



2022 Fall Product Program Troop Coordinator Agreement

Appointed by: Troop leader

Reports to: Service Unit Fall Product Coordinator

Term of Service: One (1) year

Accountability: Conducts Fall Product program within the troop

Qualifications:

- ◆ Must be a registered Girl Scout
- ◆ Must be responsible with money
- ◆ Ability to keep records, complete reports, & submit order(s) on time
- ◆ Ability to conduct training for the troop

Responsibilities:

- ◆ Attend Service Unit level Fall Product program training
- ◆ Receive troop materials & distribute at troop training
- ◆ Collect girl/parent permission forms
- ◆ Enter & review troop orders by specified date
- ◆ Collect & deposit money into troop ban account
- ◆ Complete & submit permission forms, receipts, & Outstanding Balance Forms (as necessary) to your local Service Center by November 29, 2022

Please sign & return this agreement to your Service Unit Coordinator.

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 _____ **Troop** _____

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
Peoria, IL 61614
- 888-623-1237
CustomerCare@girlscouts-gsci.org
GetYourGirlPower.org