qualifications to hold this position. I further understand that sales proceeds are troop and GSCTX property and should not be retained by individual girls, their families, or myself as personal property. I have received and read a copy of the deadlines & due dates as set by GSCTX.

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 Central Texas.

Signature _____ Date _____

Due to Service Unit by Friday, September 14, 2018