



Girl Scout Adult Volunteer Position Description 5/11

Cookie Sale Program Troop Product Manager

SUMMARY

The Cookie Sale Program Troop Product Manager promotes and coordinates the annual council Cookie Sale Program within a Girl Scout troop.

PARTNERS WITH

- Troop Leader
- Service Unit Product Manager
- Product Sales Director

SUPPORTED BY

- Troop Leader
- Service Unit Product Manager
- Product Sales Coordinator
- Product Sales Director
- Regional Membership Manager

RESPONSIBILITIES

- Be a registered Girl Scout.
- Attend training prior to the sale and receive program supplies.
- Promote the program with leaders, girls and parents and conduct trainings.
- Work with the Troop Leader to ensure girls are registered prior to the sale.
- Submit troop order online by the designated date.
- Pick up troop order from the Service Unit Product Manager and oversee the distribution of products to the girls.
- Collects money from the girls and deposits all proceeds into the troop bank account by the designated dates. The balance owed to Council will then be withdrawn through electronic funds transfer on due dates described in training materials.
- Enter girl recognition orders online by the designated date.
- Distribute recognition awards to the girls by the designated date.
- Evaluate the sale and make recommendations for the following year.

CORE COMPETENCIES

- **Girl Focus:** Helps girls set realistic, clearly defined goals/objectives to experience the New Girl Scout Leadership experience and achieve outcomes via Discover, Connect and Take Action
- **Adaptability:** Adjusts and modifies own behavior, and remains flexible and tolerant in response to changing situations and environments
- **Fostering Diversity:** Understands differences and embraces differences
- **Oral Communication:** Expresses ideas clearly and concisely
- **Personal Integrity:** Demonstrates honesty, credibility and dependability

TROOP PRODUCT MANAGER RESPONSIBILITIES

Girl Scout girls and adults participating in product sales activities should have a positive learning experience and maintain their responsibility toward the Girl Scout Law, including

As part of this responsibility, Girl Scout parents/guardians granting permission and volunteers handling funds are accountable for forwarding proceeds from the sale of products to the Council and the troop. Girl Scouts of Eastern Iowa and Western Illinois reserves the right to use available alternatives to insure proper collection of funds. Following contact by council representatives regarding overdue funds, the account will be turned over to a collection agency or the courts for action.

If a troop is unable to collect money from the sale of a portion of its products, the Troop Product Manager should keep a record of all contact attempting a resolution, and contact the Service Unit Product Manager (SUPM). If further assistance becomes necessary, you must complete a Problem Collection Form and attach a signed permission slip, signed receipt, and documentation of amount due.

In case of theft documented by a police report, we would expect the loss to be covered by personal insurance. If so, additional time will be allowed to collect from the insurance company. If not covered by insurance and not documented, payment in full is expected; however, payment arrangements can be made. Contact your SUPM for further information or assistance.

By signing below, I understand and accept the responsibilities associated with taking on the duties, as outlined in the position description, as the Troop Product Manager for my troop and accept the financial responsibility associated with it. I will attend training on a yearly basis and adhere to the timelines and procedures set forth by the Council and the Service Unit Product Manager. At anytime during the Girl Scout year, I understand that if I do not follow these procedures I may be removed from my position as Troop Product Manager and/or Troop Leader.

I understand that if the troop bill is not paid in full by the set deadline, our troop bank account will be frozen. To regain access to the account, I (or another troop representative) will need to make an appointment with someone at a Girl Scout Leadership Center to amend the situation. I also understand that unpaid bills will also be turned over to a collection agency and that legal action will be pursued.

Troop Number: _____

Troop Checking Account Number: _____

Name of Bank Used for Troop Checking Account: _____

Bank City/State: _____ Bank Phone: _____

Troop Product Manager (print) _____

Address: _____ City/State/Zip: _____

Home Phone: _____ Alt. Phone: _____

Email: _____

Signature: _____ Date: _____

Person Responsible for Finances (print) _____

Address: _____ City/State/Zip: _____

Home Phone: _____ Alt. Phone: _____

Email: _____

Signature: _____ Date: _____