

PURPOSE OF POSITION	Directs and implements product program strategies and procedures. Serves as support to Girl Scouts 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>• Must be a registered, background checked adult member of Girl Scouts of Western NY with the Troop Fall Product Program Manager role assigned.</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 Girl Scouts, 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 Girl Scouts and their caregiver</li><li>• Adhere to all established deadlines and communicate deadlines with parents.</li><li>• Collect and retain signed permission to participate forms from each Girl Scout.</li><li>• Promote troop/Girl Scout goal setting.</li><li>• Ensure accurate data in software system (troop contact/girl information, product and recognition orders, etc.)</li><li>• Provide Troop Leader with all payments and signed payment receipts from parents/caregivers.</li><li>• Receipt all product, money, and reward exchanges with parent/caregivers.</li><li>• The Troop Leader/ Fall Program Manager is responsible for depositing the money into the troop bank account and paying the troop bill using ePayment or in person at a Girl Scout Service Center.</li><li>• The Troop Leader/ Fall Program Manager agrees 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/caregiver delinquency) has to be referred to a collection agency or attorney for recovery, the Troop Leader/Cookie Manager will be fully responsible for all collection agency fees and attorney's fees.</li><li>• Complete troop end of sale reconciliation and provide the Service Unit Product Program Manager with all necessary documents including any delinquency/nsf/troop refund forms by program deadlines.</li><li>• Pick up Fall Product and Recognitions from the Service Unit Product Program Manager within 2 weeks and distribute to the girls timely.</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>

By signing below, I acknowledge that I understand and agree to the terms of the position as stated above.

Troop Fall Program Manager Signature

Troop Leader Signature

Troop Number

Date