GIRL SCOUTS OF EASTERN SOUTH CAROLINA

VOLUNTEER POSITION DESCRIPTION

girl scouts of eastern south carolina

POSITION: Troop Fall Sale Manager (TFSM)
APPOINTED BY: Troop Leader
REPORTS TO: Service Unit Product Sale Chair (SUPSC)and Troop Leader
PURPOSE OF POSITION: To coordinate the Fall Sale Program for troop

PRIMARY RESPONSIBILITIES:

1. Attend mandatory Service Unit Fall Sale training to receive information and materials. Sign and turn in Troop Fall Sale Manager Agreement (see below).
2. Ensure all girls participating in the Fall Sale Program are registered members of GSESC and have turned in a signed Product Program Permission Form to the Troop Leader or you, the TFSM.
3. With the Troop Leader, train parents and girls on their responsibilities and on all aspects of the Girl Scouts of Eastern South Carolina Fall Sale Program, especially SAFETY.
4. Distribute Fall Sale Program materials to girls and parents timely and ensure adherence to the sale dates and procedures. Fall Sale Program Dates are September 15, 2014 - October 14, 2014.
5. At the end of the sale, collect payment, paper orders and Girl Online Sales Report (GOSR) from each participating girl, deposit money into troop bank account, and enter troop orders into Nute System no later than October 17th.
6. Generate Troop Fall Sale Reports (T2s) and submit to the SUPSC along with paper magazine orders and troop payment no later than October 19, 2014. SUPSC may suggest an earlier date.
7. Pick up troop nuts, candy, and recognitions immediately upon delivery from the SUPSC and distribute to individual girls within two weeks of receipt.
8. Turn over all records to Troop Leader after sale.
9. Maintain contact with SUPSC and with girls and parents throughout the Fall Sale Program.

QUALIFICATIONS:

1. Be an active, registered Girl Scout and believe in the principles expressed in the Girl Scout Promise and Law, as well as the aim and purpose of the Girl Scout organization.
2. Ensure *Safety-Wise* standards and guidelines are met.
3. Ability to keep accurate records and monetary accounts.
4. Use discretion in all confidential matters.
5. Ability to organize and work effectively with girls, parents, other volunteers, service unit and GSESC.

TROOP FALL SALE MANAGER AGREEMENT

Please sign and return to your SUPSC prior to September 11, 2014. Any changes must be reported to the SUPSC and a new form must be completed.

SERVICE UNIT # _____ TROOP # _____ LEVEL: (circle all that apply) D B J C S A

We have read the job description above and understand the responsibilities of the Troop Fall Sale Manager. We agree to accept and fulfill the responsibilities of this position, and will provide a quality program for the girls. We will comply with all financial procedures and deadlines. We agree to not accept nor submit orders from a girl without payment; otherwise, we will be responsible for that debt.

_____	_____
Print Name of Troop Leader	Signature of Troop Leader Date
_____	_____
Troop Leader E-Mail	Troop Leader Phone number(s)
_____	_____
Print Name of Troop Fall Sale Manager	Signature of Troop Fall Sale Manager Date
_____	_____
Fall Sale Manager E-Mail	Troop Fall Sale Manager Phone Number(s)

White- Council Yellow- SUPSC Pink- Troop