



## 2023-2024 PRODUCT PROGRAMS

### TROOP PRODUCT COORDINATOR DESCRIPTION & AGREEMENT

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

Service Unit #: \_\_\_\_\_

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

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

City: \_\_\_\_\_

Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

#### Troop Qualifications to Participate in 2023-2024 Product Programs:

- Troop must have two registered adults (Leader and Co-Leader) and a minimum of 5 Girl Scouts or be open in the Troop Opportunity Catalog.
- Troop has turned in their 2023 Annual Treasury Report to GSSNV
- All participants of the Product Program should have a 2023-2024 Membership

#### Qualifications for a Product Coordinator:

- Registered adult member of Girl Scouts of the USA and in good standing with Girl Scouts of Southern Nevada (GSSNV).
- Current GSSNV background check.
- Accept and demonstrate the principles of GSSNV Product Guidelines, Volunteer Essentials, Adult Code of Conduct, Girl Scout USA Movement, Girl Scout Mission, Girl Scout Promise, and Law.
- Ability to work amicably and positively with girls, caregivers, Service Unit Entrepreneur Coordinator (SUEC)s, other adult volunteers, and GSSNV Council Staff.
- Provide clear communication to the troop and caregivers about training, all deadlines (money due to troop, girl rewards, delinquent payments, troop proceeds, etc.), guidelines, regulations, etc.
- Capability to organize and process paperwork efficiently, meet deadlines, keep precise records, and account for all products and/or money received.
- Know how to work with numbers accurately and correctly handle bank procedures by coordinating frequent deposits into the troop account.

#### Duties and Responsibilities:

1. Complete Troop Product Coordinator Trainings for both Product Programs (Required)
2. Organize with the troop leader (if not you) a date and time for a timely meeting with girls and caregivers about the Fall Product Program & Cookie Program. \_\_\_\_\_ Date of parent meeting for Fall  
\_\_\_\_\_ Date of parent meeting for Cookies
3. Work with troop leaders to ensure that caregivers understand the product program procedures and have signed the permission and financial responsibility agreement
4. Collect and enter pre-sale orders and recognition orders for the troop in the operating system for the product program in accordance to pre-established deadlines.
5. Pick up the troop's order at the assigned time and location from the cupboards. Store products in an area that will keep them from getting damaged and **distribute products to the girls in a timely manner.**
6. Be available to the girls and their families throughout the product program to answer questions, encourage additional sales, placing reorders from the cupboards, distribute additional product and program materials. Check on the family's progress and collect money.
7. Make frequent deposits into the Troop bank account.
8. Obtain recognitions from the Service Unit Entrepreneur Coordinator and distribute recognitions to the girls promptly.
9. Follow up on delinquent money owed to the troop. Communicate the progress of money owed to the Troop Leader and SUEC. Notify Council by filling out the web form on any delinquencies from caregivers.
10. **I will uphold my responsibilities as the Troop Product Coordinator (TPC). If for any reason I cannot fulfill my responsibilities, I will contact Girl Scouts of Southern Nevada Director of Product Programs immediately. I also understand that any misuse or failure to appropriately deposit troop proceeds and not follow guidelines on my part can result in collections and/or legal action against me by Girl Scouts of Southern Nevada.**

Signature: \_\_\_\_\_

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