

Troop Fall Product Coordinator Position Agreement

Appointed by: Troop Leader

Reports to: Service Unit Coordinator

Term of Service: One Year

Accountability: Conducts the Fall Product Program within the troop

Qualifications:

- Must be a registered Girl Scout
- Must be responsible with money
- Ability to keep records, complete forms, and submit order(s) on time
- Ability to conduct training for the troop

Responsibilities:

- Attend Service Unit Fall Product Program training
- Receive materials & distribute at training(s)
- Collect signed permissions forms
- Enter & review Girl Scout order(s) from your troop by October 16, 2024
- Collect & deposit money into troop bank account by December 2, 2024 for Fall Product ACH on December 6, 2024
- Complete & submit permission forms, receipts, & Outstanding Balance Forms (as necessary) to your local Service Center by December 5, 2024

I understand that:

- GSCI will not accept any returns of unsold cookies by the troop
- I will accept responsibility for all unsold product & payment for that product by the due date
- I will accept responsibility for all product sold & the monies received from caregivers
- Girl Scout Fall Product Program proceeds are troop & council profits & cannot be retained for personal use

Please sign and return to your Service Unit Coordinator at the conclusion of training.

2024 Girl Scout Fall Product Program

Responsibility Agreement

I agree to all that is stated above & that all products & monies received by me during the 2024 Girl Scout Fall Product Program will be completed on schedule & submitted on time.

Name _____ **Phone#** _____

Date of birth (DOB) _____ **Service Unit** _____

Address _____

City _____ **Zip** _____ **Troop#** _____

Email _____

Signature _____ **Date** _____