



## 2023 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 M2

**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 Miller or your local Program Specialist.**

### 2023 Fall Product Program Responsibility Agreement

I agree to all that is stated above & that all products & monies received by me during the 2023 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**  
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Peoria, IL 61614

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