



Girl Scouts.

**Volunteer Position Description / Agreement**  
*Girl Scouts of North East Ohio*

Membership Year  
Oct \_\_\_\_ to Sept \_\_\_\_

**TROOP** \_\_\_\_\_ **SERVICE UNIT** \_\_\_\_\_ **REGION** \_\_\_\_\_

**POSITION:** **TROOP/GROUP PRODUCT SALE CHAIR:**     FALL PRODUCT     COOKIES     BOTH

**PURPOSE:** To manage the individual Troop/Group Product Sale

**RESPONSIBLE TO:** Service Unit Product Sales Chairperson

**APPOINTED BY:** Annually by the Troop/Group Leader with approval by the Product Sale Department and Membership Specialist

**RESPONSIBILITIES:**

1. Attend all required Product Sale Troop Trainings.
2. Confirm all girls selling are registered and have submitted a signed Parent Permission Form prior to distributing sales materials. If needed, work with the Troop/Group Leader and Service Unit Team to register participating girls.
3. Conduct one or more Troop/Group meetings to educate and train girls and parents for a successful Product Sale.
4. Input, update, review and commit all required Troop/Group information, individual girl sale orders/reorders and recognitions using the Product Sale computer ordering system as required.
5. Submit initial required paperwork and signed Parent Permission Forms to Service Unit Product Sale Chair as directed.
6. Supervise and manage the Troop/Group Product Sale, while keeping an open line of communication to the Troop/Group Leader and Service Unit Product Sale Chair.
7. Keep accurate and detailed records, using mandatory receipts, of all products ordered and all monies collected.
8. Pick up troop product orders at the pre-assigned delivery location and at the appointed time. Fill and distribute individual girl orders ensuring that each parent/guardian signs a required receipt for product received.
9. Deposit all monies received from the girls, as they are being collected, into the Troop/Group bank checking account throughout the sale. Make sure to issue required receipts for ALL money collected.
10. Complete final Product Sale and Recognition Reports in the Product Sale computer system as directed in the Troop Manual.
11. Authorize ACH Debit or submit ONE money order or cashier's check for the full amount due, payable to "GSNEO", with all completed required paperwork, to your Service Unit Product Sale Chairperson by the specified date.
12. Pick up and distribute recognitions to the girls in a timely manner.

**QUALIFICATIONS:**

1. Must have an active email account and ability to access and manage internet based programs.
2. Time to devote to the job, and willingness to attend trainings and meetings.
3. Organizational and financial skills and the ability to be flexible.
4. Adheres to, accepts and communicates Council Policies, Standards and Deadlines.
5. Understanding and knowledge of the Girl Scout program, as well as Council and troop financial needs.
6. Ability to work and communicate effectively with adults and girls.
7. Be at least 18 years of age and a registered member of GSUSA.

**TROOP CHAIR STATEMENT OF RESPONSIBILITY**

I agree that all products and payments received by me during the Product Sale are my responsibility. I agree to adhere to all guidelines and deadlines, in regards to the submission of paperwork, product and payment, as set forth for the current year Product Sale. **I understand that Products may not be returned.**

Signature of Volunteer: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date of Birth: (mm/dd/yyyy) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Place of Employment: \_\_\_\_\_ E-mail: \_\_\_\_\_

Home Telephone: (\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_ Work: (\_\_\_\_) \_\_\_\_\_

*Council Use Only:* Appointed Volunteer Status Verified: \_\_\_\_\_

**LEADER STATEMENT OF RESPONSIBILITY**

I agree to accept full responsibility for all troop product and monies in the event the Troop Chair, appointed by me, is unable to perform their job for any reason. **I understand that Products may not be returned.**

Signature of Leader: \_\_\_\_\_ Date: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_

**Distribution:** Signed copy: Council Service Center; Product Sale Department. Additional copies may be printed for volunteer reference.