



Girl Scouts - North Carolina Coastal Pines, Inc.  
6901 Pinecrest Road, Raleigh, N.C. 27613  
919-782-3021 or 800-284-4475

## VOLUNTEER POSITION DESCRIPTION

### 2011 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 2011 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 2011-2012 membership year before October 14<sup>th</sup>.
- Provide training and Fall Sale materials to troop members, including parents, by **October 14, 2011**. 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 complete troop contact information including troop payment information in Nut-e by **November 7, 2011**. Submit Fall Sale reports and paperwork to Area Fall Sale Manager (AFSM) by **November 8, 2011**.
- 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 3, 2011).
- Distribute nut and candy products and recognitions to girls by **December 10, 2011**.
- 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."**



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**VOLUNTEER AGREEMENT**

**2011 Troop Fall Sale Manager (TFSM)**

- I received a copy of the 2011 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 7, 2011.
- I will ensure that our troop payment is deposited into the troop's bank account on or before November 8, 2011.
- I will distribute the nut and candy orders to the girls and obtain an authorized troop signature for all products and recognitions by December 10, 2011.

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

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