



Troop Product Sales Coordinator Agreement

Position Title: Troop Product Sales Coordinator (TPSC)

Term: One year, October 1 - September 30 (can be appointed for multiple terms)

Appointed by: Troop Leader

Managed by: Director of Product & Retail Sales

Purpose: Organize, coordinate, direct and manage product program at the Girl Scout troop level. Work closely with Troop Leader and parent/legal guardian to ensure that girls participate in goal setting and troop planning.

Responsibilities:

- ◆ Attend all required Troop Product Sales Coordinator trainings provided by GSSN.
- ◆ Conduct a cookie training for the girls in the troop and their parent/legal guardian, including a discussion on safe selling practices, purpose of the product program and the benefits of the nut/candy and cookie program and goals for the troop.
- ◆ Ensure that all girls are given the opportunity to participate and encourage 100% participation in both the nut/candy and cookie product program.
- ◆ Make sure that all girls selling are a currently 2018-2019 registered member of the Girl Scouts of the Sierra Nevada.
- ◆ Obtain all Parent/Legal Guardian Permission forms for girls participating in the product program. **THERE MUST BE A SIGNED PARENT/LEGAL GUARDIAN PERMISSION FORM IN HAND BEFORE ANY PRODUCT MATERIALS ARE RELEASED TO A GIRL.**
- ◆ Instruct the Parent/Legal Guardian on the importance of adhering to the start date of the product program. Any girl or Parent/Legal Guardian selling before the scheduled sale date can cause the girl/troop to forfeit all troop proceeds and recognitions.
- ◆ Collect and verify all paperwork/orders for accuracy and submit required forms to the Service Unit Product Sales Coordinator on or before scheduled deadlines and submit correct information on the online ordering system on or before scheduled deadlines.
- ◆ Arrange for pick-up of product from the SUPSC, arrange for delivery/pick-up of product to girls and ensure that girls/parents receive product in a timely manner to deliver product to customers. **NOTE: ALL nut/candy and cookies are not returnable once signed for from GSSN or Service Unit Cookie Cupboard.**
- ◆ Agree to financial responsibility for all products until a signed receipt is obtained from a parent/legal guardian (**girls are not permitted to sign for any product**).
- ◆ Keep accurate records of all nut/candy and cookie product and money transactions by utilizing the online ordering system.
- ◆ Collect all monies from Parent/Legal Guardian on or before the scheduled deadlines, deposit monies into troop bank account in a timely manner.
- ◆ Provide a yearly current ACH authorization for all payments owed to GSSN.
- ◆ Distribute recognitions to girls no later than June 1, 2019.
- ◆ Respect all GSSN deadlines and policies.

Qualifications:

- ◆ Be a current registered and background screened approved volunteer with the Girl Scouts of the Sierra Nevada.
- ◆ Possess the ability to adhere to financial integrity and keep simple records of product program using the online ordering system.
- ◆ Be a self-motivated individual and possess administrative, organizational, financial and computer skills with **online computer access**.
- ◆ **MUST USE** the online ordering systems provided by GSSN at the girl level of the program by specified deadlines and keep accurate online records.
- ◆ Able to communicate and cooperate with GSSN, SUPSC, girls, and parent/legal guardians from diverse backgrounds.
- ◆ Willing to provide GSSN, Service Unit and parent/legal guardian with accurate contact information that includes telephone numbers, email address, and other ways to be reached during all product programs.
- ◆ Have an understanding of the Girl Scout program goals, procedural expectations of the program and safety guidelines.

I agree to accept the position of Troop Product Sales Coordinator. I have read the responsibilities and qualifications of the position and am in compliance or will comply with the terms and conditions as outlined. I understand that by withholding monies from Girl Scouts of the Sierra Nevada, I am responsible for paying any costs incurred in the collection process in addition to any money owed for product to my Girl Scout Troop.

Name: _____ (Please print)

Service Unit: _____ Troop#: _____ Troop level: (75% of girls) _____ Proceed Plan: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Phone (Preferred contact) (Home/Cell): _____ Email: _____

Driver's License Number: _____ (State) : _____

Troop Leader _____ Troop Leader : _____

Signature: _____ Date: _____