

Product Program Volunteer Responsibility Agreement

Volunteer Responsibilities: To manage and coordinate the Product Program with your troop while providing support and direction to the parents and girls in your troop.

MUST BE SIGNED BY REGISTERED and approved volunteers handling product or money for troops.

- Attend Product Program Training: Fall Product and Cookie Program Training
- Review all paperwork/training materials. All paperwork/training materials for Fall Product and Cookie Program Training can be found at www.gsnim.org
- Ensure that all girls participating in any Product Program are registered members **before** the sale starts.
- Collect the completed *Product Sales Permission Forms* from participating girls **before** giving them order cards/product. Any parent/caregiver who is picking up product should have signed a permission form.
- Obtain a parent/caregiver signature every time you distribute product or collect money. **Always count the product/money before you and the parent/caregiver sign.**
- **Always collect money before** distributing additional products to a parent/caregiver. During the Cookie program, participants should **never** owe for more than **40 boxes of cookies** at a time.
- Understand that any product taken for the troop **cannot be returned** to Cookie Central or a Cookie Cupboard.
- Keep accurate records of all transactions. This includes receipts for **all times** money and/or product changes hands.
- Make your Fall Product deposits into a Council Bank Account and give the deposit receipt to your Community Product Program Coordinator. If your community does not have one, submit the validated deposit slip(s) to any GSNI-M Service Center or email to frontdesk@gsnin.org.
- Make deposits for the Cookie Program into the Council Bank Account with your troop number **clearly printed** on the deposit slip. A **validated deposit slip** must be turned in **before picking up additional product**. GSNI-M and/or Cookie Cupboards reserve the right to limit quantities.
- You **MUST** turn in your validated deposit slip with your troop number **clearly printed**, for your troop to receive credit for your deposits.
- I understand that any parent/caregiver with an outstanding balance must be turned in as delinquent **within 2 days of the final deadline**. Any **outstanding balance** exceeding the value of 40 boxes of cookies is the **responsibility** of the troop.
- I understand that money from any Product Program Sale is **not mine** and must be deposited on time and validated deposit slips turned in. All troop proceeds must be deposited into the troop's checking account. GSNI-M will withhold earned rewards for troops with a balance. If the balance owed to GSNI-M or the Troop remains unpaid, I may be released from serving as a volunteer with GSNI-M. There will be a \$35.00 fee and the troop profit added to the balance due if I am turned over for collection. I further agree that in the event my outstanding balance is referred to an attorney for collection, I will be responsible for all costs of collection, including reasonable attorney fees.
- **Turn in final paperwork and deposit slips by council due dates.**

Name _____ Troop # _____ SU # _____

Address _____ City _____ State/Zip _____

Home Phone _____ Cell _____ Work _____

Place of Employment _____

Driver's License Number _____ State Issued _____

Email Address _____

I agree to the above and realize that it is my responsibility to review and follow the guidelines given for product programs:

Signature _____ Position _____ Date _____

06/2023