



# 2020 Troop Fall Product Chair Volunteer Agreement

**Reports to:** Service Unit Chair

**Purpose:** To serve girls by conducting the annual fall sale program within the troop

**Qualifications:**

- Become a member of Girl Scouts of the USA
- Become an approved volunteer of Girl Scouts of Black Diamond Council
- Responsible with finances
- Support and encourage the product sales program
- Have adequate time to fulfill volunteer responsibilities
- Ability to keep good records
- Willingness to complete and submit troop reports, as needed
- Strong communication skills, including leading meetings and presenting information to troop volunteers, parents and girls

**Responsibilities:**

- Attend mandatory volunteer training session, provided by the Service Unit Chair
- Collect parent permission forms for troop members who plan to participate in the fall program
- Ensure that girls are registered members of GSUSA, before taking orders
- Receive all troop sales materials, educate and train girls and parents on sales techniques, safety standards and important sale dates
- Collect girl order cards
  - Compile the troop fall product and rewards order, entering the information I not entered by parents into the online sale management system M2, by the deadlines
- Arrange Fall Product pick-up for your troop's assigned delivery location
  - Distribute product to individual girl participants and their parents in a timely manner
  - Safeguard the chain of custody process, requiring signature upon hand off of product to parents
- Collect and send payment in the form of validated deposit slip, cashier's check or money order, to Girl Scouts of Black Diamond Council, before the deadline
  - Payment document must include troop number
- Report unpaid parents, using the council's delinquency online form
  - Do not hold/postpone troop payment due to missing girl/parent payment
- Work with your volunteer troop leader and service unit volunteer product chair to collect monies due to the troop and the council
  - Retain all signed forms and keep accurate records

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_

**Responsibility Agreement**

I agree that all products and monies received by me during the 2020 Fall Product program are my responsibility. I agree that all monies and records received by me during the 2020 Fall Product program will be completed, on schedule, and forwarded to the appropriate individuals, as directed. I understand that product from the 2020 sale may not be returned and I will be held responsible accordingly.