

## Troop Fall Product Coordinator Appointment Letter

**Position Title:** Troop Fall Product Coordinator  
**Term:** One Year (renewable)  
**Recruited by:** Troop Leader  
**Appointed by:** Service Unit Fall Product Coordinator (SUFPC)  
**Accountable to:** Troop Leader, SUFPC, and Product Programs Department

### Qualifications:

- Ability to dedicate time needed to conduct the Fall Product Program activities from August-November.
- Have access to a computer with internet connection and an email address.
- Ability to work with money, manage inventory and have strong computer skills.
- Ability to work with numbers and keep detailed records.
- Ability to communicate and cooperate with girls and adults from diverse backgrounds.
- Ability to meet deadlines.
- Have no outstanding debt with Girl Scouts of Middle Tennessee.
- Must be at least 18 years old, a registered Girl Scout Adult and have a current criminal background check on file.

*Following are the principal duties and responsibilities of the position:*

### Plan and conduct a safe, fun, and successful Fall Product Program.

1. Guide girls as they make plans and set goals to carry out their planned activities.
2. In coordination with the troop leader, schedule and conduct training for girls and their parents/guardians on the mechanics of the Fall Product Program. Discuss and encourage teamwork, leadership, communication skills, and money management with the girls.
3. Stress safety as outlined in *Volunteer Essentials*, available from your troop leader.
4. **Meet all deadlines** set by the Service Unit Fall Product Coordinator and Council.

### Fulfill administrative duties throughout the sale:

1. Attend the **REQUIRED** training conducted by the Service Unit Fall Product Coordinator.
2. Obtain written permission from the parents/guardians of each girl participating in the program on the form provided by the council. Stress that once received, **fall products cannot be returned to the troop or the council.**
3. For troops opting for additional proceeds, ensure the girl and adult signatures acknowledging acceptance is on the Parent/Guardian Permission and Responsibility Form.
4. Collect girls' order cards and prepare the troop order. Submit the troop's order and reward order in the M2 system by the specified date.
5. Pick up the troop's fall product order from the delivery site and promptly distribute to girls and parents/guardians. Obtain signatures from parents/guardians for receipt of any product.
6. Deposit all money collected into the troop account.
7. Have funds available in troop account by specified date for the ACH Debit. Any bank returns for NSF are the responsibility of the troop for a \$35 fee.
8. Verify and submit the reward order. Obtain the rewards from the Service Unit Fall Product Coordinator and promptly distribute to the girls.
9. Notify the Service Unit Fall Product Coordinator if questions or concerns arise.

**The Council Agrees To:** Provide training, all materials and ongoing support through trained volunteer leadership.

Troop Fall Product Coordinator: \_\_\_\_\_ Troop #: \_\_\_\_\_

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

City//Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

I have read and reviewed the responsibilities for the Troop Fall Product Coordinator position and agree to fulfill these duties to the best of my abilities. I will deposit all money received for fall product into the troop account. I also understand that according to Girl Scouts of Middle Tennessee practices I could be held responsible for collection costs and attorney's fees expended by the Girl Scouts of Middle Tennessee. This appointment is valid for one year when signed by both the Service Unit Fall Product Coordinator and the Product Programs department.

\_\_\_\_\_  
Signature of Troop Fall Product Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of SU Fall Product Coordinator

\_\_\_\_\_  
Date