

Instructions: Please read and sign the following agreement at the time of training. **(One form per person, please.)**

**AS A SERVICE UNIT FALL PRODUCT MANAGER, I AGREE TO:**

1. Be a registered Girl Scout.
2. Attend Council Fall Product Program training.
3. Own or have access to a computer with internet service for managing the Fall Product Program, including:
  - i) Maintaining an updated e-mail address for Council Product Sales communication.
  - ii) Accessing the GSHPA website and GSHPA's vendor partner's on-line tracking program, Nut-E.
4. Plan and present training for Troop Fall Product Managers in my Service Unit:
  - i) Receive Troop program materials at my home; sort and distribute materials to each troop.
  - ii) Train Troop Managers using the outline provided and distribute Fall Product Program materials in a timely manner.
  - iii) Assume responsibilities of Troop Fall Product Manager, if necessary.
5. Accept delivery of girl incentives, sort and distribute to individual troops at product delivery date.
6. Plan and manage Fall Product Program delivery for my service unit:
  - i) Select a convenient location for delivery.
  - ii) Notify Troop Fall Product Managers of the delivery date, time and location.
  - iii) Accept delivery, distribute products to troops and have a receipt for each troop's order.
  - iv) Write a "thank you" note to the delivery site for use of their facility.
7. Monitor troop data entry of Fall Product Program orders in Nut-E online system:
  - i) Verify that troops have entered Troop Manager Information by deadline.
  - ii) Verify that troops have selected the correct Girl Scout level.
  - iii) Verify troops have selected a proceeds plan. (Juniors–Ambassadors only may select without incentives)
  - iv) Verify that troops have entered orders and verified incentives, by girl, by deadline.
  - v) Ensure that the troop orders are accurate.
  - vi) Contact troops that have missed the deadline and help them to complete their orders.
  - vii) Submit any orders for troops that have missed their deadline.
8. Collect all magazine orders and address booklets:
  - i) Deliver or mail collected material to the nearest service center by deadline.
9. Monitor Troop deposit entry in Nut-E online system:
  - i) Verify that troops have entered their deposits by deadline.
  - ii) Verify that troops have deposited the correct amount due.
  - iii) Contact and assist troops that missed the deadline or deposited the wrong amount.
10. Provide assistance to troops with delinquent parents/guardians.
  - i) Explain the Uncollected Funds Form to troops and provide assistance as necessary.
  - ii) Verify that troops have completed the form and submit with the Troop Program Packet.

*I understand and agree that I am responsible for council proceeds due, which I have collected from troops, to the Girl Scouts in the Heart of Pennsylvania and that the council may take collection action against me for any misplaced or lost proceeds I received from troops. The collection action would seek any delinquent unpaid balances from me, and require that all related costs be paid. I understand that the courts of Dauphin County, PA will have jurisdiction for the purposes of collection.*

Signature \_\_\_\_\_ Three Digit SU # \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

( ) ( ) ( ) \_\_\_\_\_

Home Phone Number \_\_\_\_\_ Cell Phone Number \_\_\_\_\_ Work Phone Number \_\_\_\_\_

Email \_\_\_\_\_

**WHITE COPY** – returned to: Product Sales Associate      **YELLOW COPY** – Keep for your records