

Troop Product Manager Responsibility Form

2026 – 2027 Fall Product and Cookie Programs

FORM INSTRUCTIONS:

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

INFORMATION FOR PRODUCT SYSTEMS (M2OS and Smart Cookies):

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 systems.**

Birth Date	Place of Employment
Driver's License # or State Issued ID #	

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 Scouts selling are registered as Girl Scouts and have signed current Caregiver Permission forms on file before allowing any Girl Scout 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 caregiver 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 I 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, caregivers, Girl Scouts 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