

# GIRL SCOUTS SPIRIT OF NEBRASKA 2010 FALL PRODUCT PROGRAM INTENT FORM

<b>Office use ONLY:</b>
Reg. Verification:
LDR R_____ Bk_____
FPM R_____ Bk_____

<b>TROOP #</b>

## 2010 Fall Product Manager Position Description

- 1) Register as a 2010-2011 adult Girl Scout member **AND** complete a background check
- 2) Attend a Fall Product Manager training session.
- 3) Follow the policies and procedures detailed in the Troop Fall Product Handbook given at training. Including:
  - a) Training the girls and their parents.
  - b) Checking ALL order card(s) and compiling and entering troop cookie and recognition orders.
  - c) Picking up products and distributing to each girl.
  - d) Receiving ALL money from each girl.
  - e) Paying Amount Due to Council per procedure in Troop Fall Product Handbook.
  - f) Providing Troop Profit to troop per procedure in Troop Fall Product Handbook.
  - g) Picking up the troop recognitions and distributing them to the girls.

Please **print neatly**. ALL information must be complete.

<b>School:</b>	<b>City:</b>	<b>Service Unit</b> (if applicable):
<hr/> <b>Fall Product Manager name</b>		
<hr/> FPM mailing address _____ City _____ Zip code _____		
(____) _____ - _____ Day phone #	(____) _____ - _____ Eve. phone #	(____) _____ - _____ Cell phone #
<hr/> E-mail address _____		
<hr/> FPM signature _____		
<hr/> <b>Leader name</b>		
<hr/> Leader mailing address _____ City _____ Zip code _____		
(____) _____ - _____ Day phone #	(____) _____ - _____ Eve. phone #	(____) _____ - _____ Cell phone #
<hr/> E-mail address _____		
<hr/> Leader signature _____		

**Return form to your local Service Center office, attn.: Product Program Manager,  
by August 31, 2010.**

# **7 Steps to Participate in the 2010 Fall Product Program:**

1. Arrange with someone other than the Troop Leader, if possible, to be the Fall Product Manager.
2. Ensure all girls in the troop are registered members with the council for the 2010-2011 Membership Year. Unregistered girls may not participate in Product Programs.
3. Ensure the Troop Leader is a registered member with the council and has completed a background check for the 2010-2011 Membership Year (**one is required every year**).
4. Ensure the Fall Product Manager is a registered member with the council and has completed a background check for the 2010-2011 Membership Year (**one is required every year**).
5. Complete ALL required areas of the intent forms, including troop number in the upper-left corner and school, city and service unit where applicable. **DO NOT** write anything in the "Office use ONLY" box.
6. Return the entire form to your Service Center office, **attention: Product Program Manager**.
7. Remember to make a photocopy of the form(s) to keep for your troop's records.