



2019 Fall Product Activity

Troop Coordinator Position Agreement

Appointed by: Troop Leader

Reports to: Service Unit Fall Product Coordinator

Term of Service: One Year

Accountability: Conducts Fall Product Activity within the troop

Qualifications: Must be a registered Girl Scout

Must be responsible with money

Ability to keep accurate records, complete reports, and submit on time

Ability to conduct training for the troop

Responsibilities:

- Attend Service Unit troop training
- Receive materials and distribute at training
- Collect permission forms
- Enter/review troop order by specified date
- Collect and deposit money into troop account
- Complete and submit permission forms, receipts, and Outstanding Balance Forms (as necessary) to the Service Center by December 3.

Please sign and return this agreement to your Service Unit Fall Product Coordinator.

2019 Fall Product Activity

Responsibility Agreement I agree to all that is stated above and that all products and monies received by me during the 2019 Fall Product Activity will be completed on schedule and submitted on time.

Name _____ Phone _____

Address _____ Email _____

City _____ Troop _____ Service Unit _____

Signature _____ Date _____

2019 Troop Fall Product Coordinator