
Year



Name (Please Print)

Girl Scouts of Swift Water Council
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Service Unit

GROUP/TROOP PRODUCT SALE COORDINATOR

FALL PRODUCT SALE

COOKIE SALE

ANNUAL VOLUNTEER SERVICE DESCRIPTION AND APPOINTMENT

Reports to: The Group Leader.

Responsibilities:

- Keeps accurate records and accounts for all orders, product and monies received by the group.
 - Carries out council policies for the sound financial management of the product sale for the group.
 - Ensures that each girl selling products is a registered member of GSUSA.
 - Attends training provided by the Delivery Manager to ensure complete understanding of procedures and dates.
 - Works closely with the group leader to assure that girls participate in goal setting and group planning and that the product sale is carried out in a proper and timely manner.
 - Trains the girls and parents in the group to ensure they follow safety procedures, are aware of dates and deadlines, marketing techniques, council and group finances and the importance of a successful sale.
 - Provides the group leader with help needed in order to have the product sale be a successful program activity.
 - Arrange for product to be picked up from delivery site and distributed to girls within 48 hours.
 - Notifies Delivery Manager of group's booth sale plans.
 - Abides by all dates as printed in the sales packet.
 - Collects and checks all product orders and payments for accuracy. Adheres to deadline date.
 - Evaluates the sale for the group and makes recommendations to the Delivery Manager to improve future sales.
 - Collects all individual girl/Juliette payments and turns in payment with final paperwork to the Delivery Manager by a specified date.
 - Takes ongoing training for the position.
 - Attends and participates in related meetings (i.e. service team, community, constituency, training, etc.).
 - Follows standards as stated in GSUSA Safety-Wise.
 - Participates in the Volunteer Management System.
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- Promotes Girl Scouting as a positive force in the community.

- Attends yearly constituency meeting and encourages attendance of all registered members over 14 years of age.

Qualifications:

Meets GSUSA membership requirements as stated in the Blue Book of Basic Documents:

... accepts the principles and beliefs as stated in the Preamble of the Constitution,

.... has paid annual or lifetime membership dues,

... meets applicable membership standard.

Adheres to and carries out national and council policies and procedures.

Benefits to Volunteers:

Training and other learning opportunities, support in the position, council publications, references upon request, liability insurance, and supplementary accident insurance, as part of national and/or council membership.

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 I meet and will abide by the above qualifications, I will assume the above responsibilities, and accept the appointment of **GROUP/TROOP PRODUCT SALE COORDINATOR** for

Group # _____ in the

_____ Service Unit.

I acknowledge that, while my volunteer appointment is for the term described below, my appointment can be terminated at any time by the below-named GSSWC designee or me for any reason or no reason.

Date: _____ Signature: _____
 Group/Troop Product Sale Coordinator

Term: _____ Signature: _____
 GSSWC Staff Member/SUM