



**POSITION: PRODUCT SALE MANAGER**

I will serve as the Badgerland Fall Fundraiser Manager

I will serve as the Cookie Sale Manager

**APPOINTED BY and ACCOUNTABLE TO:** Product Sales Director

**TERM:** Approximately 9 months/Appointment renewable annually

**PURPOSE:** Coordinate and oversee the Girl Scout Product Sale(s) for a specific area.

**RESPONSIBILITIES:**

- Attend Product Sale Managers training.
- Communicate with troop product sales coordinator any changes/modifications that occur during the sale.
- Assign troop product sales coordinator online access log-in and password.
- Responsible for finding and confirming the location for the delivery of product; accept, check, and distribute products to troops/groups at delivery.
- Ensure and verify troop product coordinators have signed the Coordinator agreement and entered their Bank ACH info onto Unify indicating permission for council to withdraw funds owed council for selling products.
- Ensure and verify troop has entered product orders, transfers and recognition order into online ordering system by required dates.
- Ensure each troop/group signs a receipt for product(s) received.
- Ensure product sale permission slips are collected by the troop leader and retained for the entire duration of the Girl Scout membership year.
- Forward all required forms to GSWIBC.
- Distribute recognitions to troop product sale coordinators in a timely manner.
- Report missing items to GSWIBC immediately
- Support and promote council fund-raising efforts.
- Adhere to all policies, standards, and procedures for Girl Scouts of the U.S.A. and Girl Scouts of Wisconsin – Badgerland Council, Inc.

**TIME COMMITMENT (APPROXIMATE)**

3 to 5 hours

4 to 5 hours

1 to 3 hours

**QUALIFICATIONS:**

- Registered member of the Girl Scouts of the U.S.A., at least 18 years of age, who lives the values of the Girl Scout Promise and Law.
- Approval of Volunteer Application and background check.
- Ability to work with people of diverse backgrounds.
- Strong computer skills.
- Be able to maintain accurate records.
- Excellent communication skills.
- Strong organizational skills and follow-through.
- Like working with numbers.
- Must adhere to Badgerland Council’s policies.

**NOTE: This position may be easily divided into a Co-Product Sale Manager position: one person responsible for the delivery portion and the other responsible for the paperwork and entering/ verifying the order into the ONLINE order system.**

By signing this document, you agree to adhere to the responsibilities associated with the Product Sale Manager Position Description. Failure to adhere to the above responsibilities could result in termination of volunteer status.

Your appointment to this position begins on August 1, 2019 and will continue until July 31, 2020.

Printed Name (volunteer)	Signature (volunteer)	Date
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Appointed by: Printed Name (staff)	Signature (staff)	Date
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Girl Scout Leadership Center  
Janesville  
3000 Milton Avenue, Ste. 113  
Janesville, WI 53545

Girl Scout Leadership Center  
La Crosse  
2710 Quarry Road  
La Crosse, WI 54601

Girl Scout Leadership Center  
Madison  
2710 Ski Lane  
Madison, WI 53713

Girl Scout Leadership Center  
Platteville  
305 East Highway 151, Suite D  
Platteville, WI 53818