

Troop Fall Product Chair Appointment Letter

Position Title: Troop Fall Product Chair
Term: One Year (renewable)
Recruited by: Troop Leader
Appointed by: Service Unit Fall Product Chair
Accountable to: Troop Leader(s), Service Unit Fall Product Chair, Association Fall Product Chair, and Product Program Department
Purpose: Organize and facilitate the Fall Product Program for the troop.

Following are the principal duties and responsibilities of the position:

Plan and conduct a safe, fun, and successful Fall Product Program.

1. Guide girls as they make plans and set goals to carry out their planned activities.
2. In coordination with the troop leader, schedule and conduct training for girls and their parents/guardians on the mechanics of the Fall Product Program. Discuss and encourage teamwork, leadership, communication skills, and money management with the girls.
3. Stress safety as outlined in *Volunteer Essentials*, available from your troop leader.
4. **Meet all deadlines** set by the Service Unit Fall Product Chair and Council.

Fulfill administrative duties throughout the sale:

1. Attend the **REQUIRED** training conducted by the Service Unit Fall Product Chair.
2. Obtain written permission from the parents/guardians of each girl participating in the sale on the form provided by the Council. Stress that once received, **fall products cannot be returned to the troop or the council.**
3. For troops opting for Additional Proceeds, ensure the girl and adult signatures acknowledging acceptance is on the Parent/Guardian Permission and Responsibility Form.
4. Collect girls' order cards and prepare the troop order. Submit the troop's order and reward order in M2 by the specified date.
5. Deposit all money collected into the troop account
6. Pick up the troop's fall product order from the delivery site and promptly distribute to girls and parents/guardians. Obtain signatures from parents/guardians for receipt of any product.
7. Verify reward order. Obtain the rewards from the Service Unit Fall Product Chair and promptly distribute to the girls.
8. Notify the Service Unit Fall Product Chair if questions or concerns arise or if you are unable to complete the required duties.

Qualifications:

- Ability to dedicate the time needed to conduct the troop Fall Product Program from September- December.
- Ability to work with money, numbers, and manage inventory. Possess strong computer skills.
- Have access to a computer with internet connection and an email address.
- Ability to communicate and cooperate with girls and adults from diverse backgrounds.
- **Ability to meet deadlines.**
- Have no outstanding debt with Girl Scouts Nation's Capital.
- Must be at least 18 years old and a registered Girl Scout Adult.

The Council agrees to: Provide training, materials, and ongoing support through trained volunteer leadership.

Troop Fall Product Chair: _____ Troop #: _____
 Address: _____ Association #: _____ SU #: _____
 City/State/Zip: _____ Email: _____
 Home Phone: _____ Work Phone: _____ Cell Phone: _____

I have read and reviewed the responsibilities for the Troop Fall Product Chair position and agree to fulfill these duties to the best of my abilities. This agreement is valid when signed by both the Troop Fall Product Chair and the Service Unit Fall Product Chair.

 Signature of Troop Fall Product Chair Date Signature of Service Unit Fall Product Chair Date