



**TITLE:** Troop Product Sales Manager (TPSM)  
**ACCOUNTABILITY:** Director of Product Sales  
**TERM:** One year  
**PURPOSE:** Manages, coordinates, and implements Product Sales in a troop  
**RESPONSIBILITIES:**

- 1) Adheres to the Girl Scouts of the USA and Girl Scouts of the Jersey Shore, Inc. policies, guidelines, standards, and procedures.
  - a) Make sure you have read and understood the council's Troop Product Sales Guide issued each season. In addition to the council's guide, there will be other sources of information.
- 2) New Troop Product Sales Manager attends training run by the council
  - a) Veteran TPSMs will be updated on any new material at the leader meeting
  - b) Reach out to Community Product Sales Coordinator (CPSC) with any questions.
- 3) Pick up product sales materials from the CPSC and distributes them to the registered girls in the troop.
- 4) Sends out timely reminders to your families.
- 5) Enter troop banking information and girl orders in the vendor ordering system on time.
- 6) Arrange troop product pickup at the community delivery station.
  - a) New troops without bank accounts should get council bank account deposit slips. Once the deposits are in TD Bank, turn the validated copies into the CPSC for entry into the vendor system.
  - b) If needed, please fill out the unpaid funds form with the signed permission slip and signed delivery ticket and submit it 1 week before each scheduled ACH withdrawal.
- 7) Ensures that all incentive orders are submitted by deadlines and distributed to troops in a timely manner.
- 8) Other tasks as assigned.

**QUALIFICATIONS:**

1. Is a registered member of GSUSA with a current criminal background check
2. Is an organized, open-minded, flexible and enthusiastic individual.
3. Can learn and use the cookie vendor software.
4. Has the ability to develop working relationships with other volunteers while maintaining objectivity and confidentiality standards.

Date: \_\_\_\_\_

Name: (Print) \_\_\_\_\_

(Signature) \_\_\_\_\_