

## Fall Product Troop Manager

**Summary:** The Fall Product Troop Manager plays a crucial role in supporting Girl Scouts' Fall Product Program. As a dedicated volunteer, you will work closely with troop leadership, Girl Scouts, and families to ensure the successful, planning, organization, and execution of the cookie program for your troop. By taking on this role, you will contribute to empowering Girl Scouts to learn essential entrepreneurial and leadership skills.

### Responsibilities:

#### Training and Support

- Complete required cookie program training provided by Girl Scouts to familiarize yourself with the fall program guidelines, safety protocols, program deadlines, etc.
- Maintain a valid email address for all program communication
- Have access to a computer or device for managing the fall program
- Stay up-to-date on all Fall program communications by reading/reviewing all emails and communication
- Coordinate with troop leadership to train Girl Scouts and families on the fall program to include but not limited to program guidelines and important dates, products, rewards and proceeds, and the 5 skills (goal setting, decision making, business ethics, people skills, and money management)
- Provide support and communicate updates and progress to Girl Scouts and families throughout the program

#### Sale Coordination

- Collaborate with troop leadership and Girl Scouts to develop a sales plan (setting goals, picking rewards)
- Sort and distribute fall program materials to Girl Scouts and families
- Receive and sort items and rewards by Girls
- Coordinate the distribution of products and rewards to individual Girl Scouts, ensuring they receive the appropriate amount along with proper receipting.
- Report any missing or damaged recognitions within one week of receipt.
- Sort and distribute rewards to Girl Scouts within one week of receipt.

#### Sales Monitoring and Reporting

- Monitor and track progress of each Girl Scout's sales to provide support, encouragement, and guidance
- Enter/monitor all data-entry aspects of troop information and orders in M2 by designated deadlines.
- Make sure Girls deliver orders in a timely manner (within 1 week of receipt)
- Ensure all reward selections are entered in M2 by given deadline

#### Financial Accountability

- Ensure receipts are provided to Girl Scouts and families, and between troop leadership whenever product or money are exchanged
- Oversee the collection of payments and ensure that all funds are handled securely and accurately.
- Work with troop leadership to ensure funds are in the troop bank account at the time of the ACH withdrawal.
- Submit a Parent Debt Form if needed by the designated deadline.
- Work with troop leadership to reconcile financial records at the conclusion of the program.

### Core Competencies — Required:

- **Girl Focus:** Empower girls to lead activities, learn by doing, and cooperate with others on current issues that involve their interests and needs, while having fun
- **Personal Integrity:** Demonstrate dependability, honesty, and credibility
- **Adaptability:** Adjust, modify own behavior, and remain flexible and tolerant to changing situations
- **Communication:** Respectfully express ideas and facts clearly and accurately
- **Fostering Diversity:** Understand and embrace differences