



Product Sales Coordinator 2013 FALL PRODUCT PROGRAM MANUAL

Be Your Best You! Grow Your Skills!



The Fall Product Sales help troops get troop proceeds to start the year. Girls learn decision making, goal setting, financial literacy, people skills, and money management by participating. Be sure to ask family and friends to save their subscriptions and to purchase candy and nuts to support the Girl Scouts of Rhode Island!

NOTE: Please adhere to the deadlines set by the Council office, so magazine subscriptions and candy & nut orders reach customers as soon as possible.

Product Delivery Schedule

Product for the Candy & Nut Sale will be available for pick-up at the Paul Arpin warehouse in West Warwick. November 20th-22nd. Please notify Council of the date & time that you would like to schedule your pick-ups no later than November 1st, 2012. Service Units with more than 50 Cases Sold may arrange for product to be delivered.



September 3rd	Order-Taking Begins anytime after this date
October 27th	Order-Taking Ends
November 4 th & 5 th	Paperwork/Payments Due to Council
November 20-22nd	Candy & Nut Pick-ups/Deliveries

Thank you for volunteering to serve as the Product Sales Coordinator for the Fall Products Program. Your efforts are extremely important to the success of the Fall Sale! This manual, as well as the Troop Manager's Manual, will provide you with product information, important dates, contact information and reporting guidelines.

This year's Theme is:

Be Your Best You! Grow Your Skills!

Girls from Daisies to Ambassadors can participate in fun activities that help them to set goals, make decisions, exercise their people skills, practice business ethics, and to manage money, while participating in the fall product sale program. Troops are able to earn money for troop trips and activities. Girl Scouts encourages girls to stay connected to family, friends, community, and the world! Activities can be done in conjunction with the Girl Scout Leadership Journeys and tie in with each age level. The sales help troops with start up funds for the year.

What's New and Exciting for the Upcoming Fall Products Program?

- ❖ Great tasting new products to offer to family and friends
- ❖ Two new collectable tins
- ❖ On-line ordering of magazines helps customers to receive their orders much quicker. New digital magazines offered.
- ❖ The Share Program offers customers the opportunity to donate magazine subscriptions as well as candy & nuts to the military. Customers can purchase product that can be donated and the Council will coordinate the distribution of the product to local service men and women.
- ❖ On-line learning activities designed to enhance the program activity pieces. Encourage girls to visit www.whatcanagirldo.com to participate in these activities.
- ❖ New customized "Spread the Word" business cards for girls to distribute to family and friends!
- ❖ Enhancements to the on-line email program for leaders & girls!



After August 22nd

- ❖ Schedule a date for Fall Products Program training in your Area.
- ❖ Using the list of Troops provided to you at training, notify all Troop Leaders that they will be picking up their Troop's Fall Products materials at this training.
- ❖ Each leader and troop product coordinator must be a registered member and complete the Product Sale Program Agreement prior to the start of the sale.
- ❖ Make arrangements with those who cannot attend your training, so that they can be trained at a later date.
- ❖ Be sure all of your Troop Leaders and Troop Fall Products Program Managers have your phone number(s) and email address so they can easily get in touch with you.
- ❖ All Troop Fall Product Leaders/Managers should have access to the internet.

Girls in all Pathways, as well as individually registered girls can participate in the Fall Products Program too. All girls benefit from the skills they develop in this program. Girls can work with a leader in her area or she can contact Ginger Lallo at the Council Office at (401) 331-4500 (ext 1310) for more information.



Troop Manager Training Outline

Training for the Fall Products Program is required for all Troop Managers and Leaders in your Service Unit. Your positive attitude and enthusiasm will go far to help their troop meet its goals. The Fall Products Program is a great way to help defray some of the troop's costs between start-up time and the Girl Scout Cookie Program®.

1. **Introductions.** Give the Troop Managers and Leaders your contact information. Let them know they can always call you for help. Distribute and review all materials.
2. Give Troop Managers your deadline dates for entering their Troop orders and turning in paperwork.

3. Explain the on-line magazine ordering program to leaders. Let them know that they should encourage girls to do this step first. This process is convenient for customers and will enable them to receive their subscriptions sooner.
4. Review the product assortment from Ashdon Farms and sample the product. Introduce the new items. Orders for candy/nuts to be donated to the military **do not** get entered in by flavor. These are processed as a total Council order and sent directly to the military troops.
5. Encourage Troops to set Troop goals and have their girls set individual goals.
6. Review the girl rewards on the back of the girl candy/nut order form and the on-line activities, which can be found at www.whatcanagirldo.com. They can also be viewed on our Council website www.gsri.org.
7. Review the Nut-e on-line ordering process for magazines, candy, and nuts and let them know what reports that they will need to submit along with their paperwork. Give each leader their log-in and password information. Explain the proceed plans and let them know that Troops keep proceeds up front.
8. Discuss product and girl rewards delivery.
9. Give Troop Managers the "QSP Magazine" Customer Service Number 877-289-6247. Receipt of first issues for new subscriptions will take **UP TO 14 WEEKS** after the November 1st deadline.
10. Remind Troop Managers that once the deadline date has passed all orders must be brought to the Council office and they will be processed in the order they are received. It is the troop's responsibility to pick up girl rewards from the Council office for these orders.
11. Encourage everyone to visit the Fall Product Program page on the Girl Scouts of Rhode Island website www.gsri.org. There is a Parents' page and a Girls' page which includes sale information, activities, tips and techniques for successful selling as well as directions for ordering magazines on-line.



GET EXCITED ABOUT GIRL REWARDS!

Discuss rewards and proceeds with the Troop.

Show the girls where the rewards are pictured on their nut order form.

These can also be viewed on our Council website www.gsri.org.

Review what they can earn at each level.

Girl rewards are cumulative; girls will receive **all** rewards up to the amount sold.

Patches are **not** cumulative. Different patches are earned in each area of participation.

BE A READER GIRL REWARDS

- ♥ **2 Sales** or Renewals = Be Your Best Patch
- ♥ **5 Sales** = Add a small bee
- ♥ **8 sales** = Add a tote or t-shirt design kit (shirt not included)
- ♥ **12 sales** = Add a glitter tattoo/face painting kit
- ♥ **18 sales** = All of the above plus a large plush bee
- ♥ Submit a completed paper address booklet and receive funky eraser toppers and a patch
- ♥ Submit 12 Valid Internet Addresses and receive an On-line Bee Patch



CANDY & NUT REWARDS

- ♥ **10 Items Sold** = Receive a Queen Bee Grow Patch
- ♥ **20 Items Sold** = Add a water bottle **OR** sticker album
- ♥ **30 Items Sold**=Add the nail decorating **OR** tapefetti kit
- ♥ **40 Items Sold** = Add a bracelet bead kit
- ♥ **60 Items Sold** = Add a decorative mini locker

Girls who sell 5+ combined share items (includes a combination of magazine vouchers and nut purchases), to be donated to the military will receive a share patch.

Troops who have 100% participation in both sales, selling at least 5 magazine subscriptions, a completed paper address booklet, a completed internet activity and e-mail address list, along with 20 candy and nut items will be entered into a drawing to win a \$50.00 Gift Certificate to the Council Girl Scout Shop!

Troop Leaders from troops who qualify for the drawing will be eligible to win one of forty fabulous duffle bags full of fun gifts!



TROOP PROCEEDS

The Troop receives:

- **\$1.50 in troop proceeds for EVERY** magazine subscription or renewal sold (not including sales from the address booklet in Step 2).
- **\$1.00 in troop proceeds for EVERY** Candy/Nut item sold !!
- Each **completed** Step 2 Paper Address Booklet earns **\$2.00** proceeds for the troop.
- **Older girl troops** (Cadettes and older) can opt out of recognitions and receive additional proceeds for each sale. They can earn an extra fifteen cents for each candy/nut item sold and twenty five cents more for each magazine subscription sold.

September 3 - October 27th

- ** Keep in touch with Troop Managers. Let them know you are available if the need arises.
- ** Remind them of your deadline date for final paperwork.

After October 27th

Collect from the Troops in your Service Unit and check for the following items accuracy:

1. All magazine order forms (yellow and white copies)
 - ❖ Check all magazine order forms to be sure they are completely filled out.
 - ❖ Be sure money is correct, minus the Troop Proceeds.
 - ❖ Troops should take their proceeds before submitting paperwork.
2. Girl's On-line Sales Report for all Online orders
 - ❖ Be sure to account for these sales on your Service Unit Order Report.
 - ❖ Proceeds for on-line orders will be paid only on orders received at Council by November 5rd.
3. Completed Step 2 Address Booklets
 - ❖ Review the Step 2 Address Booklets to be sure they are complete, accurate, and legible. All postcards must be completed this year to receive the girl reward.
4. Verify that all troops have entered in their orders for candy & nuts and rewards into Nut-e. Assist any leaders who may need help with this process.



Any magazine orders submitted to you after **November 5th**, must be brought to the Council office for processing. **No orders for candy or nuts will be accepted after November 5th.**

NOTE: Orders for magazines that are submitted **after November 5th** will be processed in the order in which they are received. It will be the Troop's responsibility to pick up girl rewards for those orders at the Council office.

Monday/Tuesday, November 4th & November 5th

Please bring the following items to the Council Office: Set up an appointment for turn in.

1. All magazine orders (yellow and white copies separated, pink copy goes to Customer)
2. Girl's On-Line Sales Report for all Online orders, correctly documented on Order Form
3. Completed Step 2 Paper Address Booklets
4. A copy of Troop Reports from Nut-e
5. Service Unit Reports from Nut-e
6. Payments (including checks with Troop Numbers in lower left corner) or verification that payments have been made into the GSRI account.

Late November - Early December

- ♥ Product will be picked up at Paul Arpin Warehouse (West Warwick) or delivery to Service Units who have 50 Cases or more ordered.
- ♥ Girl rewards will be delivered via UPS Ground to your home.
- ♥ Product is delivered "to the piece" so you may receive some individual items in addition to full cases. There are 12 Units to each Case.
- ♥ Please be sure to carefully count the product to ensure you receive the correct amount of items. Once the product is signed for, you are responsible for them.
- ♥ If your order is not complete, notify the agent immediately.
- ♥ Contact troops to pick up product and girl rewards. **Remember: Families may be planning to give the Ashdon Farms products to family and friends for the holidays. Do not disappoint them!**
- ♥ Be sure to have Troop Managers count and sign for products and girl rewards received.



THANKS FOR ALL YOUR HELP!

IF YOU HAVE ANY QUESTIONS ABOUT YOUR ROLE:

Please call.....

GINGER LALLO 401-331-4500 ext. 1310
glallo@gsri.org

Girl Scouts of Rhode Island
500 Greenwich Ave
Warwick RI 02886
401-331-4500
401-421-2937 fax

Our office hours are:
Monday - Friday
8:00am-5:30pm
www.gsri.org

**For questions regarding subscriptions,
Call QSP Customer Service at:
877-289-6247**



Order entry instruction basics for Fall Product Sales

Log in at:

www.ashdonfarmsnute.com

Enter the Login Name and Password assigned to you by your Council, click on the 2013 Fall Product Sale Campaign and click “Sign-in”.

To verify that your troop information is correct go to the Troop Detail Page by clicking on the Troop icon. This page will already be in “edit” mode so you can make any necessary changes and just click “Save”. Please fill in all required contact information highlighted in yellow. Please verify that the **correct** Troop Level is selected.

To add Troop level users, click the “Add” button in the upper right corner of the container. Enter the first name, last name, login (must be unique to ALL users throughout our entire system) and password (can be the same for everyone but must be at least 5 characters long).

To begin entering in girl names and order information, just click the Girl Orders icon. To enter girl orders just follow the 4 Step process.

Step 1 - Enter Girls Registered

Enter the number of Girls Registered for the troop in the top right container and click “Save”.

Step 2 - Enter Girl Names

Click the “Add Girl Name” button on the left and type in the girls’ names.

Step 3 - Add Girl Orders

Click the green add order button next to girl name and enter each girl’s order.

Enter all Magazine and Nut/Candy quantities and click “Save”.

Rewards will automatically calculate. Verify rewards earned and select choices (if necessary). Click “Save”. Save Girls Entire Order (you must click “Yes” to save her order).

Step 4 - Submit Nut/Candy Order

After ALL girl orders have been entered, click the pink “Submit Nut/Candy Order” button. Troops can still edit the magazine items until the Council submits their rewards order

To view/print reports just click the Reports icon

The Campaign Sales by Troop Report should be submitted along with your magazine orders, address booklets, and payments. This report will give you the breakdown of the number of orders that you should have, the amount of money that is due to the council, and the amount of proceeds earned by the troop.

SEPTEMBER 2013

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
1	2 		4	5	6	7
8	After August 22nd Conduct Fall Sale Trainings – Leaders, Girls, Parents					
15	Order-Taking Begins 09-3-13					
22	23	24	25	26	27	28
29	30					


OCTOBER 2013

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	Order-Taking Ends 10-27-13					
						

NOVEMBER 2013

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
					1	2
Paperwork / Payments Due to Council 11/4 & 11/5						
3	4	5	6	7	8	9
Candy & Nuts arrive 11-20 thru 11-22-2013						
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER 2013

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
						1
2	3	4	5	6	7	8
Girl Rewards arrive – Be Sure to Have Troop Managers <u>count & sign</u> for products and girl rewards						
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
						