

Girl Scouts of Gateway Council, Inc.
Troop Fall Product Sale Activity Manager Job Description

Objective: Promote, coordinate and conduct the troop/group Fall Product Sale Activity. Work directly with girls, parents/guardians and volunteers to ensure that the Fall Product Sale Activity is carried out safely, properly and in a timely manner.

Time Commitment: Mid September – November

Appointed by: Troop/Group Leader

Accountable to: Service Unit Fall Product Sale Activity Manager and Troop/Group Leader

Staff Support: Director of Product Sales and Membership Specialist

Principal Duties:

1. Attend Service Unit Fall Product Sale Presentation to receive information and materials. Sign Troop Fall Product Sale Activity Manager Agreement. (below)
2. Ensure all girls in the troop are registered members of GSUSA and have turned in a signed Parent Permission Form. **DO NOT** give materials without signed permission form.
3. With the troop leader, train parents and girls on their responsibilities and on all aspects of the Girl Scout Fall Product Sale Activity especially **SAFETY**.
4. Distribute fall sale activity materials to girls and parents. Ensure adherence to the sale dates and procedures.
5. Complete all troop paperwork completely and turn in to Service Unit Fall Product Sale Activity Manager by Service Unit deadline.
6. Place candy/nut order on website by ordering deadline.
7. Collect payment from each girl for products received and completed Step 2 booklets. **Check booklets to be sure each postcard meets requirements and front is completed.**
8. Pick up troop's nuts, candy and incentives at appointed time. Distribute to girls within 5 days of receipt.
9. Turn in all final paperwork on time. Turn in all records to troop leader after the sale.

Qualifications:

- Registered member of the Girl Scouts of the United States of America
- Accepts the principles of the Girl Scout Movement and the Girl Scout Promise and Law
- Ability to work with girls and adults and able to provide clear instructions to both individuals and groups
- Ability to keep accurate records, monetary accounts and adhere to deadlines
- Ensures Safety-Wise standards and guidelines are met

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Troop Fall Product Sale Activity Manager Agreement

Service Unit _____ **Troop #** _____ **Troop Age Level** _____
Troop Leader _____

I have read the Troop Fall Product Sale Manager Agreement and agree to accept the position with the full knowledge that I am responsible for a complete accounting of all nuts and candies and related monies for the above stated troop. I agree to fulfill these required duties to the best of my ability. I understand that the troop bill must be paid in full and any outstanding debt reported at the end of the sale. In the event of failure to provide Girl Scouts of Gateway Council, Inc. with the information requested for any outstanding debtors, I will be responsible for the outstanding amount due and all costs associated with the collection process.

_____ Signature of Troop Fall Product Sale Activity Manager
Print Name of Troop Fall Product Sale Activity Manager

_____ Date of Birth
Drivers License Number/State Expiration Date of License

_____ City Zip
Street Address

_____ Contact Phone Numbers
Email Address

Name and email of other person you would like to be able to access your troop information on the web:

