

PURPOSE OF POSITION	Directs and implements product program strategies and procedures. Serves as support to girls and their families by working closely with the Service Unit Product Program Manager.
ACCOUNTABILITY	Troop Leader, Service Unit Product Program Manager and Service Unit Manager
QUALIFICATIONS	<ul style="list-style-type: none"> <li>• Be a registered adult member of Girl Scouts of the United States of America (GSUSA) and have a current Criminal Background Check on file with Girl Scouts of Western New York.</li> <li>• Accept and adhere to the purpose and principles of the Girl Scout movement and the goals of GSUSA and GSWNY.</li> <li>• Has a clear understanding of the responsibilities of the Troop Product Program Manager position.</li> <li>• Express enthusiasm and a positive attitude in working with girls, families, and volunteers.</li> <li>• Has access to the internet and a working computer.</li> <li>• Has the commitment and the time needed to perform this position.</li> <li>• Has ability and willingness to make decisions and keep accurate records.</li> </ul>
RESPONSIBILITIES	<ul style="list-style-type: none"> <li>• Attend Troop Product Program Volunteer/Troop Leader training.</li> <li>• Provide materials, training and on-going support to girls and their parents.</li> <li>• Promote troop/girl goal setting.</li> <li>• Ensure accurate data entry in software system (troop contact/girl information, product and recognition orders, etc.)</li> <li>• Coordinate delivery with parents and follow delivery procedures.</li> <li>• Maintain signed copies of permission to participate forms signed by parent/care giver.</li> <li>• Provide Troop Leader with all payments and signed payment receipts from parents/care givers.</li> <li>• Use receipt book or online software program to manage these payments and receipts. The Troop Leader or Troop Product Program Volunteer is responsible for depositing the money into the troop bank account and paying the troop bill using ePayment or at Girl Scout Service Center.</li> <li>• The troop leader needs to reconcile all payment receipts to troop balance report and bank statement.</li> <li>• The troop leader/volunteer will agree to pay the cookie bill in full and on time to the council. It is understood and agreed that in the event any outstanding balance (excluding parent/guardian delinquency) has to be referred to a collection agency or attorney for recovery, the troop leader/volunteer will be fully responsible for all collection agency fees and attorney's fees.</li> <li>• Complete troop end-of-sale paperwork and provide the Service Unit Product Program Manager with all necessary paperwork including any delinquency/ nsf/troop refund forms by program deadline.</li> <li>• Pick up rewards from the Service Unit Product Program Manager and distribute to the girls within a month.</li> <li>• Adhere to all established deadlines.</li> <li>• Helps ensure that the Cookie Program is a positive experience for everyone.</li> <li>• All communication must be positive and follow the Girl Scout Law and Promise. This includes social media posts, email, text messages, phone conversations and any in person meetings.</li> </ul>

I understand and agree to the terms of the position as stated above.

Troop Product Program Manager

Troop Leader

Troop Number

Date