

Troop Number: \_\_\_\_\_ Service Unit: \_\_\_\_\_  Fall Product  Cookies 2011

Please check one or both

As the Troop Product Manager for the above troop, I understand my responsibilities are as follows:

- Work under the supervision of the Service Unit Product Manager, for my Service Unit.
- Train, motivate and support parents, as well as girls, in my troop for the upcoming sale.
- Follow all requirements as published in **Safety-Wise**.
- Be a registered Girl Scout and attend Product Training.
- Verify that all girls are registered and I have permission slips signed by a parent or guardian.
- Collect each girl's order cards and check for accuracy.
- Complete and submit troop orders and incentives to my SUPM, on or before deadline.
- Pick up products and incentives from the designated location.
- Distribute products and incentives to the girls in my troop. Make sure that each parent and I have both counted and agree the order is correct. We will both sign the receipt book.
- Collect money and make regular deposits until the balance due to council is fulfilled by the deadline.

I have read all above responsibilities, and I understand and agree to accept and fulfill the financial and deadlines responsibilities of this position.

**Troop Product Manager (TPM)**

Name (please print) \_\_\_\_\_ Social Security Number \_\_\_\_\_

Home Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_

Cell Number \_\_\_\_\_ Home Number \_\_\_\_\_

Work Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Troop Leader**

Name (please print) \_\_\_\_\_ Social Security Number \_\_\_\_\_

Home Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_

Cell Number \_\_\_\_\_ Home Number \_\_\_\_\_

Work Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Troop Checking Account Information:**

Bank: \_\_\_\_\_ Account Number: \_\_\_\_\_