



# 2024 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 with 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 session provided by the Service Unit Chair or GSBDC
- Collect caregiver permission forms for troop members who plan to participate in the Fall Product Program
- Put automatic withdrawal information into 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 promptly
  - Safeguard the chain of custody process, requiring signature upon hand off of product to caregivers
- Collect and deposit all funds, including troop profits often and before the Automatic draft deadline of December 13, 2024.
- Report unpaid caregivers using the council's delinquency online form by December 13, 2024.
  - Do not hold/postpone troop deposits 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 from troop members during the 2024 Fall Product Program are my responsibility. I agree that all monies and records received during the 2024 Fall Product Program will be completed, on schedule, and forwarded to the appropriate individuals, as directed. I understand that product from the 2024 Fall Product Program may not be returned. I will be held responsible accordingly.