

TROOP FALL SALE MANAGER

PURPOSE	APPOINTED	TERM
Oversee the Girl Scout Fall Sale within your Troop	By and reports to the Troop Leader	September – January

RESPONSIBILITIES

RESPONSIBILITIES	<ul style="list-style-type: none"> Complete online New/Experienced Fall Sale Volunteer Training and pertinent Learn More modules. Attend/participate in the Troop Fall Sale Manager Kickoff provided by the Service Unit. Work with the troop leader to ensure all girls meet the requirements of participation. Train parents and girls. Emphasize benefits to troop and girls, council rules, financial responsibility, etiquette, booth sales procedures, and deadlines. Distribute sales materials and promote the sale. Enter pertinent data in Nut-E (online Fall Sale Management System) in a timely manner. Coordinate troop inventory ordering, re-ordering, and distribution. Manage troop inventory responsibly to minimize troop left over product and ensure ongoing communication with the Troop Leader. Read weekly updates from the SU Manager and/or council and relay pertinent details to troop families. If the troop does booth sales, coordinate booth sales with your SU Booth Sale Coordinator. Maintain accurate records and appropriate money handling procedures, receipting all transactions. Ensure funds are being deposited into the troop account for successful ACH Debit pulls and follow the outlined procedures in the Troop Fall Sale Manual/training Money Management section regarding delinquent parents and financial matters. Comply with instructions in Troop Manager Manual and online trainings. Distribute recognitions in a timely manner. Contact the SU Manager and/or council if a problem arises prior to troop deadlines.
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REQUIRED QUALIFICATIONS	<ul style="list-style-type: none"> Be a registered Girl Scout volunteer with GSNorCal volunteer screening clearance. Have reliable access to a computer and internet, and time necessary to carry out responsibilities. Strong organizational skills. Accuracy and attention to detail in working with numbers, receipting, and handling paperwork. Comfortable working with large amounts of money. Flexible and diplomatic, with good communication skills and available by phone and/or email. Availability on key sale dates. Adaptability – Adjust, modify own behavior and remain flexible and tolerant in response to changing situations and environments.
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APPOINTMENT

Your appointment to the above position begins on _____ and will continue to January 31, 20____

Service Unit	Printed Name	Signature	Date
Appointed by	Printed Name	Signature	Date

**This position can be shared*