



Troop Manager

2013 FALL PRODUCT PROGRAM MANUAL

Be Your Best You! Grow Your Skills!

- | | |
|---------------------------------|---|
| September 3rd | Order taking begins anytime after this date |
| October 27th | Order taking ends |
| October 30-31 | Paperwork and Payments due to the PSC |

My Product Sales Coordinator is:

Name _____ **Phone** _____

Email _____

My Nut-e Log-in and Passwords are:

NOTE: Please adhere to the **deadlines** set by the Council office, so the sale may run smoothly and efficiently, which will make the Customers Happy.

Once Again in 2013...

All Service Units will be participating in the Ashdon Farms Candy & Nut program,
along with the QSP Magazine Sale !!

Product Delivery Schedule – Product for the Candy & Nut Sale will be available for pick up between November 20-22, 2013. You must schedule a time for pick up with your area Product Sales Coordinator by November 1, 2013.



September 3rd

Order taking begins

October 27th`

Order taking ends

October 30-31

Final paperwork and payments due to PSC



November 20-22, 2013

Service Unit deliveries

NOTE: Please adhere to the **deadlines** set by your Product Sales Coordinator (PSC), so magazine subscriptions and candy & nut orders can reach your customers as soon as possible.

Magazine orders submitted after the date set by your PSC must be brought to the Council office, and will be processed in the order in which they are received.

We are unable to accept candy/nut orders after November 5th.



Thank You!

for volunteering to serve as a Troop Fall Products Program Manager. Your efforts are extremely important to the success of the Fall Products Program!

Our Council offers this program to increase opportunities for girls. Revenues generated from this program create start-up funds for Troops, services for girls and develop quality training for adults.

This year's theme is:

Be Your Best You! Grow Your Skills!



Are you ready to **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 our fun fall product sale programs. Troops are able to earn money for troop trips and activities. Girl Scouts encourages girls to reach out to family, friends, community, and the world!

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!



Troop Manager Training Outline



August – September

- Attend the training provided by your Fall Products Sales Coordinator.
- Receive materials, instructions, and log-in information for the Nut-e database.
- Schedule a time to review the program with girls and parents from your troop.

What Will Your Troop Need?

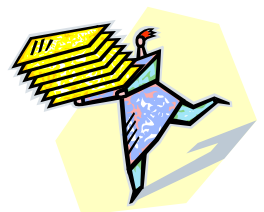
Girls must be a registered member of the Girl Scouts of Rhode Island in order to participate in product sale programs.

Each girl participating will need:

- Fall Products Packet containing:
 - a. Candy/Nut order form
 - b. magazine catalog and the top 100 sheet
 - c. magazine order forms
 - d. Step 2 Address Booklet
 - e. A flyer describing the on-line program
 - f. The new “Spread the Word” business card flyer for girls
- Money Envelope
- A permission slip must be signed by a parent/guardian before the Girl Scout begins to sell. Troop Managers- please keep these permission slips until after the distribution of products and rewards.

Troop Manager will need:

- Troop Manager Manual
- All Troop Materials listed above, to be distributed to each girl and a log-in and password for Nut-e.





Training Your Girls Outline

During the month of September

Invite parents to the meeting. Encourage **everyone** to participate. Explain how their efforts will help the Troop meet its goal. 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.

TROOP TRAINING OUTLINE

1. Be sure to set a realistic deadline for orders to be turned in to you. The girls should be given the opportunity to sell for the entire time of the sale.
2. A permission slip must be signed by a parent or guardian in order for each girl to participate. Collect and keep all signed permission slips.
3. Distribute and review all materials with the troop.
4. Encourage girls and their families to set individual goals.
5. Girls who want to participate in the "QSP Online Program" should complete this activity first so their family and friends have time or place orders for magazines.
6. Encourage girls to start the Online activities right away and then start on their Candy/Nut orders.
7. Tell parents that they can go to the council website for additional information.
www.gsri.org.

QSP Online Magazine Ordering Program



- a. To order magazines online the parent goes to www.gsri.org and clicks on the link for the "**Magazine/Nut Online Program**".
- b. The girl completes the interactive learning activity and invites friends and family to shop online. Parents can order their own subscriptions too.
- c. Girls should check back throughout the sale to track their progress and enter additional email addresses to help them meet their goal.
- d. Orders placed on the "**QSP Online Program**" are processed immediately, a huge jumpstart for magazine subscriptions ordered.
- e. Online orders count towards Troop proceeds and girl rewards. In order for this to happen, the parent **must** print the **Girl's Online Sales Report** and submit it to you by the end of the sale **October 27, 2013**.



Please note: After October 27, 2013, no additional troop funds or girl rewards are earned for any subscriptions ordered through the "QSP Online Program".

QSP guarantees that no names or addresses will be distributed to any other agency.

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.



Traditional Magazine Ordering

1. The girls show the magazine catalog to friends and family. **Payment is collected at the time of the sale.** Checks should be made payable to Girl Scouts of Rhode Island, or GSRI..
2. Review the order form information below with the girls. This will ensure that their customers' orders are processed correctly.

Magazine Order Form Information (See example below)

1. Put seller's name and troop number in top row.
2. Print from catalog: code number, title, number of issues and price.
3. Print recipient's first and last name.
4. Clearly print the recipient's address including state and zip code.
5. Add total amount due for orders and check type of payment in the bottom right corner. **Checks should be made payable to "GSRI" or "Girl Scouts of Rhode Island"**
6. Up to 3 names can be entered for one address on each Order Form.
7. **Give customer the pink copy of the order form, it is their receipt.**
8. White and yellow copies are sent to the Council Office as part of your final report.

▶ JANE SMITH		123	PLEASE PRINT
SELLER'S FIRST NAME Nombre del vendedor SELLER'S LAST NAME Apellido del vendedor		GRADE OR GROUP #	
1. 078	POSITIVE THINKING	6	NEW Nueva
CODE # # Código	PRINT TITLE OF SELECTION Título de la selección de imprenta	# ISSUES Ediciones	RENEW Renovación
PAUL	CLOUGH	\$ 15.00	
Recipient's First Name Nombre del Recipiente Recipient's Last Name Apellido del Recipiente			
2. 201	SEVENTEEN	12	NEW Nueva
CODE # # Código	PRINT TITLE OF SELECTION Título de la selección de imprenta	# ISSUES Ediciones	RENEW Renovación
BARRY	CLOUGH	\$ 12.00	
Recipient's First Name Nombre del Recipiente Recipient's Last Name Apellido del Recipiente			
3. 133	READERS DIGEST	24	NEW Nueva
CODE # # Código	PRINT TITLE OF SELECTION Título de la selección de imprenta	# ISSUES Ediciones	RENEW Renovación
PAULINE	WALKER	\$ 19.00	
Recipient's First Name Nombre del Recipiente Recipient's Last Name Apellido del Recipiente			
123	MAIN STREET	4B	\$ 46.00
HOUSE # # Decasa	STREET NAME-MAILING ADDRESS Calle-Donde recibas correo	APTS # Apt	TOTAL DUE Total de \$ Debido
MAINTOWN	NY	12345	Make Checks Payable To The Organization
CITY-DO NOT ABBREVIATE Ciudad - No abrevia		ST ZIP CODE Código Postal	<input checked="" type="checkbox"/> CHECK <input type="checkbox"/> CASH
E-MAIL ADDRESS Dirección de email		DATE 9-21-07	ORGANIZATION GIRL SCOUTS
No Canadian or Foreign Address No direcciones Canadienses o extranjeras		Fecha	Organización

Subscription Renewal

Copy the name and address exactly as it appears on the mailing label of the current subscription, or tape the mailing label on the order form.

Special Notice: Due to increased publisher restrictions, QSP does not accept coupons or special offers for magazines.



- Using their “Candy & Nut Order Form” girls take orders from customers for nut and chocolate items. **Payment is collected at the time of the sale.** Checks should be made payable to Girl Scouts of Rhode Island, or GSRI.
- Products ordered will be available November 20-22, 2013. Your PSC will schedule a time and location for you to receive your product.
- Girls can also send out e-mails inviting family and friends to purchase candy/nuts as part of the on-line activity for magazines. Customers cannot pay for candy/nuts on line.

Step 2 Address Booklet Program

- Encourage the girls to complete a Step 2 Address Booklet with their parent/guardian. Using their family address book girls can fill out names and addresses of friends or family anywhere in the USA who have not ordered a magazine. **One postcard per address.**
- Remind the girls to write neatly and clearly and include the **FULL** addresses including zip code. She should include her name, and troop # on the **FRONT** of the booklet **and** on each postcard. **One booklet per girl.**
- Information regarding magazines will be mailed to each person listed in their booklet. Our Council pays the postage for Step 2 Address Booklets. Please remind girls/parents that Council pays the postage and only legitimate addresses should be submitted.
- Only one mailing will go out to the people whose names were submitted in the address booklets.

QSP guarantees that no names or addresses will be distributed to any other agency.

Do not complete the order form on back. Please use Blue or Black ink. Do not use pencil.

Dear Aunt Sue,
Please order or renew your favorite magazines today. Your order will help support activities and special projects for my Girl Scout troop/group and Girl Scout Council. You receive significant savings off newsstand prices! Thank you for helping the Girl Scouts. Where Girls Grow Strong!

Thanks!

From Jane
P.S. Please help my troop to go to Washington DC

DO NOT WRITE IN THIS AREA

Girl Scout Council Nassau County Troop/Group# 120
Girl's Name Jane Smith

WRITE COMPLETE NAME & ADDRESS IN BOX BELOW

Name Susan Smith
Address 123 Main Street
City Anytown State NY Zip 12345

Do ORDER— Complete Order Form on reverse side. No Canadian or Foreign orders.
OUR GUARANTEE: We honor your right to privacy. Addresses will NOT be rented or sold.

Please note: No additional funds or girl rewards are earned for any subscriptions ordered through the Step 2 Address Booklets. Troops receive \$2.00 up front for any completed booklets that are submitted.



GET EXCITED ABOUT GIRL REWARDS!

Review the girl rewards with the Troop.
Show the girls where the girl rewards are listed on their nut order form.
They can also be viewed on our Council website www.gsri.org.

Review the amount of sales needed for each level and discuss what the troop goals are and what activities that the troop has planned. Any proceeds earned can help to offset the cost of these activities.

Girl rewards are cumulative; girls will receive **all** girl 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 = Receive a Be Your Best You Patch
- ♥ **5 Sales** = Add a small bee
- ♥ **8 sales** = Add a tote or t-shirt design kit (**t-shirt not included**)
- ♥ **12 sales** = Add a glitter tattoo/face painting kit
- ♥ **18 sales** = All of the above plus an adorable large 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 GIRL REWARDS

- ♥ 10 Items Sold = Receive a Queen Bee Grow Patch
- ♥ 20 Items Sold = Add water bottle or sticker album
- ♥ 30 Items sold=Add the nail decorating kit or a 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, with a per girl average least five magazine subscriptions, a completed paper address booklet, a completed internet activity and e-mail address booklet, along with twenty candy and nut items will be entered into a drawing to win a \$50.00 Gift Certificate to the Council Girl Scout Shop!
- ♥ Leaders from the troops who qualify for the 100% participation drawing will be eligible to win a fabulous duffle bag loaded with great gifts! (Forty bags will be awarded.)
- ♥ The top fifteen girls will receive a pass for themselves and a guest to a skating party at the Providence Skating Center. This event will take place on January 10, 2014.

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.

The Program Ends After October 27th

Collect and check for accuracy of the following items from the girls in your troop:

1. All magazine orders forms (yellow and white copies)
2. Candy/Nut order forms
3. Payment for all magazine and Candy/Nut orders
4. Detailed Order Report for all orders placed through the "QSP Online Program"
5. Completed Step 2 Paper Address Booklets

Banking Instructions

1. Checks **MUST** be made payable to Girl Scouts of Rhode Island, Inc. or GSRI. TROOP NUMBER Must Be Written on the Memo Section of each Check. Endorse each check "For Deposit Only." **Payment options will be covered at your Service Unit training.**



Final Paperwork

The following is due to your Area Product Sales Coordinator on or before October 30-31.

1. All magazine order forms (yellow and white copies)
2. Detailed Order Report for emails submitted by girls and orders placed online

3. Completed Step 2 Address Booklets
4. All Candy/Nut Order Forms.
5. Troop Reports for Magazine and/or Candy/Nuts, which can be run from the reports section of Nut-e.

Note: In late-November the Fall Products Sales Coordinator will contact you to pick up the girls' Candy/Nut products. Girl rewards will arrive early-December.

- Bring a copy of your troop order when picking up Candy/Nut Products and Girl rewards.
- Count Candy/Nut products and girl rewards before signing for them.
- Have each parent count and sign for Product and Girl rewards.
- Return Nut Order form to girl/parent so they can deliver to their customers.
- Orders placed for military donations do not need to specify a variety. These will be assorted and distributed to the military by the council.

REMEMBER: Families may be planning to give the Ashdon Farms products to family and friends for the holidays.

Do not disappoint them!



THANKS FOR YOUR HELP & SUPPORT

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 Avenue
Warwick RI 02886
401-331-4500
401-421-2937 fax
www.gsri.org

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

SEPTEMBER 2013

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
1	2	3 	4	5	6	7
8	9	10	11	12	13	14
After August 22nd: Fall Sale Trainings – Leaders, Girls, Parents						
15						
Order-Taking Can Begin anytime after 09-03-13						
22						28
29	30					

OCTOBER 2013

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
Girl Order-Taking Continues						
13	14					19
20	21	22	23	24	25	26
Order-Taking Ends 10-27						
27	28	29	30	31		
10-30 and 10-31 Leaders Turn-In All Paperwork & Payments to Area PSC						

NOVEMBER 2013

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
				0	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
Candy & Nuts Delivered to PSCs 11/20-11/22						
24	28				29	30

DECEMBER 2013

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
1 	2	3	4	5	6	7
8		10	11	12	13	14
Girl rewards Arrive – Be Sure to Have Troop Managers <u>count & sign for</u> <u>Products and Girl rewards</u>						
15						21
22	23	24	25	26	27	28
29	30	31				