



Troop Product Manager Agreement

Troop Number: _____ Service Unit: _____ Fall Product ____ Cookie Program 20____

I agree that all products and payments during the product program are my responsibility. I agree to adhere to the established guidelines and deadlines regarding 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 product manager position description on the reverse side of this document and accept full accountability for these responsibilities.

Troop Product Manager (TPM)

Signed: _____

Print Name: _____

Date: ____ / ____ / ____

I was appointed by:

Name: _____

Email: _____

To follow is all 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 Product Manager Position Description

Accountability:

Reports to the service unit product manager; if the troop does not have a Troop Fall Product Manager (TFM) or Troop Cookie Manager (TCM), the leader will then be responsible.

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 product managers and leaders.
- * Sign and submit the Troop Product 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 the following positions:
 - o Order coordinator, reward coordinator, delivery coordinator, booth coordinator
- * 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 and 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.
- * I understand that my troop has been automatically opted in for rewards. If I want to change this option for the Fall Product Program, it must be done by October 21, 2020. For the Cookie Program, it must be done by March 25, 2021.

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.
- * Can 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.