

Troop Fall Product Coordinator Position Agreement

Appointed by: Troop Leader

Reports to: Service Unit Coordinator

Term of Service: One Year

Accountability: Conducts the Fall Product Program within the troop

Qualifications:

- Must be a registered Girl Scout
- Must have completed/approved background check
- Must be responsible with money
- Ability to keep records, complete forms, and submit order(s) on time
- Ability to conduct training for the troop

Responsibilities:

- Attend Service Unit or council Fall Product Program training
- Receive materials & distribute at training(s)
- Provide training to troop members & families interested in participating
- Collect signed permissions forms
- Enter & review Girl Scout order(s) from your troop by November 2, 2025
- Collect & deposit money into troop bank account by December 16, 2025 for Fall Product ACH on December 19, 2025
- Complete & submit permission forms, receipts, & Outstanding Balance Forms (as necessary) to your local Service Center by December 16, 2025

I understand that:

- I will accept responsibility for all unsold product & payment for that product by the due date
- I will accept responsibility for all product sold & the monies received from caregivers
- Girl Scout Fall Product Program proceeds are troop & council profits & cannot be retained for personal use

Please sign and return to your Service Unit Coordinator at the conclusion of training.

2025 Girl Scout Fall Product Program

Responsibility Agreement

I agree to all that is stated above & that all products & monies received by me during the 2025 Girl Scout Fall Product Program will be completed on schedule & submitted on time.

Name_____ **Phone#**_____

Date of birth (DOB)_____ **Service Unit**_____

Address_____

City_____ **Zip**_____ **Troop#**_____

Email_____

Signature_____ **Date**_____