

## Troop Fall Product Program Manager

### Position Description and Agreement

Position Summary: Responsible for managing the Fall Product Program for the troop

Term: One year

Appointed by: Troop Leader

Responsible to: Service Unit Fall Product Program Manager

Support: This position receives support, guidance, and training from the Service Unit and Council

#### Qualifications:

- Must be a registered member of GSUSA, and accept the Girl Scout Promise and Law
- Express enthusiasm and a positive attitude in working with adult volunteers
- Support GSCSNJ goals and objectives, policies and procedures
- Must be able to work with people and maintain accurate records
- Must have access to Internet
- Owes no outstanding debt to GSCSNJ

#### Responsibilities:

- Submit the required ACH Authorization form (only if your troop did not complete this in 2019 or if you have any troop banking account changes such as new account number or signers) by the Council set deadline
- Ensure that you are designated as the “Troop Product Program Manager - Magazine & Nuts” in your troop’s MyGS account
- Take the Fall Product Program Troop Training given by the M2OS (online operating system)
- Train girls and parents in Fall Product Program procedures and guidelines
- Download the GSCSNJ Fall Product Program App for resources, news and deadlines
- Ensure girl paper nut/candy orders are correctly entered into M2OS and account for all monies collected for those orders
- Accept financial responsibility for all monies collected from girls throughout the Fall Product Program
- Deposit all monies into the troop account by the scheduled due date
- Prepare and submit all paperwork according to scheduled due date
- Maintain contact with Troop Leader regarding all troop finances and orders
- Pick up troop nut/candy order and distribute to girls
- Receive and distribute rewards to girls in a timely manner

#### Agreement:

I understand and accept my role as Troop Fall Product Program Manager. I will keep accurate records of orders and rewards. I agree to deposit all funds collected from girls into the troop’s bank account, enter all orders into M2OS, and pick up and distribute all nut/candy orders and girl rewards by the Council deadline.

**Please sign the form below.**

Signature	Service Unit	Troop Number
Print Name	Primary Phone Number	
Mailing Address	Email Address	
City	State	Zip Code