



Service Unit Product Coordinator Responsibility Agreement

Is this form for you?

YES: You are a registered Volunteer who handles **Service Unit** Product Programs Cupboards

NO: You are working with just your **Girl Scout Troop** Product Program money, rewards, and Product.

Volunteer Responsibilities: To manage and coordinate the Product Program within your Service Unit while providing support and guidance to leaders in your Service Unit.

Service Unit Product Coordinators must agree to the following:

- Be a registered member for the current Girl Scout year and have a current background check on file.
- Attend Fall Product and Cookie Program Trainings offered by council.
- Review all training materials available on gsnim.org.
- Ensure that all Girl Scouts and leaders participating in any Product Program are registered Girl Scout members before the sale starts.
- Obtain a leader/adult signature every time you distribute product, rewards, or collect money. Always count product, rewards, and money together before you and the leader/adult sign.
- Understand that any product given to a Troop cannot be returned to Cookie Central or any Cookie Cupboard.
- Distribute all products and Girl Scout rewards by the date specified, otherwise all items must be returned to the GSNI-M Product Program team immediately.
- Keep accurate records of all transactions. This includes keeping SIGNED receipts for money, products, and rewards that change hands.
- Collect validated deposit slips from Troops in your Service Unit for the Fall Product. Submit the validated deposit slip(s) to any GSNI-M Service Center by emailing them to frontdesk@gsnim.org or supplying them in person.
- Collect validated deposit slips for the Cookie Program before distributing additional cookies. Ensure the troop number is clearly printed on each deposit slip. A validated deposit slip must be submitted before picking up any additional product after the initial pick-up.
- Council and/or Cookie Cupboards reserve the right to limit quantities.
- Turn in the final paperwork and deposit slips to the council office by the due dates provided.

Name _____ Email _____

Address _____ City _____ State _____ Zip _____

Phone _____ Service Unit # _____

Printed Name _____

Signature _____ Date _____

Thank you for your dedication and support for the Girl Scout Product Programs.
It is only with your support that Girl Scouts are able to become the leaders of tomorrow!