

Fall Product Program

Service Unit Chair Agreement



Required *

Service Unit # _____

Name _____

Address _____

City _____ State _____ Zip _____

Email* _____ Cell Phone _____

EXPECTATIONS

- Coordinate the Fall Product Program for the service unit in conjunction with the Troop Chair and council staff.
- Be a registered member of Girl Scouts of Suffolk County for the 2019 membership year.
- Must have completed a volunteer background check.
- Basic computer skills with e-mail access are required.
- Comply with GSUSA and GSSC policies and procedures.

RESPONSIBILITIES

- Complete/attend all required Product Sale training in regards to this role.
- Host a Fall Product Program training for all the Troop Chairs in your Service Unit or instruct all Troop Chairs to view the council's online Fall Product trainings at gssc.us.
- Have an ACH Authorization Form on file with GSSC in order to receive SU rebate.
- Enter/verify all information into the M2 Online Program/Trophy Nut Ordering System by each deadline.
- Hold a Fall Program Rally for the girls/families in your service unit.
- Arrange a service unit delivery site and sign for all products received, maintaining accurate and complete records of products received.
- Distribute incentives to troops in a prompt and timely manner.
- Accept responsibility for follow-up of any troops not reporting, or troops which have outstanding money due to Council.
- Work closely with, and keep the Troop Fall Program Chairs informed of any upcoming deadlines or changes in the program.

I accept the role of Fall Product Program Service Unit Chair for Service Unit _____, including meeting the expectations and requirements stated above. I agree to accept financial responsibility for all products and money I receive.

Signature _____ Date _____