



## 2023 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 28, 2023.

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

### 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** \_\_\_\_\_ **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