



2022 Fall Product Program Service Unit Coordinator Agreement

Appointed by: Service Unit Manager and/or Program Specialist

Reports to: Program Specialist

Term of Service: One (1) year

Accountability: Conducts Fall Product program within the service unit

Qualifications:

- ◆ Must be a registered Girl Scout
- ◆ Ability to conduct training(s)
- ◆ Ability to keep records, complete reports, & schedule pick-up times for troops
- ◆ Adequate time to fulfill responsibilities
- ◆ Responsible for accuracy of orders in M2OS

Responsibilities:

- ◆ Conduct training(s) (in-person or virtually), provide instruction, & distribute materials
- ◆ Provide ongoing assistance & information to troops
- ◆ Oversee product & reward orders & check for accuracy
- ◆ Schedule product & reward pick-up & distribution for troops
- ◆ Designate a delivery station & recruit volunteers for delivery day assistance
- ◆ Work with Council to conduct a smooth & successful Fall Product program
- ◆ Collect & submit signed Troop Coordinator Agreements to Program Specialist

Please sign & return this agreement to Emma Meyer or your local Program Specialist.

2022 Fall Product Program Responsibility Agreement

I agree to all that is stated above & that all products & monies received by me during the 2022 Fall Product program will be completed on schedule & submitted on time.

Name _____

Phone _____

Address _____

City _____ **Zip** _____

Email _____

Service Unit _____ **Date** _____

Signature _____



Springfield Service Center (Headquarters)
3020 Baker Drive
Springfield, IL 62703

Bloomington Service Center
3 Westport Court
Bloomington, IL 61704

Champaign Service Center
2001 Round Barn Road, Suite C
Champaign, IL 61820

Decatur Urban Program Center
1170 E. Pershing Road
Decatur, IL 62526

Peoria Service Center
1103 W. Lake Avenue
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