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Volunteer Agreement: Troop Fall Sale Advisor 20__ – 20__

Please read, sign and return to your Product Sales Specialist. You may obtain a copy to keep for your records on our website at www.girlscoutseasternmass.org.

Girl Scouts of Eastern Massachusetts agrees to:

- Make a copy of GSEM policies and standards available on our website.
- Provide adequate information, training, and assistance for the volunteer to be able to meet the responsibilities of his/her position.
- Provide a position description, volunteer agreement, and letter of appointment.
- Give recognition for time devoted to the position.
- Carry liability insurance and supplementary accident insurance as part of GSUSA national and/or GSEM membership.
- Provide ongoing support, guidance and supervision for the position.

The Troop Fall Sale Advisor agrees to:

- Support the values expressed in the Girl Scout Promise and Law, and adhere to GSEM and GSUSA policies and standards.
- Relate to others with fairness, tolerance, understanding, and sensitivity while working cooperatively with girls and adults.
- Register as a member of GSUSA and complete a criminal background check.
- Complete adult learning and training requirements.
- Maintain confidentiality on behalf of the Girl Scout organization.
- Operate the Product Sale adhering to GSEM guidelines and policies and those found in GSUSA's Volunteer Essentials and Safety Activity Checkpoints.
- Educate girls and troop adults on fall sale program and procedures.
- Receive products and recognitions from SU Fall Sale Manager and distribute to girls and families.
- Enter girls and troop sale data into on-line database.
- Collect girl order forms in a timely manner.
- Meet all GSEM and Service Unit sale order and payment deadlines.
- Communicate regularly with Service Unit Fall Sale Manager
- Perform all volunteer duties to the best of his/her ability.

Money Management:

- Assist Troop Treasurer with collecting and depositing girls' payments into troop bank account.
- Accept financial responsibility of products until they are signed for and received by family adults.
- Maintain troop records and receipts on all product sale transactions and finances.
- Assume responsibility for the troop's payment until it is received by the SU Fall Sale Manager.
- Pursue delinquent girl accounts, notifying GSEM and Service Unit Fall Sale Manager.
- Help the Troop Volunteers manage sale profits.

I have read and agree to abide by the Volunteer Agreement for the 20__ - 20__ membership year. I understand that failure to fulfill these responsibilities may result in release of volunteer appointment or non-reappointment to a volunteer position with GSEM. Failure to abide by financial policies and procedures may result in collection action.

Signature:		Date:
Name (print):		Troop #:
Address:		
Email:		Phone: