

**Position Title:** Troop Fall Product Coordinator (TFPC)

**Term:** One Year (renewable)

**Recruited by:** Troop Leadership Team

**Appointed by:** Service Unit Fall Product Coordinator (SUFPC)

**Accountable to:** Troop Leader, SUFPC, and Product Programs Department

**Purpose:** Organizes & facilitates the fall product program for the troop

**Principal Duties and Responsibilities:**

- Plan and conduct a safe, fun, and successful fall product program.
- Guide girls as they set goals to carry out their planned activities.
- 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.
- Stress safety as outlined in *Volunteer Essentials*.
- Meet all deadlines set by the SUFPC and council.

**Administrative Duties:**

1. The TFPC is REQUIRED to attend cookie program training conducted by SUFPC.
2. Each TFPC must also complete a Troop Fall Product Coordinator Appointment Letter at the service unit cookie training before receiving troop materials.
3. The TFPC must schedule a parent meeting to inform families about the program and procedures, obtain written permission from the parents/guardians of each girl participating in the program on the form provided by the council, and stress that once received, fall products cannot be returned to the troop or the council.
4. For troops opting for additional proceeds, the TFPC should ensure the girl and adult signatures acknowledging acceptance is on the Parent/Guardian Permission and Responsibility Form.
5. The TFPC must collect girls' order cards, prepare the troop order, and submit the troop's order and reward order in the M2 system by the specified date.
6. The TFPC will pick up the troop's fall product order from the delivery site and promptly distribute to girls and parents/guardians and obtain signatures from parents/guardians for receipt of any product and/or money.
7. The TFPC will verify and submit the final rewards, obtain rewards from the SUFPC, and promptly distribute to the girls.
8. The TFPC must deposit all money collected into the troop checking account promptly.
9. All troops must complete an Automatic Clearing House (ACH) Debit Authorization Form by the specified date. All monies due to council will be collected from troops via ACH debit. This form will be available online. Any returns will be the responsibility of the troop for a fee.
10. The TFPC should notify the SUFPC if questions or concerns arise.

**The Council agrees to:** Provide training, materials, and ongoing support through trained volunteer leadership.

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

Address (Street, Apt. #): \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

I have read and reviewed the responsibilities for the troop fall product coordinator 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. Should outside collection procedures and/or legal action become necessary, I will be responsible for paying all related collection costs and legal fees incurred by GSMIDTN or their representatives. The only exception to this is proof of debt owed by someone else within the troop. This appointment is valid for one year when signed by both troop fall product coordinator and the service unit fall product coordinator.

Troop Fall Product Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Service Unit Fall Product Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Qualifications:**

- Ability to dedicate time needed to conduct the fall product program activities from August to November
- Have access to a computer with internet connection and an email address
- Strong computer skills and ability to direct others
- Ability to work with numbers/money, keep detailed records, and meet deadlines
- Ability to communicate and cooperate with girls and adults from diverse backgrounds
- Have no outstanding debt with GSMIDTN
- **At least 18 years of age, a registered Girl Scout Adult, and have a current criminal background check on file**