

- POSITION:** TROOP BADGERLAND FALL FUNDRAISER PRODUCT SALES COORDINATOR
- PARTNERS WITH:** Troop Leader
- SUPPORTED BY:** Troop Leader/Product Sale Manager for your area/Council Product Sales Team
- TERM:** Approximately 4 months/Appointment renewable annually
- PURPOSE:** Coordinate and oversee the Girl Scout Badgerland Fall Fundraiser for the troop.

Appointment to this position begins on September 1, 2019 and will continue until December 31, 2019.

RESPONSIBILITIES:

- Attend Girl Scout Product Sale training within your community or at council level. Once you are trained, your troop will have access to begin online sales (Only). In person sales being on October 2.
- Train and communicate with troop members and parents the proper procedures for Badgerland Fall Fundraiser product sale. Do not hand out ordering packet to girls/parents until October 2 to ensure no early sales.
- No later than October 2, update all troop information on <https://girlscouts.qspgao.com/Badgerland> website, including adding/deleting girls and verifying the troop bank account information is accurate.
- Work with Troop Co-leaders to ensure girls are registered prior to the sale.
- Ensure product sale permission slips are collected by the troop leader and retained for the entire duration of the Badgerland Fall Fundraiser sale.
- Submit troop's product sale order and reward order online by October 23, 2019.
- Collect correct payments from members of the troop and deposit all monies into the troop bank account by October 25, 2019 with the understanding that if money is not turned in, legal proceedings may result regarding the money owed. Balance owed council will be withdrawn through electronic funds transfer on October 31, 2019.
- Pick up troop order from your Product Sales Manager and oversee the distribution of the products to the girls during the week of November 11–15, 2019.
- Provide and ensure parents sign a receipt for all products picked up.
- Distribute Badgerland Fall Fundraiser rewards to troop members no later than December 13, 2019 and report any discrepancies to Community Product Sale Manager no later than January 13, 2020.
- Support and promote all 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.

COMPETENCIES:

- Girl Focus: Help girls set realistic, clearly defined goals and objectives as part of the Girl Scout Leadership Experience and achieve outcomes via Discover, Connect and Take Action.
- Adaptability: Adjust and modify own behavior, and remain flexible and tolerant in response to changing situations and environments.
- Fostering Diversity: Understand differences and embraces differences.
- Oral Communication: Express ideas clearly and concisely.
- Personal Integrity: Demonstrate honesty, credibility and dependability.

QUALIFICATIONS:

- A 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.
- Current Volunteer Application and background check on file. (If not, please submit.)
- Ability to work with people of diverse backgrounds.
- Ability to maintain accurate records.
- Excellent communication skills.
- Strong organizational skills and follow-through.
- Likes working with numbers.

TROOP PRODUCT MANAGER RESPONSIBILITIES

Girl Scout girls and adults participating in product sales activities should have a positive learning experience and maintain their responsibility toward the Girl Scout Law, including:

As part of this responsibility, Girl Scout parents/guardians granting permission and volunteers handling funds are accountable for forwarding proceeds from the sale of products to the council and the troop. Girl Scouts of Wisconsin-Badgerland Council reserves the right to use available alternatives to insure proper collection of funds. Following contact by council representatives regarding overdue funds, the account will be turned over to a collection agency or the courts for action.

If a troop is unable to collect money from the sale of a portion of its products, the Troop Product Sales Coordinator should keep a record of all contact efforts attempting a resolution, and contact a Council Product Sales staff member. If further assistance becomes necessary, you must complete a Delinquent Parent form and attach a signed permission slip, signed receipt(s), and documentation of amount due.

In case of theft documented by a police report, we would expect the loss to be covered by personal insurance. If so, additional time will be allowed to collect from the insurance company. If not covered by insurance and not documented, payment in full is expected; however, payment arrangements can be made. Contact a Council Product Sales staff member for further information or assistance.

By signing below, I understand and accept the responsibilities associated with taking on the duties, as outlined in the position description, as the Troop Product Sales Coordinator for my troop and accept the financial responsibility associated with the position. I will attend training on a yearly basis and adhere to the timelines and procedures set forth by the council and the Community Product Sales Manager. At any time during the Girl Scout year, I understand that if I do not follow these procedures, I may be removed from my position as Troop Product Sales Coordinator and/or Troop Leader.

I understand that if the troop bill is not paid in full by the set deadline, our troop bank account will be frozen. To regain access to the account, I (or another troop representative) will need to make an appointment with a Girl Scout Service Center to amend the situation. I also understand that unpaid bills will also be turned over to a collection agency and that legal action will be pursued.

Troop Number _____ Troop Product Sales Coordinator (print): _____

Address _____ City ST ZIP _____

Email address _____ Preferred Phone number _____

Signature _____ Date _____

Person Responsible for Troop Finances (print) _____

Email address _____ Preferred Phone number _____

Troop Bank ROUTING Number _____ Troop Bank ACCOUNT Number _____

Bank Name _____ Bank Phone number _____

Bank address _____ Bank City ST ZIP _____

Signature _____ Date _____