

Volunteer Position Description/Agreement Troop Fall Product Chair

Term: A one-year term that is renewable upon successful completions of a year-end review.

Summary: The Troop Fall Product Chair organizes and oversees the Fall Product Program throughout the program/year to include Girl Scout-led decisions.

Reports to: Service Unit Fall Product Program Coordinator and Troop Leader(s)

Support: Service Unit Team, Girl Scouts of Northern Illinois Product Program Team

Benefits:

- Strengthen Leadership Skills, Increase Management Skills, Enhance Business Skills

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/care givers in troop.
- Keep accurate product inventory and financial records. Utilize receipts when distributing or collecting product or money.
- Understand financial transactions in M2OS online systems. 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 product 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.

Qualifications:

- **Personal Integrity:** Demonstrate dependability, honesty, and credibility.
- **Adaptability:** Adjust, modify own behavior, and remain flexible and tolerant in response to changing situations and environments, unexpected obstacles, or diverse people expressing different perspectives, needs or demands.
- **Oral/Written Communication:** Express ideas and facts clearly and accurately.
- **Fostering Diversity:** Understand, respect, and embrace differences.
- **Computer Skills:** Access to e-mail and the Internet.

Additional Requirements:

- Must be at least 18 years of age.
- Be guided in all actions by the Girl Scout Mission, Promise and Law.
- Experience in education and/or adult education is a plus.
- Must be a registered member of Girl Scouts of the USA (GSUSA) and have a Girl Scouts of Northern Illinois (GSNI) background check on file.
- Must have knowledge of Girl Scouting, including Safety Activity Checkpoints and council policies.
- Remain informed about and comply with the most current policies, procedures, and guidelines of GSNI and GSUSA.
- Must complete required training as assigned and provided by GSNI and GSUSA.

Troop # _____ Level _____ Service Unit _____

Number of Girl Scouts in Troop _____ Number of Girl Scouts Participating in the Sale _____

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 _____