

Service Unit Prod. Sales Manager - Fall Product

YEAR AT A GLANCE

FALL

AUGUST: Training and Seller Registration

Training will be held for all Fall Service Unit Product Managers in August in 5 locations throughout the council. There will be a follow up webinar for those unable to make one of these trainings.

SEPTEMBER: Before the Sale Preparation

Make sure all fall troop product managers are adequately trained. Assemble and distribute materials to participating troops. Work with your SU Registrar to ensure that all girls and troops are participating in the Fall Product Program. Your SU Money Manager can help make sure that all troops have a current ACH form completed.

OCTOBER: Support Participating Troops

On Oct. 11 girls can begin taking in-person and online orders. Ensure they are following program sale dates and order dates. You will oversee product delivery for the Service Unit to troops.

WINTER

NOVEMBER: Continue to Support Participating Troops

Ensure troops are following program sale and order dates. You will continue to oversee product delivery for the Service Unit to troops.

DECEMBER: Wrapping Up

After the sale ends, ensure that all troops submit Problem Collection Forms by the deadline date. The rewards for your service unit will be shipped directly to you. Once you receive them, you are responsible for accurately checking the items in, and reporting any discrepancies.

SPRING

SUMMER

THROUGHOUT THE YEAR

Manage and Assist Leaders Through the Fall Product Program and Planning Process

Make sure you are prepared and ensure that all leaders are trained and supported for the Product Program.