



The Service Unit Fall Product Program Manager is appointed by, and is accountable to, the Membership Specialist and Product Program Specialist. This individual works in collaboration with Girl Scouts Heart of Michigan (GSHOM) staff and volunteers to coordinate and implement a successful Fall Product Program for girls and adult volunteers. The Service Unit Fall Product Program Manager serves as the primary point of contact for Troop Fall Product Program Managers and troop leaders within the service unit.

Term of Appointment:

This position is a one-year term, subject to annual evaluation, with the potential for reappointment based on performance and continued interest.

By signing this document, I acknowledge and agree to the following responsibilities:

- Attend all required trainings related to the Girl Scout Product Program.
- Collaborate with troop leaders and Troop Fall Product Program managers to ensure a successful program experience.
- Participate in service unit meetings as necessary.
- Ensure that all troop product managers are registered members of Girl Scouts Heart of Michigan (GSHOM), have completed the required GSHOM training, and fully understand their roles and responsibilities.
- Identify and coordinate a delivery station for your service unit, if needed, and arrange for product pick-up.
- Distribute program materials to troops, ensuring they understand the educational goals of the program, available reward items, and collection procedures.
- Maintain consistent communication with troops and monitor their entries in the eBudde system.
- Promote and uphold the Girl Scout Promise and Law, and support GSHOM policies, standards, procedures, and decisions in a positive and respectful manner.
- Review and compare troop paperwork with the M2 OS system for accuracy, making corrections as necessary.

- Submit all required orders to the local regional center by the designated due date.
- Maintain confidentiality regarding sensitive information, in accordance with GSHOM guidelines.
- Follow up with troops that have outstanding obligations or overdue materials.
- Communicate clearly and promptly with GSHOM staff about any issues or concerns that arise during the program.
- Ensure that each participating troop has a completed ACH authorization form on file and attended the GSHOM annual training prior to receiving program materials.

By signing this document, I confirm that I meet the following qualifications:

- I meet the membership requirements of Girl Scouts of the USA (GSUSA) and am a currently registered member.
- I understand and accept the policies, standards, and procedures of GSUSA and Girl Scouts Heart of Michigan (GSHOM).
- I serve as a positive role model for both girls and adults.
- I possess strong listening, communication, and problem-solving skills.
- I demonstrate proficiency in both written and verbal communication.
- I have a basic understanding of the Girl Scout Fall Product Program or am willing to learn and complete the required training.
- I have strong organizational and planning abilities.
- I have access to a computer and the internet and possess basic technical skills.
- I am capable of guiding and supporting adults through the program.
- I am able to motivate and work cooperatively with individuals of diverse backgrounds, without regard to race, creed, national origin, socioeconomic status, or ability.
- I value and actively support diversity, equity, inclusion, and pluralism in all its forms.
- I understand that I am required to successfully complete a background check.