



**Troop Product Sales
Position Description & Agreement
2015 Fall Product Sales**

Complete and return to PSC at SU Training

Name	Troop #	Service Unit
Email (required for SNAP)		
Address	City	Zip
Phone (day)	(eve)	(cell)

Accountable to: Troop Leader, Service Unit Product Sales Coordinator and Council Director of Product Sales

Time Commitment: September-November is the most concentrated time commitment. Final responsibility is ensuring distribution of candy/nut product in November and girl recognitions in December.

Function: To manage troop participation in the Fall Candy/Nut/Magazine Sale. Work with the Troop Leader & PSC by promoting, coordinating and conducting troop BAR/QSP Program activities. Encourage participation of all currently registered girls to incorporate the Fall Product Sale as a meaningful part of the Girl Scout leadership development program.

Duties & Responsibilities:

- Attend your area Service Unit OSP/BAR Program & Nut-E software training.
- Provide QSP/BAR Program training for girls and their families, including GSUSA safety guidelines, council procedures, program activities, goal setting, customer service, courtesy and respect for customers and each other.
- Verify that all girls participating are registered and have submitted a signed *Parent/Guardian Permission and Responsibility Agreement* for each girl prior to distributing the girl order card.
- Maintain close communication with the girls, parents, Troop Leader and PSC throughout the program.
- Distribute QSP/BAR Program materials to girls & parents.
- Collect and enter troop orders using Nut-E by specified dates and encourage continued order taking.
- Check all orders for accuracy using Nut-E, be sure all are completed by specified dates.
- Coordinate pick up of troop Candy/Nut orders from appointed delivery station, distribute girl product orders and retain receipts for all transactions.
- Follow banking procedures as outlined in the *Troop Fall Sales Program Guide*.
- Promptly distribute product and girl recognitions when they are received.
- Be sure to adhere to all GSSNE deadlines as outlined in the Troop Fall Sales Program Guide

Qualifications:

Troop Fall Coordinators must be currently registered adult members of GSUSA. They must have a strong attention to detail, be well organized and maintain accurate records for the troop. Access to computer, internet and email is required. Flexibility, patience, fairness and honesty will be crucial in this position. The ability to work with many personalities, as well as the desire to motivate and support girls and parents with the program is a must.

I understand that I am responsible for managing my troop's Fall Product Sales Program including all sales proceeds and ensuring that the funds are submitted to your PSC or to the council by the deadlines outlined in the Fall Program Sales Manual. I agree to carry out the duties and responsibilities as outlined above I further understand that sales proceeds are troop and council property and should not be retained by individual girls, their families, or myself as personal property in accordance with GSUSA guidelines.

I also understand that any misuse or failure to appropriately deposit these funds on my part may result in legal action taken against me by Girl Scouts of Southeastern New England.

Signature _____ Date _____