

Position: Troop Fall Product Manager
Appointed by: Troop Leader
Purpose: The Troop Fall Product Manager is appointed by the Troop Leader to coordinate the troop's participation in the Fall Product Sales. The Troop Fall Product Manager works directly with the girls, their families, AND the Service Unit Fall Product Manager to assure that the Fall Product Sale is carried out properly and in a timely manner according to Council procedures and integrate the program activities in with troop meetings.
Term: Late August through mid-November

Responsibilities:

1. Attend Council-sponsored training
2. Promote the Fall Product Sale program to parents and girls
3. Coordinate with the Troop Leader activities to be done at troop meetings, i.e., goal setting, sales aids, safety tips.
4. Inform parents of all aspects of the Fall Product Sale and their responsibilities.
 - a. Obtain signed Parent Permission Slip for each girl.
 - b. Make sure all girls who are participating are registered members of GSUSA.
2. Inform and train girls in all aspects of the Fall Product Sale (conduct a training session).
3. Order product and recognitions for troop based on girls' order card totals and distribute accordingly.
4. Keep accurate records of transactions with girls/parents.
5. Maintain regular communication with parents and girls.
6. Collect product from girls having trouble selling and redistribute unsold product to other girls within the troop.
7. Submit all troop paperwork and deposit monies according to banking

Qualifications:

1. Must be a registered adult member of Girl Scouts of the USA, which signifies acceptance of the principles and beliefs of Girl Scouting and support of national and local Girl Scout policies.
2. Complete a satisfactory background check and have on file.
3. Demonstrated adaptability and flexibility: able to tolerate changes, obstacles and divergent opinions.
4. Personal integrity and ongoing modeling of the ideals expressed in the Girl Scout Promise and Law.
5. Time necessary to carry out primary tasks and accessibility on key sale dates.
6. Accuracy in handling paperwork, in keeping records and accounting for all product and monies received by the girls, as well as computer access.
7. Basic banking skills.
8. Sign a Troop Product manager Volunteer Agreement Form

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