

**2023/2024 Troop Fall Product Chair
Position Description/Responsibility Agreement**

Name:	Troop #:
Email:	SU:
Address:	City: Zip:
Cell #:	Alternative #:

Accountability: To the Girl Scouts, Guardians, Troop, Service Unit Fall Product Chair (SUFPC), and Girl Scouts of Texas Oklahoma Plains (GSTOP).

Purpose: To work with the Troop Leadership team to promote the Fall Product program to the Girl Scouts and guardians in the troop, emphasizing how easy, quick, and simple it is to participate this year. Encourage participation by every registered Girl Scout and incorporate the Fall Product Program as a meaningful part of the Girl Scout Leadership Experience.

Qualifications:

- Troop Fall Product Chairs must be a currently registered volunteer of GSUSA in GSTOP, must have a current Criminal Background Check on file, and not have any debt owed to GSTOP.
- The individual must have a strong attention to detail, follow all policies, and meet all deadlines.
- Access to computer, internet, and email are required.
- Flexibility, patience, fairness, and honesty will be crucial in this position.
- The ability to work with many personalities, as well as the desire to motivate, support, and communicate with the Girl Scouts and guardians in the program is essential.

Responsibilities:

Before the sale:

- Complete Troop Fall Product Chair (TFPC) training either via the GSTOP training or the online training available on GSLearn. TFPC training is required every year and the troop's Fall Product Program materials cannot be picked up until training has been completed.
- Complete the ACH Authorization form for troops and turn in to your SUFPC along with a cancelled troop check. New troops with no established bank account must open a bank account and turn in your ACH Authorization form and cancelled troop check to your SUFPC by November 1.
- The troop's bank account and routing number must be input in M2 operating system by November 1.
- Set date and time with troop leadership team for a troop Fall Product business meeting with Girl Scouts/guardians in the troop prior to October 14.

During the sale:

- Ensure troop information in M2 is correct and up to date.
- Encourage girls to participate by sending emails to family and friends.
- Review online reports throughout the sale and compare to recognition levels to encourage girls that are close to the next level recognition.

After the sale:

- Provide Troop Leader with final sales report.
- Pick up Girl Scout delivery product from Mega-drop location and distribute to Girl Scouts to deliver.
- Pick up recognitions from SUFPC and distribute to Girl Scouts in a timely manner.

I have acknowledged and agree to accept the responsibilities above. Volunteers who misuse funds for which they are responsible will be released from all positions with GSTOP. GSTOP will pursue all available criminal and/or civil charges involving misuse of funds.

Troop Fall Product Chair's Signature _____ Date: _____

Appointed by: _____ Date: _____