

# **2019 FP Troop Checklist**

**TROOP # \_\_\_\_\_**

**All paperwork below (including this checklist) must be turned in with Troops Final Paperwork**

- Troop Check List
- Troop Report printed from Unify – T2
- Volunteer Position Agreement (signed if not already turned in)
- Parent Permission Forms (signed)
- Statement of Responsibility
- Troop to Troop Transfers
  - **You must have a copy for every transfer made THAT IS SIGNED BY BOTH PARTIES INVOLVED with your troops final paperwork. *IMPORTANT – THESE MUST BE SIGNED BY BOTH PARTIES AT THE TIME OF TRANSFER.* This is your LEGAL proof that possession of product changed hands. You may be held responsible for missing/unsold/damaged products without your copy of a signed transfer form. Forms without signatures are NOT legally binding.**
  - **White – Giving Troop turns in with their troops final paperwork**
  - **Yellow – Receiving Troop turns in with their troops final paperwork**
  - **Pink – Community FP Chair turns in with Community final paperwork**
- M3 Receipts (in a money envelope) removed from the booklets
- Military Troop to Troop Order Form
  - How many Thank You Nuts did you sell including Online? \_\_\_\_\_
  - How many Thank You Mag Vouchers did you sell including Online? \_\_\_\_\_
  - Totals must match Troop Report printed from Unify
- T-5 Recognition Form – **MANDATORY** - (*Completed even if your troop Opts Out*)

Signature \_\_\_\_\_

Community \_\_\_\_\_

Date \_\_\_\_\_

**\* Please note:** The Troop Report on Unify may change after the date you turn it in to your Community. Council reviews these reports and makes corrections if needed.

## Troop Instructions

Is your troop planning to participate in the Fall Product Sale?

- If yes, follow the steps below:
  - Have parents sign the **Parent Permission form(s)** before girls begin to sell. (Please use the front and back of the form to cut down on paper.)
  - Sign the **Volunteer Position Agreement** at Troop Training.

Do you have an Initial Order for your troop?

- If yes, read and sign the **Statement of Responsibility Form** when picking up product
  - Community Fall Product Chair keeps white copy and turns in at end of sale
  - Your troop keeps yellow copy and turns in at the end of the sale with paperwork

Did you transfer or pick up extra product from another troop?

- If yes, you need to have a **Troop to Troop Transfer form** signed by you and the person giving/taking the product. **IMPORTANT – THESE MUST BE SIGNED BY BOTH PARTIES AT THE TIME OF TRANSFER.** This is your LEGAL proof that possession of product changed hands. You may be held responsible for missing/unsold/damaged products without your copy of a signed transfer form. Forms without signatures are NOT legally binding.
- The Giving troop must send an email to their Community Fall Product Chair to inform them of the transfer between the troops and give them the pink transfer slip.
- If you do not have transfer forms, contact your Community Fall Product Chair and they will be able to get more for you

Did you *distribute/receive* products or money *to/from* the girls in your troop?

- If yes, a **M3 Receipt** needs to be completed for every transfer to the girl(s) and signed by both parties, you and the parent. (Even if they are sisters.) **IMPORTANT – THESE MUST BE SIGNED BY BOTH PARTIES AT THE TIME OF TRANSFER.** This is your LEGAL proof that possession of product changed hands. You may be held responsible for missing/unsold/damaged products without your copy of a signed transfer form. Forms without signatures are NOT legally binding.
- If you receive any money from the girl(s) then document the payment on the **M3 receipt** and give the parent the yellow copy.
- Each individual transaction (product or money) should be on a separate **M3 receipt** with the troop number and girls/parents name on it. (Even if they are sisters.)

Did your Troop sell Military Nuts/Magazines?

- If yes, you need to email your FP Community Chair with the amount(s) for each military item that is sold.
- The **Troop to Troop Military Order** form needs to be completed and turned in with the total amount of military product sold in your final paperwork.

Did you select girl patches and/or recognitions for your troop?

- A **T-5 Troop Recognition Worksheet** needs to be completed and turned in for every troop even if they only earned patches or selected to “Opt Out”. This is the only way Council can verify and ensure your Troop gets the correct recognitions. **THIS FORM IS MANDATORY.**