



Girl Scouts - North Carolina Coastal Pines, Inc.
P.O. Box 91649, Raleigh, N.C. 27675-1649
919-782-3021 or 800-284-4475

VOLUNTEER POSITION DESCRIPTION

2010 Troop Fall Sale Manager (TFSM)

TERM: One season (October to December)
OBJECTIVE: Effectively manage, plan, and promote the Fall Product Sale with troop members; to provide support and direction to girls and parents throughout sale.

DUTIES AND RESPONSIBILITIES:

- Complete 2010 TFSM training.
- Work with Troop Leader to build enthusiasm about Fall Product Sale and encourage all troop members to participate in Fall Product Sale.
- Work with Troop Leader to ensure that all girls are officially registered with Girl Scouts – NC Coastal Pines for the 2010-2011 membership year before October 15th.
- Provide training and Fall Sale materials to troop members, including parents, by **October 15, 2010**. Provide support and materials as needed to families during Fall Product Sale.
- Collect girls' orders and payments, enter orders and recognitions in Web-based order system (Nut-e), and turn in troop payment and Fall Sale reports to Area Fall Sale Manager (AFSM) by **November 9, 2010**.
- Make arrangements to pick up troop's recognitions and nut and candy order from Area Fall Sale Manager on assigned date (between December 1 and 4, 2010).
- Distribute nut and candy products and recognitions to girls by **December 11, 2010**.
- Obtain an adult signature for each girl when products and recognitions are distributed.

QUALIFICATIONS:

- Be a currently registered member of Girl Scouts - North Carolina Coastal Pines, Inc.

Girl Scouts of the USA Mission: "Girl Scouting builds girls of courage, confidence, and character who make the world a better place."



VOLUNTEER AGREEMENT

2010 Troop Fall Sale Manager (TFSM)

- I received a copy of the 2010 Troop Fall Sale Manager Position Description. I accept and am able to fulfill the responsibilities as described in the position description.
- I will ensure that product and recognition orders for my troop are complete and accurate in the Nut-e database by November 9, 2010.
- I will ensure that our troop payment is submitted to the Area Fall Sale Manager on or before November 9, 2010.
- I will distribute the nut and candy orders to the girls and obtain an authorized troop signature for all products and recognitions by December 11, 2010.

Name (Print):		Date:	
Signature:			
County/Area:		Troop #	
Home Phone:	()	Work Phone:	()
Cell Phone:	()		
Email Address:			
Street Address (no P.O. Boxes):			
City:		ZIP:	
Driver's License OR SSN:		State:	