

## **Volunteer Position Troop Fall Product Chair**

The Troop Fall Product Chair organizes and oversees the Fall Product Program for the troop to include Girl Scout-led decisions as well as coordination with the Troop Leader(s). The Troop Fall Product Chair receives support from the Service Unit Fall Product Program Coordinator and Girl Scouts of Northern Illinois (GSNI) Product Program Team.

The Troop Fall Product Chair should be comfortable with keeping accurate inventory and financial records, using program software, and communication with Girl Scouts and parents in the troop to effectively organize and implement the program.

### **Responsibilities:**

- Promote participation of Girl Scouts in the Fall Product Program. Encourage understanding of benefits of program participation, including practical life skills, financial literacy, and entrepreneurial mindset.
- Complete required trainings for each program season annually.
- Plan, organize and implement Fall Product Program for troop. Complete requirements by deadlines.
- Communicate program details, procedures, and deadlines to Girl Scouts and parents/caregivers in troop.
- Keep accurate product inventory and financial records. Utilize receipts when distributing or collecting product or money.
- Understand financial transactions in M2OS online system. Collect cash and checks from Girl Scouts for in-person transactions and deposit in troop account in preparation for payment to council through ACH sweep.
- Manage the troop's funds in accordance with all policies and procedures of GSUSA and GSNI. Provide receipts and financial records to Troop Leader(s) at the end of the program.
- Pick up the delivery of nut and chocolate items from volunteer Service Unit Fall Product Program Coordinator. Sort and distribute to the Girl Scouts in your troop; parent signature required. Remind Girl Scouts to distribute to customers in a timely manner.
- Pick up rewards from the Service Unit Fall Product Program Coordinator. Sort and distribute to Girl Scouts earning in the troop.
- Attend service unit volunteer meetings regularly and ensure troop representation.

### **Additional Requirements:**

- Be a registered adult member of Girl Scouts of the USA (GSUSA) for the current membership year of the program.
- Have a Girl Scouts of Northern Illinois (GSNI) background check on file.
- Completed required training(s) as assigned and provided by GSNI and GSUSA.
- Have knowledge of Girl Scouting, including Safety Activity Checkpoints and council policies.
- Be guided in all actions by the Girl Scout Mission, Promise and Law.
- Remain informed about and comply with current policies, procedures, and guidelines of GSNI and GSUSA.

Troop # \_\_\_\_\_ Level \_\_\_\_\_ Service Unit \_\_\_\_\_

Number of Girl Scouts in Troop \_\_\_\_\_ Number of Girl Scouts Participating in the Program \_\_\_\_\_

Name \_\_\_\_\_

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

E-Mail Address \_\_\_\_\_

Mobile Phone \_\_\_\_\_ Other Phone \_\_\_\_\_

**As a Troop Fall Product Chair, I agree to the above responsibilities.**

Signed \_\_\_\_\_ Date \_\_\_\_\_