

2023 Fall Product Program Troop Manager Agreement



Summary: The troop fall product program manager (TFPPM) will manage the sale of the fall products and associated record keeping.

Term of Appointment: The TFPPM is recruited by the troop leader and is appointed for a four-month term, September to mid-December, which is renewable annually upon successful completion of evaluation processes. This position requires an average of three hours per week during the fall product program.

Supervision: The TFPPM reports to the service unit fall product program coordinator (SUFPPC).

Support: The TFPPM receives support, guidance, and encouragement from the SUFPPC and council product program staff.

Required Training: 2023 Fall Product Program Training in gsLearn or with SUFPPC.

Recommended Training: GSUSA Generating Troop Funds in gsLearn.

Responsibilities

- Be guided in all actions by the Girl Scout Mission, Promise, and Law.
- Communicate with SUFPPC to obtain troop materials, program information and general instructions.
- Communicate with families about the policies and guidelines related to the Fall Product Program. Distribute program materials for each girl.
- Keep copies of completed girl permission forms and all signed receipts.
- Verify that orders for products for all girls are submitted by October 10.
- Receive troop's ordered products from the SUFPPC and accurately distribute products to girls.
- Verify that girl reward choices are completed by November 13.
- Meet with girls/families to collect money and deposit in troop bank account prior to ACH on November 16.
- Receive and promptly distribute rewards earned by girls.
- Give troop records to troop leader after the sale has been completed for use in troop financial report.

Qualifications and Core Competencies

- Be a registered member of GSUSA for the 2024 membership year.
- Pass a current GSEOK background check.
- Have sufficient time to carry out the designated responsibilities.
- Computer skills with access to email and the Internet.
- Demonstrate dependability, honesty, and credibility and have the ability to collect and properly handle money.
- Adaptability to adjust and remain flexible and tolerant in response to changing situations and environments.
- Have the ability to work respectfully with diverse individuals and groups.
- Communication skills to express ideas and facts clearly and accurately.

I HAVE READ THE AFOREMENTIONED QUALIFICATIONS AND DUTIES OUTLINED FOR THIS POSITION AND I AGREE TO ASSUME THE RESPONSIBILITIES AS LISTED.

Signature

Date

Troop Fall Product Program Manager (print name)

Troop #

Cell/Home Phone

Work Phone

Email Address

Home Address

Driver's License #