Girl Scouts Eastern Washington & Northern Idaho . 1404 N. Ash St. . Spokane, WA 99201 . www.gsewni.org

GSEWNI Product Sales Financial Agreement

Girl Scouts

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/s:

☐ Troop Product Sales Manager Troop Number_____

☐ Service Unit Product Sales Manager Service Unit _____

GSEWNI agrees to:

- Arrange for job-related training for this position and assist in the training of service unit 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.
- Provide interpretation of policies and procedures of Girl Scouts of the U.S.A. and Girl Scouts of Eastern Washington & Northern Idaho.

I understand that I take responsibility for all product ordered and received by me and 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

Troop Product Sales Manager and Service Unit Product Sales Manager agrees to:

- Meet membership requirements and register as a member of GSEWNI and GSUSA.
- Attend Council Training & Service Unit meetings.
- Encourage participation and achievement of service unit goals.
- Provide training to troop leaders, designated troop sales managers, and participating volunteers.
- Obtain and forward a copy of signed Parent Permission form for each participating girl verifying GSEWNI membership registration as outlined by GSEWNI.
- **Obtain and forward to GSEWNI a copy of a signed GWEWNI Product Sales Financial Agreement for every adult managing troop product sale funds during the product sale program period.**
- Receive completed initial/reorder order forms from girls or troops, auditing forms for completeness, and accuracy.
- Forwards all requested/completed paperwork and product sale orders to GSEWNI in accordance with pre-established deadlines.
- Arranges for delivery station. Assumes responsibility for inventory. Oversees distribution of product/incentives/troop forms to participating troops or troop members.
- **Maintain accurate records of all transactions writing receipts for distribution of products and money received from volunteers.**
- Assists troops in exchanging ordered excess product among themselves
- Forwards all "end of sale" forms and troop payment receipts in accordance with deadlines.
- **Notify GSEWNI of any non-payment or balance owing immediately.**