



## 2024-2025 PRODUCT PROGRAMS

### TROOP PRODUCT COORDINATOR DESCRIPTION & AGREEMENT

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

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

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

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

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

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

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

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

#### Troop Qualifications to Participate in 2024-2025 Product Programs:

- Troop must have two unrelated registered adults (Leader and Co-Leader) and open in the Troop Catalog for girls to join if minimum number of girls requirement isn't met for their troop.
- Troop has turned in their 2024 Annual Treasury Report to GSSNV.
- All participants of the Product Program have a 2024-2025 Membership.

#### Qualifications for a Troop 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.
- Capability to organize and process paperwork efficiently, meet deadlines, keep precise records, and account for all products and/or money received.

#### Duties and Responsibilities:

1. Complete Troop Product Coordinator Trainings for both Product Programs (Required)
2. Organize with the troop leader (if not you) a training with girls and caregivers about the Fall Product Program & Cookie Program.
3. Work with troop leaders to ensure that caregivers understand the product program procedures and have signed the permission and financial responsibility agreement. **Ensure that all understand that money earned during the product program is troop money and does not belong to an individual girl.**
4. Collect and enter 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 a secured, climate controlled area 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, place 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. 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 before the deadline.
9. ***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: \_\_\_\_\_

As a caregiver of a Girl Scout participating in the product program, my signature as a TPC acknowledges that I've also read and accepted the 2024-2025 Product Programs Caregiver Permission and Financial Responsibility Agreement.