



**TROOP FALL PRODUCT CHAIR
POSITION DESCRIPTION & AGREEMENT
2011 Fall Product Program**

Complete and return to SU Fall Product Chair at SU Training

Name _____ Troop # _____ Service Unit _____

Email (required for GreenBeans) _____

GreenBeans Screen Name (returning chairs only) _____

Address _____ City _____ Zip _____

Phone (day) _____ (eve) _____ (cell) _____

Accountable to: Troop Leader, Service Unit Fall Product Chair (SUFPC) and Council Product Sales Manager (PSM)

Time Commitment: September to November is the most concentrated time commitment. Final responsibility is ensuring distribution of girl recognitions and collection of Council proceeds.

Function: To manage troop participation in the Fall Product Program. Work with the Troop Leader & SUFPC by promoting, coordinating and conducting troop Fall Product Program activities. Encourage participation of all currently registered girls to incorporate the Fall Product Program as a meaningful part of the Girl Scout leadership development program.

Duties & Responsibilities:

- Attend Service Unit Fall Product Program and GreenBeans software training provided by GSGLA
- Provide Fall Product Program training for girls and their families, including GSUSA safety guidelines, Council procedures, program activities, goal setting, customer service, courtesy and respect for customers and each other
- Verify that all girls participating are registered and have submitted a signed "Parent/Guardian Permission and Responsibility Agreement" for each girl *prior to distributing the girl order card*
- Maintain close communication with all girls, parents, Troop Leader and SUFPC throughout the program
- Distribute Fall Product Program materials to girls & parents
- Collect and enter troop orders using GreenBeans by specified dates and encourage continued order taking
- Check all troop orders for accuracy using GreenBeans
- Coordinate pick up of troop fall product orders from appointed delivery station
- Distribute girl product orders and retain receipts for all transactions
- Follow banking procedures as outlined in the *Troop Fall Product Program Guide* and forward collections issues to SUFPC and/or Council by specified dates
- Promptly distribute girl recognitions to the troop when they are received
- Adhere to all GSGLA deadlines as outlined in the *Troop Fall Product Program Guide*

Qualifications:

TFPCs must be current registered adult members of GSUSA and have completed a background check. They must have a strong attention to detail, be well organized and maintain accurate records for the troop. Access to computer, internet and email is required. Flexibility, patience, fairness and honesty will be crucial in this position. The ability to work with many personalities, as well as the desire to motivate and support girls and parents with the program is a must.

I understand that I am responsible for managing my troop's Fall Product Program including all sales proceeds and ensuring that the funds are deposited into our troop account by the deadlines outlined in the 2011 Troop Fall Product Program Guide. I agree to carry out the duties and responsibilities as outlined above. I further understand that sales proceeds are troop and council property and should not be retained by individual girls, their families, or myself as personal property (Volunteer Essentials, pg 47).

I also understand that any misuse or failure to appropriately deposit these funds on my part may result in legal action taken against me by Girl Scouts of Greater Los Angeles.

Signature _____ Date _____