



2023 Troop Fall Product Program Chair Volunteer Agreement

Reports to: Service Unit Chair

Purpose: To serve girls by conducting the annual Fall Product Program within the troop

Qualifications:

- Become a member of Girl Scouts of the USA
- Become an approved volunteer of Girl Scouts of Black Diamond Council
- Responsible for finances
- Support and encourage the Fall Product Program
- Have adequate time to fulfill volunteer responsibilities
- Ability to keep good records
- Willingness to complete and submit troop reports as needed
- Strong communication skills, including leading meetings and presenting information to troop volunteers, caregivers, and girls

Responsibilities:

- Attend mandatory volunteer training sessions provided by the Service Unit Chair
- Collect caregiver permission forms for troop members who plan to participate in the Fall Product Program
- Put automatic withdrawal information into the online sale management system M2
- Ensure that girls are registered members of GSUSA before taking orders
- Receive all troop sales materials, educate and train girls and caregivers on sales techniques, safety standards, and important sale dates
- Collect girl-order cards
 - Compile the troop Fall Product and rewards order, entering the information not entered by caregivers into the online sale management system M2 by the deadlines
- Arrange Fall Product pick-up for your troop's assigned delivery location
 - Distribute product to individual girl participants and their caregivers in a timely manner
 - Safeguard the chain of custody process, requiring a signature upon handoff of the product to caregivers
- Collect and Deposit payment in the troop account before the deadline 12/13/2023 ACH Draft date.
- Report unpaid caregivers using the council's delinquency online form
 - Do not hold/postpone troop payment due to missing girl/caregiver payment
- Work with your volunteer troop leader and service unit volunteer product chair to collect monies due to the troop and the council
 - Retain all signed forms and keep accurate records

Name: _____ Date: _____

Email: _____

Responsibility Agreement: I agree that all products and monies received by me during the 2023 Fall Product Program are my responsibility. I agree that all monies and records received by me during the 2023 Fall Product Program will be completed, on schedule, and forwarded to the appropriate individuals, as directed. I understand that products from the 2023 Fall Product Program may not be returned, and I will be held responsible accordingly.