

2016/17 Troop Product Manager

Girl Scouts of Silver Sage

Service Unit: _____ Name: _____ E-mail: _____

Physical Address: _____ City : _____ State : _____ Zip : _____

Mailing Address : _____ City : _____ State : _____ Zip : _____

The Troop Product Manager coordinates and manages the Fall Product Program logistics for the troop. The Troop Product Manager reports to the Troop Leader and works closely with the Service Unit Product Manager.

Qualifications:

- Must be an Approved Volunteer; completed a volunteer interview, registered as an adult Girl Scout, successfully completed Girl Scouts of Silver Sage background screening, and received an appointment letter.
- Organized, detailed oriented, has the ability to maintain accurate records, and handle large amounts of inventory.
- Ability to meet deadlines.
- Good communication skills and the ability to coordinate volunteer efforts and problem solve in a positive manner.
- Ability to learn on the go and welcome new information as it comes.

Responsibilities:

1. Completes training related to the position.
2. Reads and understands, or seeks clarification, for all Council communications regarding the Fall Product Program including emails, online resources and all other program materials.
3. Assists Troop Leader with Family Product Meeting as needed.
4. Updates troop and girl settings in Nut-E and registers the troop for QSPGAO Online Magazines.
5. Works with the Service Unit Product Manager to schedule product pick-up from delivery site and makes plans for troop product inventory distribution, and any storage as needed.
6. Collects money from girls, issues signed receipts, and records girl payments in Nut-E.
7. Deposits money in Troop Bank Account, verifies Council Proceeds have been paid in Nut-E.
8. Records girl sales data in Nut-E, including Nuts and Candy Order Cards, Online Magazine Sales, and Online Nuts and Candy Sales.
9. Works with Troop Leader to ensure girl rewards are distributed.
10. Works with Troop Leader to store and maintain all transaction and receipt records, Parent/Girl Contracts, and banking deposit documentation until end of membership year.

I agree to perform the above responsibilities. I also agree that the product inventory I accept becomes my financial responsibility and all distribution records must be maintained and submitted appropriately.

Signature of Troop Product Manager

Troop #

Date

Appointment Approval

Signature of Troop Leader

Date

Printed Name of Troop Leader

Troop Leader E-mail

Please return to your Service Unit Product Manager