

**Girl Scouts of Gateway Council**  
**Troop Product Manager**  
**Volunteer Position Description**

*Terms of Appointment: One year*

**Objective:**

To encourage participation within troops in Sweets & Treats and Cookie Program. Facilitate and monitor the program within the troop.

**Accountabilities:**

- Must be a registered Girl Scout Adult Volunteer, including background check
- Must have a clean and active/authorized driver's license
- Ability to work with adults and girls
- Accuracy in record-keeping and handling of money (ACH)
- Willingness to take training courses and adhere to deadlines
- **Appointed by and Accountable to:** Troop Leader/Community Product Manager (CPM)

**Responsibilities:** Attends training to become familiar with the objectives and procedures

- Troop Training
  - Encourage goal setting and program participation during a Troop meeting
  - Share deadlines, order-taking processes (both online and in person), and safe selling
  - Obtain signed permission slip from each girl
- Financial Management/Data Entry
  - Receive completed orders and payments from girls
  - Review all orders and other submitted materials for completeness and make product and reward selection corrections if necessary in web based system.
  - Review all payments for accuracy and resolve any discrepancies with parents and/or council.
  - Ensure ACH information has been updated in product web based system and that funds are available on the date of each Council ACH sweep.
- Distribution
  - Distribute program materials to girls
  - Receive and distribute products and rewards/patches promptly to girls

I understand that by signing below, I am responsible for all monies collected by me from the girls/parents/booth sales, and that said monies must be deposited in my Troop's bank account and must be available on the published date of the ACH sweep. **In the event of non-payment**, I understand that the Girl Scouts of Gateway Council reserves the right to initiate collection procedures by its designated agent, including civil suit and criminal prosecution on delinquent accounts. I further understand that all costs associated with the above-mentioned collection process, including collect and/or attorney fees incurred, will be my responsibility.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Phone Number(s)

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Troop Number

\_\_\_\_\_  
Community Number

\_\_\_\_\_  
Appointed By (Troop Leader)