

NOTE: THIS DOES NOT APPLY TO DAISY TROOPS

Girl Scouts of Rolling Hills Council, 1171 Route 28, North Branch, NJ 08876
(908) 725-1226

TROOP NUT SALE / QSP MANAGER JOB DESCRIPTION

RESPONSIBILITIES:

This position is accountable with the leader for managing all aspects of the Nut/QSP sale for the troop ensuring that girls are trained, troop order is computed, nuts are delivered to girls, money is collected and deposited, and Council is paid by the established deadlines.

ACCOUNTABILITIES:

The Troop Nut Sale / QSP Manager is appointed by and responsible to the troop leader and agrees to:

1. **Register** as a member of Girl Scouts of the USA
2. **Attend** training in the service unit where duties will be explained and selling aids distributed.
3. **Promote** the sale by building enthusiasm among the girls as they are made aware of the values of the nut sale program and how nut sale money is used for their benefit.
4. **Obtain** the signed permission slip for any new girls before they participate in the sale or are given an order card. Ensure that each girl is a registered member of GSUSA. Identify girls who have sisters in other troops within the council.
5. **If requested** assist the leader in training the girls at their meeting so that they understand:
 - a) troop goals
 - b) forms - how to use them
 - c) important dates - when sale begins, when orders and money due
 - d) safety rules
6. **Tally** girl orders and submit troop nut order, MagNet Booklets, subscription orders, Nut Sale permission slips, and sister information to Service Unit Nut Manager by deadline.
7. **Pick up** nuts on assigned date and distribute to girls.
8. **Collect** payment from girls and deposit into Troop Account. Notify the Council Product Sales Manager if any parents have not paid so that the troop bill can be adjusted.
9. **Submit** Troop check for full payment and required forms to Service Unit Nut Manager by deadline.