

## Girl Scouts Louisiana East

841 South Clearview Parkway, New Orleans, La. 70121 Telephone: (800)-644-7571 Fax: 504-733-8219 Website:

### Troop Fall Product Manager Position Description:



**Appointed by:** Troop Leader  
**Responsible to:** Membership Executive/Troop Leader/Service Unit Fall Product Manager  
**Length of Commitment:** One program year  
**Purpose:** To coordinate and implement the troop's participation in Council-Sponsored Fall Product Program.

### Required Knowledge and Experience:

- Must be an officially registered adult member with Girl Scouts of the USA.
- Abide by the principles of the Girl Scout Promise & Law.
- Demonstrate financial integrity and the ability to keep accurate records and meet deadlines.

### Specific Responsibilities:

- Attend and/or view training for Fall Product Managers.
- Educate girls and parents in ALL aspects of the Fall Product Program.
- Obtain signed Parent Permission & Responsibility forms for all participating Girl Scouts within respective troop.
- Enter troop and individual girl information into the Nut-E online ordering portal.
- (All orders are pre-orders; CASH ONLY) Collect money from parents and deposit ALL funds into troop checking account.
- Compile and submit girl orders using the Nut-E online ordering portal.
- Verify girl incentives as calculated in the online system.
- Ensure payment in full (excluding troop proceeds) is made to the council by the deadline.
- Distribute incentives to girls.

I \_\_\_\_\_, accept the job of Troop Fall Product Manager for Troop #\_\_\_\_\_, and agree to the above position description. I accept personal financial responsibility for all products received and monies collected as payment from customers/parents. I understand that the 2011 Fall Product Program proceeds are Troop & Council property and "the funds are for Girl Scout activities and are not to be retained by individuals as their property." (*Girl Scout Safety-Wise Standard 28*). I agree that all money collected must be deposited into the troop's account by the council's set deadline. If account is delinquent and not brought current Girl Scouts Louisiana East reserves the right to seek the services of a collection agency and/or pursue legal action for delinquent accounts. I understand that orders cannot be returned to, or exchanged at, council offices.

**Signature:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_ **DL#** \_\_\_\_\_ **State:** \_\_\_\_\_

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

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_

**Zip:** \_\_\_\_\_ **Home Phone:** \_\_\_\_\_ **Work:** \_\_\_\_\_

**Place of Employment:** \_\_\_\_\_ **Service Unit:** \_\_\_\_\_