

Product Sales Financial Agreement

Required Information

Name (Print) _____ Date _____

Driver's License # _____ State _____ Exp _____

Street or PO Box _____ City _____ State _____ ZIP _____

Area code/Telephone (day) _____ (evening) _____

E-Mail _____

Check appropriate box(es)

Troop Sales Manager Troop Number _____ Service Unit Number _____ Service Unit Sales Manager

GSEWNI agrees to:

- Arrange for job-related training for this position and assist in the training of service area members.
- Provide a job description.
- Provide orientation to the position, the council and the organization.
- Provide ongoing assistance, support and encouragement.
- Provide the volunteer with a copy of all documentation relating to the product sale.
- Provide the volunteer with sufficient program materials for their service unit membership.
- Order necessary forms, product, and incentives coordinating their delivery to the volunteer.
- Give recognition for time and energy devoted to the job.
- Collect all outstanding debts beyond the end sale date.
- Provide interpretation of policies and procedures of GSUSA and GSEWNI.

Troop Sales Manager and Service Unit Sales Manager agrees to:

- SU/TSM-Meet membership requirements and register as a member of GSEWNI and GSUSA.
- SU/TSM-Attend Cookie Training & Service Unit meetings.
- SU-Encourage participation and achievement of service unit goals.
- SU- Provide training to troop leaders, designated troop sales managers, and participating volunteers.
- TSM -obtains a copy of signed Parent Permission form for each participating girl verifying GSEWNI membership registration as outlined by GSEWNI.
- **SU-Acquire a copy of a signed GSEWNI Product Sales Financial Agreement from every adult managing troop product sale funds during the product sale program period to SUSM.**
- SU- verifies through the council that each participating adult is a registered member of GSEWNI and GSUSA
- TSM-Receive completed initial/reorder order forms from girls auditing forms for completeness, and accuracy then records orders and incentives in eBudde online order system.
- SU- Arrange for delivery station. Assume responsibility for inventory. Oversee distribution of product/ incentives/troop forms to participating troops or troop members.
- **SU/TSM-Maintain accurate records of all transactions with written receipts for distribution of product and money received then entered in eBudde.**
- SU/TSM- Forward all requested/completed paperwork to designated party in accordance with established deadlines.
- SU-Assist troops in exchanging excess ordered product among themselves.
- **SU-Notify GSEWNI of any non-payment or balance owing immediately. TSM-Notify SUSM**
- **Refer to the Product Sales SU or Troop Guide for detailed procedures of each product sale.**

I understand ...

- I take financial responsibility for all product ordered and received by me.
- I am responsible for collecting and remitting monies to the appropriate product sales person or account within the time frame established by the council.

I understand

- that Girl Scouts Eastern Washington & Northern Idaho may take legal action, including, but not limited to arbitration, against me if I do not honor my financial obligation.

Signature _____

Date _____



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