



TITLE: Troop Product Sales Manager (TPSM)
ACCOUNTABILITY: Director of Product Programs
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 are required to pay council directly for any amount due by the scheduled ACH date. Payments can be made in-person, by mail, or by phone. Submit a copy of your shop receipt to your 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/product receipt 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 fall and/or cookie vendor software.
4. Has the ability to develop working relationships with other volunteers while maintaining objectivity and confidentiality standards.

Date: _____

Name: (Print) _____

(Signature) _____

Volunteering for: ☐ Fall Program ☐ Cookie Program ☐ both Fall & Cookie Programs