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Training Overview!

Troop Product Manager – Cookie Program Position Description

Partnership: Troop Product Managers work in partnership with GSEIWI and the Service Team to create extraordinary Girl Scouting experiences for girls, adults and their local communities. We have created this team position description to ensure that we partner with only the highest quality of individuals to represent Girl Scouts.

Supported By: Product Sales Staff, Service Unit Product Manager, Troop Leader

Key Responsibilities:

Training and Preparation for the Sale

- Completes training prior to the sale and receives program supplies.
- Be a registered Girl Scout and works with the troop leader to ensure girls are registered prior to the sale.
- Promotes the program and the five skills with leaders, girls, and parents. The five skills include: goal setting, decision making, money management, people skills, and business ethics.
- Collects signed Cookie Program permission forms and conducts training.

Manages the Cookie Program

- Collects order forms from the girls by the designated date.
- Submits girl and troop orders online by the designated date.
- Picks up the cookie order from the Service Unit Product Manager and oversees the distribution of cookies to the girls.
- Have constant communication with troop members to insure inventory is being controlled.

Finances

- Issue a receipt for every money and product transaction being made.
- Collects money from girls and deposits all proceeds into the troop bank account frequently throughout the sale and by the designated dates. The balance owed to council will then be withdrawn through electronic funds transfer on due dates described in the training materials.

Rewards

- Enters girl reward orders online by the designated date.
- Distributes reward awards to the girls by the designated date.

Thank you for your commitment!

TROOP PRODUCT MANAGER FINANCIAL 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 “to be honest and fair.”

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). You must complete a Problem Collection Form (PCF) for all uncollected amounts and attach a signed permission slip and documentation (receipts) of amount due. PCFs must be received by council as outlined in training materials.

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.

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 complete training on a yearly basis and adhere to the timelines and procedures set forth by the Council and the Service Unit Product Manager. I understand that if I do not follow these procedures at any time during the Girl Scout year, 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 to the Council 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 further understand that unpaid bills will be turned over to a collection agency and that legal action will be pursued.

Print Name: _____

Troop #: _____

Address: _____

City/State/Zip: _____

Cell Phone: _____

Home Phone: _____

Email: _____

Signature: _____

Date: _____