

Summary: Troop Product Managers encourage the girls to participate in the largest girl-led business in the country, the Cookie Program, which helps girls develop five key business and leadership skills that last a lifetime.

Term of Appointment: The Troop Product Manager is appointed for a September 1 – June 30th term that is renewable upon completion of evaluation process.

Supervision: Service unit product manager (SUPM) and troop/group leader

Responsibilities:

- Be a registered member of Girl Scouts of the USA and successfully complete the GSOSW volunteer application process.
- Be guided in all actions by the Girl Scout Mission, Promise and Law.
- Remain informed about and comply with the most current policies, procedures, and guidelines of Girl Scouts of Oregon and Southwest Washington and Girl Scouts of the USA (GSUSA)
- Attend your service unit product training.
- Work with your troop/group leader to make sure prior year troop/group financial paperwork is on file, and all girls selling are registered.
- Collect signed parent permission slips prior to distributing order cards. If a girl has parents living in different residences, each parent must sign a permission slip. Retain signed permission slips for six months after the sale, unless instructed to retain them longer.
- Partner with troop/group leader to ensure cookie program and financial literacy activities are incorporated into troop/group meetings. Complete a goal setting activity with the troop/group prior to girls beginning sales.
- Conduct a parent meeting to ensure parents understand:
 - the cookie timeline and deadlines
 - their responsibility
 - the program
 - what their Girl Scout learns from it
 - how they can help her learn the five skills and succeed in the sale
 - how they can help the troop meet their goal
- Accurately input, update, and review the following in eBudde: contact info, troop/group settings, girls selling, preorders, reorders, transfers, booth sales, deposits, and rewards.
- Ensure all adults at group booth sales are registered have successfully completed the background check and have taken “Booth Sales Assistant” workshop or the equivalent.
- Partner with the troop/group leader and the SUPM to communicate relevant information or issues and manage the sale.
- Use a receipt every time money or cookies changes hands. You are financially responsible for all products you sign for.
- Retain receipts for six months after the sale, unless instructed to retain them longer.
- Pick up the product at the designated date/time/location. Be prepared to transport the product to a secure, clean, dry, and pest-free location and have a plan to distribute the product to each family.
- Follow your SUPM’s guidelines on how to secure additional product.
- Collect and deposit money weekly or more often as needed. Count money with families as it’s submitted. Large sums of money should be deposited immediately.
- Check sales report at end of sale. Deposit any additional monies owed, or submit “outstanding balance” form along with copies of signed permission slips and receipts for any parent owing money.
- Work with troop/group leader and SUPM to pick up cookie rewards, including cookie credit, and distribute as soon as received.

Position Competencies

- This position requires the volunteer to have an active email account and ability to access and manage internet-based programs.
- This position requires time to devote to the position, and willingness to attend trainings and meetings.
- This position requires the volunteer possess organizational, effective communication, and basic math skills.
- This position requires the ability to be flexible.
- This position requires understanding and knowledge of the Girl Scout program.
- This position requires the ability to work and communicate effectively with adults and girls.

Please fill out the following form, sign and return to the service unit product manager.

Troop/Group Product Manager Statement of Responsibility

I have read and understand all portions of my position description. I agree that all products received by me during the Cookie Program are my responsibility. I agree to adhere to all guidelines and deadlines, in regards to the submission of paperwork, product and payment, as set forth for the current year Cookie Program. **I understand that products may not be returned.**

Signature of Volunteer _____ Date _____

Print Name _____ E-mail _____

Address _____ City/State/Zip _____

Primary phone _____ Secondary phone _____

Leader Statement of Responsibility

If there is no troop/group product manager: I have read and understand the position description. I agree that all products received by me during the Cookie Program are my responsibility. I agree to adhere to all guidelines and deadlines, in regards to the submission of paperwork, product and payment, as set forth for the current year Cookie Program. **I understand that products may not be returned.**

Signature of Leader _____ Date _____

Print Name _____ E-mail _____

Address _____ City/State/Zip _____

Primary phone _____ Secondary phone _____