

Fall Product Program Troop Chair Agreement



Required *

Service Unit # _____ Troop # _____

Name _____

Address _____

City _____ State _____ Zip _____

Email* _____ Cell Phone _____

EXPECTATIONS

- Coordinate the Fall Product Program for the troop in conjunction with the Service Unit 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 email access are required.
- Comply with GSUSA and GSSC policies, including the new **Money Handling & Financial Procedures** (www.gssc.us/fall-product-sale)

RESPONSIBILITIES

- Complete/attend all required Product Sale training in regard to this role.
- Have an ACH Authorization Form on file with GSSC.
- Submit all documentation and deposits on time.
- Enter all information into the M2 Online Program/Trophy Nut Ordering System by each deadline.
- Promote GSSC and Service Unit Fall Program Rallies to the girl/families in your troop.
- Retain all signed parent agreements for each girl in the troop until the end of the program.
- Maintain troop records and receipts on all product program transactions and finances.
- Accept financial responsibility for any products received and understand that products cannot be returned to GSSC unless from a booth sale.
- Turn in Outstanding Debt forms for any parents that have an outstanding balance according to guidelines set in the Fall Product Program - Troop Guidebook.

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

Signature _____ Date _____