



**Product Program
Volunteer Statement of Responsibility
And Agreement
For Troop (Fall/Cookie) Managers**

Fall Product Program

Cookie Program

I agree that all products and payments during the product program are my responsibility. I agree to adhere to the established guidelines and deadlines with regard to submission of paperwork, product delivery and payment as established in the current product program year. I understand that products may not be returned.

I fully understand the responsibilities of the position detailed in the troop manager position description on the reverse side of this document and accept full accountability for these responsibilities.

Signed: _____ Service Unit #: _____ Troop #: _____

Print Name: _____ Date: ____/____/____

I was appointed by:

Name: _____

Email: _____

To follow is all of my information to be entered into the appropriate product program ordering system.

I understand that this information is provided for the sole purpose of access and data entry for the product ordering system and communication.

Please Print Clearly:

First Name: _____ Last Name: _____

Home Address: _____

City: _____ State: _____ Zip Code: _____

Daytime phone: Area Code (_____) _____ - _____

Cell Phone: Area Code (_____) _____ - _____

Email: _____ @ _____ . _____



Troop Manager

Position Description

Accountability:

Reports to the service unit product manager

Purpose, Related to the Girl Scout Mission:

Supports a program where girls learn financial, organization, goal setting and teamwork skills and build their confidence and self-esteem.

Responsibilities:

- * Attend the service unit program training for troop managers and leaders.
- * Sign and submit the Troop Manager Statement of Responsibility form.
- * Be an eligible, approved volunteer with a current background check status.
- * Verify that every girl participating in the program is a registered Girl Scout for the current membership year.
- * Secure a signed *Parent/Guardian Permission and Responsibility Form* for each Girl Scout participating in the program.
- * Organize a team that could include some or all of the following positions:
 - o Orders, rewards, delivery, booth sales
- * Provide training to Girl Scouts and their parents/guardians.
- * Arrange for the immediate distribution of all materials, products and rewards to every girl.
- * Instill goal setting to the girls and to the troop; support the girls and the leaders with the goal-setting process.
- * Review every girl order for accuracy.
- * Enter girl orders into the vendor's operating system.
- * Submit the troop product order by the established deadline.
- * Submit the troop reward order(s) by the established deadline.
- * Be responsible for all money collected. Turn all monies collected over to the troop leader immediately, ensure receipts are signed by both parties to verify amounts.
- * Notify the Council of any girl(s) who are not paid in full by completing and submitting the Individual Collection form.
- * Provide the troop leader with accurate and timely reports.
- * Honor all established deadlines and schedules.
- * I understand that my troop has been automatically opted in for rewards. If I want to change this option for the Cookie Program, it must be done by March 27, 2018.

Qualifications:

- * Must be a registered Girl Scout member in the current membership year
- * Must be computer literate, have an email account and have accessibility to the Internet.
- * Have the ability to provide clear and concise instructions to girls and their parents/guardians
- * Be able to work with and motivate girls and adults throughout the duration of the program
- * Be a flexible and reliable individual
- * Demonstrate respect for all people; ability to work effectively with adults from diverse racial, cultural, social, educational, and economic backgrounds
- * Have no outstanding debt to Girl Scouts of Greater Chicago and Northwest Indiana
- * Must have sufficient time to fulfill position responsibilities
- * Possess good conflict resolution and problem solving skills
- * Commit to meeting deadlines
- * Support the decisions of Girl Scouts of Greater Chicago and Northwest Indiana