



Girl Scouts of Southeastern Michigan

Agreement to Assume Debt for Product Programs

The purpose of this form is to clearly spell out the financial and procedural requirements for the position of troop product program manager, specifically, the person responsible for fulfilling all requirements and obligations of the product sale program for their troop.

Troop # _____

Name _____ Email _____

Address _____ City _____ Zip _____

Phone (day) _____ Cell _____

Please check the GSSEM product program(s) the troop will be participating in during the 2023-24 membership year:

_____ 2023 Fall Product Program (FPP) _____ 2024 Cookie Program (CP)

Please select the service center your troop's FPP/CP rewards should be sent to (please select one):

- Detroit Service Center, 1333 Brewery Park Blvd, Ste 500, Detroit, MI 48207
- Clinton Twp Service Center, 42800 Garfield Rd Clinton Twp, MI 48038
- Flint Service Center, Plaza One Building, 111 E Court St, Suite D, Flint, MI 48502
- Fort Gratiot Service Center, * Birchwood Mall, 4350 24th Ave, Space 518, Fort Gratiot, MI 48059
- Southgate Service Center, 1 Heritage Place, Ste 130, Southgate, MI 48195
- White Lake Service Center, 8545 Highland Rd, White Lake, MI 48386

Obligation for Debt:

I understand that I am taking responsibility for all product program monies owed to GSSEM.
(Initial) _____

I understand that all funds must be accounted for. (Initial) _____

I understand that GSSEM may pursue collections and criminal charges against me if funds are not accounted for. (Initial) _____

I understand that all money collected from product sale programs belongs to the Girl Scout troop and to the Girl Scouts of Southeastern Michigan, and I may not personally use these funds for any reason. (Initial) _____

I understand that volunteers who misuse funds for which they are responsible will be released from all positions with GSSEM. (Initial) _____

Responsibility for following product program procedures:

I understand that I must be a registered Girl Scout adult member with a background check to serve as the troop product program manager. (Initial) _____

I understand that I am responsible for monitoring the troop's online Fall Product Program and/or cookie accounts and promptly notifying GSSEM of any product transactions not authorized by the troop. (Initial) _____

* Formerly the Port Huron Service Center.

I understand that I must deposit all money turned in to me by parents/guardians and from booth programs promptly into the troop's bank account. (Initial) _____

I understand that I must provide parents/guardians with a receipt anytime products are distributed or monies are collected. (Initial) _____

I understand that I must submit an Unpaid Parent/Guardian Account Form in the event that any parent/guardian does not pay for their product. Once the Unpaid Parent/Guardian Account form is submitted to GSSEM, I am not responsible for the parent/guardian's debt. (Initial) _____

I understand that volunteers who do not follow product program procedures will be released from all positions with GSSEM. (Initial) _____

Signature - Troop Product Program Manager

Date

Thank you for taking on this responsibility, without you, there would be no product programs!