

Troop Product Manager Responsibility Form

2022 – 2023 Fall Product and Cookie Programs

FORM INSTRUCTIONS:

Complete this form and return to the Service Unit Cookie Manager (all information is required and must be legible). Volunteers and parents not in good financial standing with Girl Scouts—Diamonds are not eligible to complete this form.

INFORMATION FOR PRODUCT SYSTEMS (M2OS and eBudde):

Please notify product staff at product@girlscoutsdiamonds.org if any of the following information changes.

Troop Product Manager:

First Middle Last Maiden

Service Unit Troop Number

Mailing Address (Street/PO Box) City State Zip Code

Cell Phone Email*

***An E-mail address is required to order products and rewards and to access the online ordering system.**

Birth Date Place of Employment

Last 4 digits of SS#

Troop Product Manager:

- I agree to accept this volunteer position and to fulfill it to the best of my ability. In the event I am unable to do so, I will immediately notify the Troop Leader (or Service Unit Product Manager if I am the Leader) and give her all records pertaining to both Product Programs and all monies that have not been deposited.
- I understand I am responsible for all products and money I receive, and products accepted by the troop become the property of the troop and are not returnable to the council.
- I agree to make sure all girl selling are registered as Girl Scouts and have signed Parent Permission forms before allowing any girl to sell Cookies or Fall Product.
- I agree to use receipts for all products and monies given to and or received from each volunteer or parent during the Cookie and Fall Product program.
- I agree to not give program materials (order cards, etc) to Girl Scout families on the No Sell List. I understand if I do give program materials to families not in good financial standing, that either my troop or myself may be held liable for these funds.
- I understand that I may be held legally accountable for any missing/stolen funds and/or products – including those products that I have allowed another parent or volunteer to store for me without receipt.
- I agree to not engage in public social media disagreements or involve myself in contentious arguments with other volunteers, parents, girls or customers – but I will instead consult with Product Program staff directly when disagreements cannot be settled through private and amicable communication.

Further, by signing this agreement I authorize the Girl Scouts – Diamonds of Arkansas, Oklahoma and Texas to conduct a criminal record search if necessary.

Troop Product Manager Signature

Date