

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

AS A TROOP FALL PRODUCT MANAGER, I AGREE TO:

- 1. Be a registered Girl Scout.**
- 2. Attend Service Unit Fall Product Program training presented by the Service Unit Fall Product Manager.**
- 3. Own or have access to a computer with internet access for managing the Fall Product Program, including:**
 - a) Maintaining an updated email address for Council Product Sales communication.
 - b) Accessing the GSHPA website and GHSPA's vendor partner's online tracking program, Nut-E.
- 4. Plan and present the Fall Product Program to my troop.**
 - a) Decide with your troop the length of participation in the program (minimum 2-3 weeks).
 - b) Present the Fall Product Program to the girls and their families in your troop.
 - c) Collect and retain signed Product Program Parent/Guardian Permission Form and distribute Fall Product Program order forms and magazine materials to participating girls.
 - d) Calculate the votes for Incentives vs. extra proceeds from permission slips. If one girl in the troop elects the incentives, the entire troop **must** take the incentives. All votes should remain confidential not shared with other girls or families in the troop.
- 5. Manage Fall Product Program for troop in the Nut-E online program and process required paperwork.**
 - a) Enter the Troop Leader and your information (name, address, etc.) in Nut-E online program by deadline dates.
 - b) Select the level of the troop and enter the proceeds plan voted for by the troop. (Juniors-Ambassadors only may select "without incentives" to earn extra proceeds.)
 - c) Collect Girl Order Forms, Magazine Subscription Orders, E-mail Program Detailed Order Report, and Address Booklets.
 - d) Enter each girl's order and incentives in the Nut-E Online Program by deadline.
 - e) Deliver all Magazine Orders and Address Booklets to Service Unit Fall Product Manager by the deadline.
- 6. Deliver products to families:**
 - a) Pick-up product and incentives from your service unit delivery site; sort and deliver to each girl.
 - b) Fill in the product receipt for each girl located on the bottom of the Product Program Permission Form with the amount of products the parent/guardian is financially responsible.
 - c) Distribute products, incentives, collection envelopes and original order forms to each girl. Have parent review the amount of product they are receiving and have them sign the receipt.
- 7. Plan and manage funds due for nut/candy products and magazine orders:**
 - a) Collect payment from girls after delivery. Provide parent with signed receipt for money received.
 - b) Deliver all proceeds collected from the girls to the Troop Leader/Treasurer to deposit into the troop account.
 - c) Deposit council proceeds following the GSHPA banking procedures by deadline.
 - d) Enter all deposits of council proceeds into the Nut-E online program by deadline.
- 8. Deliver Troop Program Packet (T-2 report, Product Program Parent/Guardian Permission Forms, and any Uncollected Funds Forms) to the Service Unit Fall Product Manager by the deadline date.**

I understand and agree that if I do not pay all council proceeds due from this troop to the Girl Scouts in the Heart of Pennsylvania that the Council may take collection action against me. 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

Date

Print Name

Address

City

State

Zip Code

() _____
Home phone

E-mail

() _____
Work phone

() _____
Cell phone

Three Digit Service Unit Number

Five Digit Troop Number

WHITE and YELLOW COPIES -Service Unit Fall Product Manager **PINK COPY** -keep for your records.