



Troop Manager 2015 FALL PRODUCT PROGRAM MANUAL

Fall Product Sales help troops to earn proceeds to start the troop year. When girls are supported in the sale program by their leaders and family members, they develop five essential skills:

Goal Setting, Decision Making, Money Management, People Skills, and Business Ethics.

This year's theme is:



My Product Sales Coordinator (PSC) is:

Name _____ Phone _____

Email _____

My Nut-e Log-in and Passwords are:

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

All Service Units will be participating in the Fall Product Sale Program. This includes the QSP magazine program, the on line photo memory books and gift item program, and Ashdon Farms delicious assortment of candy and nut items.

Product Delivery Schedule – Product for the Candy & Nut Sale will be available for pick up between November 19-21, 2015 You must schedule a time for pick up with your area Product Sales Coordinator by November 1, 2015

September 1st	Order taking begins
October 29 th	Order taking ends
October 29 th -Nov. 1st	Final paperwork & payments due to your PSC
November 19-21	Service Unit deliveries



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: **Reach New Heights!**



Are you ready to **Be Spotacuular**? 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!

Check out what's new and exciting for the upcoming Fall Product Program!

- ❖ Great tasting new products to offer to family and friends! We are offering 15 items to choose from on the order card
- ❖ The on-line nut store offers customers the opportunity to have their product shipped directly to them. There are twenty five candy and nut items to choose from on line.
- ❖ Two new collectable tins
- ❖ For girls, anew customizable patch that they can create on-line.
- ❖ We continue to offer the on-line photo keepsake program. Customers can create books, cards, calendars, and more using their favorite photos.
- ❖ On-line ordering of magazines helps customers to receive their orders much quicker. New digital magazines offered. The link is right on our GSSNE website.
- ❖ The Share Program offers customers the opportunity to donate magazine subscriptions as well as candy & nuts to the military. Customers can purchase product that will be donated to our 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.
- ❖ 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 for the 2015–2016 Girl Scouts of Southeastern New England year in order to participate in product sale programs. (Remember registration expires 9/30/15)

Each girl participating will need:

- Fall Products Packet containing:
 - a. Candy/Nut order form
 - b. Magazine catalog
 - c. Magazine order forms
 - d. Step 2 Address Booklet
 - e. A flyer describing the on-line program
 - f. The “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.gssne.org.



QSP Online Magazine Ordering Program

- a. To order magazines online the parent goes to www.gssne.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. Remember that orders placed online count towards Troop proceeds and girl rewards

Please note: After October 29, 2015, no additional troop funds or girl rewards are earned for any subscriptions ordered through the "QSP Online Link"

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 2015 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 verify that the correct Troop Level and recognition plans are selected prior to entering in orders. (recognitions or older girl proceeds)

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).



It's time to enter in your troop orders!

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 if their name does not already appear on the site.

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.



Some customers may choose to place their orders on line and have their product shipped directly to them. Here is how to process those orders in Nut-e:

NEW

Online Nut Category

The new Online Nut category will be listed in the Online Nut Store program.

This category will look and feel just like the Online Mag Subs category. There will be one cumulative "Online Nuts" column for total units and one cumulative "Online Nuts \$" column for total sales.

Just like the Online Mag Subs category, both the Online Nuts and Online Nuts \$ columns will remain open until the council submits their recognition order. Also, on reports the Amount Due will not include Online Nut sales as those monies are paid directly to Ashdon Farms so girls are not responsible for turning in money to their troops.

There is a complete user guide available in Nut-e and also on the council website.





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 Southeastern New England or GSSNE.
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 "GSSNE" or "Girl Scouts of Southeastern New England"**
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
▶ 078		▶ POSITIVE THINKING		▶ 6		RENEW Nueva
CODE #		# Codigo		PRINT TITLE OF SELECTION		Titulo de la seleccion de imprenta
▶ PAUL		▶ CLOUDGH		▶ \$ 15.00		ISSUES Ediciones
Recipient's First Name		Nombre del Recipiente		Recipient's Last Name		Apellido del Recipiente
▶ 201		▶ SEVENTEEN		▶ 12		RENEW Nueva
CODE #		# Codigo		PRINT TITLE OF SELECTION		Titulo de la seleccion de imprenta
▶ BARRY		▶ CLOUDGH		▶ \$ 12.00		ISSUES Ediciones
Recipient's First Name		Nombre del Recipiente		Recipient's Last Name		Apellido del Recipiente
▶ 133		▶ READERS DIGEST		▶ 24		RENEW Nueva
CODE #		# Codigo		PRINT TITLE OF SELECTION		Titulo de la seleccion de imprenta
▶ PAULINE		▶ WALKER		▶ \$ 19.00		ISSUES Ediciones
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
▶ MAINTOWN		▶ NY		▶ 12345		TOTAL DUE Total de \$ Debido
CITY-DO NOT ABBREVIATE		Ciudad - No abrevia		ST		ZIP CODE Codigo Postal
E-MAIL ADDRESS		Direccion de email		DATE		9-21-07
No Canadian or Foreign Address		No direcciones Canadienses o extranjero		ORGANIZATION		GIRL SCOUTS
No Canadian or Foreign Address		No direcciones Canadienses o extranjero		ORGANIZATION		Organizacion

GSP's COPY • GSP, Inc., Box 10203, DES MOINES, IA 50336

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.

GSP 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. ***Payments are collected at the time of the sale.*** Checks should be made payable to Girl Scouts of Southeastern New England or GSSNE.
- Products ordered will be available November 19-21, 2015. 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. **New this year**-customers can pay for candy and nut orders on line and have them shipped directly to their homes. Shipping and handling charges will be applied to these orders.

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.

<p style="color: red;">Do not complete the order form on back. Please use Blue or Black ink. Do not use pencil.</p>	<p>Dear <u>Aunt Sue</u>,</p> <p style="font-size: x-small;">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!</p> <p>Thanks!</p>	<p>DO NOT WRITE IN THIS AREA</p> <div style="border: 1px solid red; height: 40px; width: 100%;"></div> <p style="text-align: right; color: red; font-weight: bold;">Girl Scouts</p>	<p>Girl Scout Council <u>Nassau County</u> Troop/Group# <u>120</u></p> <p>Girl's Name <u>Jane Smith</u></p> <p style="text-align: center; font-weight: bold; font-size: x-small;">WRITE COMPLETE NAME & ADDRESS IN BOX BELOW</p>						
	<p>From <u>Jane</u></p> <p><u>P.S. Please help my troop to go to Washington DC</u></p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; font-size: x-small;">Name</td> <td><u>Susan Smith</u></td> </tr> <tr> <td style="font-size: x-small;">Address</td> <td><u>123 Main Street</u></td> </tr> <tr> <td style="font-size: x-small;">City</td> <td><u>Anytown NY 12345</u></td> </tr> </table>		Name	<u>Susan Smith</u>	Address	<u>123 Main Street</u>	City	<u>Anytown NY 12345</u>
Name	<u>Susan Smith</u>								
Address	<u>123 Main Street</u>								
City	<u>Anytown NY 12345</u>								
<p>TO 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.</p>									

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.gssne.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

- ♥ 3 Sales or Renewals = Girls can earn a Be Spotacular Patch
- ♥ 5 Sales = Add a small plush giraffe
- ♥ 8 sales = Add a zipper purse and fun decorative bobby pins
- ♥ 12 sales = Add a cool desk set
- ♥ 18 sales = Add a large plush giraffe
- ♥ 25 sales = All of the above plus a lap desk
- ♥ Submit a Completed Paper Address Booklet and receive a Lollypop Eraser and a 2015-16 Savanna patch
- ♥ Submit 12 Valid Internet Addresses and receive an On-Line Patch

CANDY & NUT GIRL REWARDS

- ♥ 10 Items Sold = Receive a Reach New Heights patch
- ♥ 20 Items Sold = Add the nail art pens
- ♥ 40 Items sold= Add the 3-d pop-up boutique
- ♥ 60 Items Sold = Add a scented hair brush
- ♥ 80 Items Sold = Add the rhinestone headphones
- ♥ 100 Items Sold=Add a 100 Club patch and two movie passes
- ♥ 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 the candy/nut, and magazine sale, with each registered girl selling at least 5 magazine subscriptions/photo memories, a completed paper address booklet, a completed internet activity and 12 e-mails sent each, along with 20 Candy-n-Nut items will be entered into a drawing to win a \$50.00 Gift Certificate to either the GSSNE Council Scout Shop or a \$50 credit off troop camping at a GSSNE camp!
- ♥ Top Seller for each Service Unit will receive drawstring bucket tote.
- ♥ Each girl who sells 3 magazines, 10 candy/nuts, complete the address booklet, and send 12 e-mails will receive a goal achiever patch!
- ♥ The top ten girls and a guest will be invited to have a yogurt party at Pinkberry®. This date of this event will be announced at a later date.

TROOP PROCEEDS

The Troop receives:

- **\$1.50 in troop proceeds for EVERY** magazine subscription, renewal or photo memory item 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. (Limit 1 completed booklet per girl)
- **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 29th

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 Southeastern New England or GSSNE. 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 November 1, 2015.

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, memory books, and 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 contact your area PSC or the council office.

Girl Scouts of Southeastern New England
500 Greenwich Avenue
Warwick RI 02886
401-331-4500
401-421-2937 fax
www.gssne.org

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

For questions regarding Candy/Nuts,
Call (800) 832-8200

For Online tech Support,
Call (877)-305-4146

SEPTEMBER 2015

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
		1 	2	3	4	5
6	7	8	9	10	11	12
After August 20th: Fall Sale Trainings – Leaders, Girls, Parents						
13	14	15	16	17	18	19
Order-Taking Can Begin any time after 09/01/15						
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER 2015

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
Girl Order-Taking Continues						
11	12	13	14	15	16	17
18	19	20	21	22	23	24
Order-Taking Ends 10/29						
25	26	27	28	29	30	31

NOVEMBER 2015

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
1	2	3	4	5	6	7
10/29-11/1 Leaders Turn-In All Paperwork & Payments to Area PSC						
8	9	10	11	12	13	14
15	16	17	18	19	20	21
Candy & Nuts Delivered to PSCs 11/19-11/21						
22	23	24	25	26	27	28
29	30					

DECEMBER 2015

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
Girl rewards Arrive – Be Sure to Have Troop Managers <u>count & sign for</u> <u>Products and Girl rewards</u>						
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			