

PURPOSE	APPOINTED BY AND ACCOUNTABLE TO	TERM
Ensure coordination of all aspects of the product program for your troop	Troop Leader, Service Unit Team and Council Product Manager	One Product Program

RESPONSIBILITIES	<p><b>Program</b></p> <ul style="list-style-type: none"> <li>Promote entrepreneurship progression and product program participation as the key to funding GS experiences – not as sales or fundraisers.</li> <li>Attend the Cookie Kickoff hosted by your SU team and complete relevant learning modules.</li> <li>Partner with Troop Leader to coordinate a parent meeting and engage girls with program resources to create entrepreneurship program participation value for both girls and parents.</li> <li>Distribute product program materials to all girls in your troop – program participation is voluntary.</li> </ul> <p><b>Operations</b></p> <ul style="list-style-type: none"> <li><i>Parent support:</i> <ul style="list-style-type: none"> <li>Encourage parents to engage as a team to support all girls in the troop.</li> <li>Stay up-to-date and regularly communicate to parents regarding inventory, financials and weekly program updates.</li> <li>Schedule and coordinate all aspects of booth sales for your troop.</li> </ul> </li> <li><i>Money management:</i> <ul style="list-style-type: none"> <li>Review and collect signed Parent Responsibility form with parents.</li> <li>Maintain accurate receipting for all money and product transactions with parents.</li> <li>Ensure funds are collected from parents and deposited into the troop account for successful ACH debits per the schedule.</li> <li>Ensure GSNorCal procedures are followed regarding financial matters, delinquent parents and end of program reconciliation.</li> </ul> </li> <li><i>Database management:</i> <ul style="list-style-type: none"> <li>Ensure product and payment transactions in database are accurate for girls and troop at all times.</li> <li>Ensure pending orders are placed in advance when replenishing from Cookie Cupboards (<i>Cookie Program only</i>).</li> <li>Reconcile troop inventory with girl orders in database at the end of the program.</li> </ul> </li> <li><i>Inventory management:</i> <ul style="list-style-type: none"> <li>Coordinate troop inventory ordering, re-ordering and distribution.</li> <li>Manage troop inventory to minimize unsold product by communicating regularly with your Troop Leader, SU Product Manager and Cookie Cupboard Managers (<i>Cookie Program only</i>).</li> <li>Distribute program recognitions in a timely manner to motivate and reward girls.</li> </ul> </li> </ul> <p><b>Conflict Resolution</b></p> <ul style="list-style-type: none"> <li>Model commitment to the Girl Scout Promise, Law, and philosophy: <i>Fair</i> may mean something different to each person involved.</li> <li>Be adaptable and willing to listen: Adjust, modify own behavior and remain flexible and tolerant in response to changing situations and environments.</li> <li>Problem-solve with parents using patience and sensitivity.</li> <li>Maintain consistent communication with your SU Product Manager, especially regarding ideas or issues that arise.</li> </ul>
------------------	--

QUALIFICATIONS & CORE COMPETENCIES	<ul style="list-style-type: none"> <li>Be a registered Girl Scout volunteer with approved GSNorCal background check clearance.</li> <li>Enjoy working with, celebrating and supporting all personalities and strengths of troop volunteers.</li> <li>Available on key program dates and have reliable access to a computer and internet.</li> <li>Strong planning and organizational skills, with time and willingness to carry out responsibilities.</li> <li>Accuracy and attention to detail in working with numbers, receipting, and record keeping.</li> <li>Financially responsible and comfortable working with large amounts of money.</li> <li>Flexible and diplomatic, with good communication skills and available by phone and/or email.</li> </ul>
------------------------------------	---

APPOINTMENT			
Service Unit #/Name		Term begins on: _____ and ends on _____	
Troop Volunteer Email		Cell Phone	
Troop Volunteer Name (print)		Appointed by (print)	
Signature	Date	Signature	Date