

Product Sales Coordinator 2015 FALL PRODUCT PROGRAM MANUAL

The Fall Product Sales help Troops earn proceeds to start the 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:



Every year, Girl Scouts take orders from friends and family for delicious nuts and candies, magazine subscriptions and photo keepsakes as part of the Fall Product Program. By participating in this program, troops get a head start on funding their activities for the year!

Being involved in the Fall Product Program ensures girls are learning to become leaders. A girl becomes a leader by discovering, connecting and taking action to make the world a better place. For girls to become leaders, they need to:

- Understand their values and use their knowledge and skills to explore their world (Discover)
- Care about, inspire and team with others locally (Connect)
- Act to make the world a better place and to make a difference in their communities (Take Action)

*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, along with the Troop Manager's Manual, will provide you with product information, important dates, contact information and reporting guidelines.

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. New items this year include mint treasures in the Girl Scout collectible tin, honey mustard mix, and dark chocolate salted caramel candies.
- The Online Nut Store offers customers the opportunity to have their product shipped directly to them. There are twenty-five Candy-n-Nut items to choose from online.
- A Gourmet Candy-n-Nut product selection that can be used for holiday gifts.
- For girls, a new customizable patch that they can create on-line.
- Two new collectable tins.
- Automatic upload of girls into Nut-e, no more manual entry of girls!

Once again we are offering the on-line photo keepsake program so that you can create custom books, cards, calendars, and more using your favorite photos. Each photo keepsake purchase gives girls magazine sales credit and troops earn proceeds as well.

Online ordering of magazines helps customers to receive their orders much quicker. New digital magazines offered. The link to order is right on our GSSNE website.

The Share Program offers customers who may not be interested in purchasing products for themselves the opportunity to donate magazine subscriptions as well as Candy-n-Nuts to the military. Customers can purchase product in \$5.00 increments and Council will coordinate the distribution of the product and magazines to local service men and women.

There are online learning activities for the girls designed to enhance the program activity pieces. Be sure to 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 online email program for leaders & girls.

Product Delivery Schedule

Product for the Candy-n-Nut Sale will be available for pick-up at the Paul Arpin warehouse in West Warwick, November 19-21. Please notify Council of the date and time that you would like to schedule your pick-up no later than November 4, 2015. Service Units with more than 50 Cases sold may arrange for product to be delivered.

September 1 Order Taking Begins any time after this date

October 29 Order Taking Ends

November 4 & 5 Paperwork/Payments Due to Council

November 19-21 Candy-n-Nut Pick-ups/Deliveries

After August 20

- Schedule a date for Fall Products Program training in your Area.
- Notify all Troop Leaders that they will be picking up their Troop's Fall Products materials at this training and encourage everyone to participate. Remember that troops cannot do additional fundraising if they do not participate in the two council sponsored sales. (fall product sales and the cookie sale program)
- 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. These agreements must be turned into the Council with final paperwork.
- Make arrangements with those who cannot attend your training, so that they can be trained at a later date.
- Log into www.ashdonfarmsnute.com to verify that all of your Troops are set up and that their information is accurate. Your login and password will be given to you at training. You can review your Troop Leader's login information once in Nut-e and let them know how they can access the site.
- 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 Product Program. All girls benefit from the skills they develop in this program. Girls can work with a Leader in her area or she can contact at the Council Office at (401) 331-4500 for more information. Individual girls may not keep proceeds per GSUSA guidelines.

Troop Manager Training Outline Checklist

Training for the Fall Products Program is needed 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®.

- Give the Troop Managers and Leaders your contact information. Let them know they can always contact you for help. Distribute and review all materials.
- Give Troop Managers your deadline dates for entering their Troop orders and turning in paperwork.
- Explain the online magazine and nut ordering programs encourage them to do this first – it does speed up the delivery time. Give them their login information for the Nut-e database, so that they can input orders.
- Review the product assortment from Ashdon Farms and sample the product (introduce the new items). Orders for Candy-n-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.
- Review the **photo keepsake program**-a great selection photo books, calendars, and more. These make great gifts and are also a great way to remember special Girl Scout events.
- Encourage Troop Managers to set Troop goals and have their girls set individual goals.
- Review the girl rewards on the back of the girl Candy-n-Nut order form and the online activities, which can be found at www.whatcanagirldo.com. They can also be viewed on our Council website www.gssne.org.
- Review the Nut-e online 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 upfront.
- Discuss product and girl rewards delivery.
- Give Troop Managers the “QSP Magazine” Customer Service Number 800-678-2673. Receipt of first issues for new subscriptions will take UP TO 14 WEEKS after the November 5th deadline to the Council.
- Remind Troop Managers that any orders placed after the deadline must be brought to the Council office. These will be processed in the order which they are received. It is the troop's responsibility to pick up girl rewards from the Council office for these orders.
- Candy-n-Nut orders will NOT be accepted after the November 5th deadline.
- Encourage everyone to visit the Fall Product Program page on the Girl Scouts of Southeastern New England website www.gssne.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 online.

Girl Rewards

- Discuss rewards and proceeds with the Troop Managers.
- Show the managers where the rewards are pictured on the girl nut order form. These can also be viewed on our Council website www.gssne.org.
- Review what the girls 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.

Magazine and Photo Keepsake Girl Rewards

- **3 Sales** or Renewals = Girls can earn 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 online patch.



Candy-n-Nut 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 hairbrush
- 80 Items Sold = Add the rhinestone headphones
- 100 Items Sold = Add a 100 Club Patch & two movie passes.
- Sell 5+ military share items = Receive a Share Patch



Earn a Goal Achiever patch for 3+ magazines/photo memories, 10+ candy-n-nuts, 1 address booklet & 12+ emails.



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On-Line Sales Recognition:

Girls who reach total sales of \$150 or higher will be able to create their own custom patch on www.mycreation.com!

The top seller for each Service Unit will receive drawstring bucket tote.

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!



PSC reward incentives: All PSC's whose service unit has a minimum of 15 on-line sales per troop will receive a Yankee Candle

September 1 - October 29

Selling takes place throughout the Council.

October 29 - November 1

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

- **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.
- **A Campaign Sales By Troop Order Report**
 - ✓ Proceeds for online orders will be paid only on orders received at Council by November 5th.
- **Completed Step 2 Address Booklets**
 - ✓ Review the Step 2 Address Booklets to be sure they are complete, accurate, and legible. Only 1 booklet per girl and booklets with duplicate addresses should not be accepted.
- **Verify that all troops have entered in their orders for Candy-n-Nuts and rewards into Nut-e. Assist any leaders who may need help with this process.**

Any magazine orders submitted to you after **November 3** must be brought to the Council office for processing. No orders for **Candy-n-Nuts will be accepted after November 5th**.

NOTE: Orders for magazines that are submitted to you **after November 5** 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.

Orders are due to the Council office November 4 and 5

Please bring the following items to the Council Office:

- All magazine orders (yellow and white copies separated, pink copy goes to Customer).
- Completed Step 2 Paper Address Booklets.
- A copy of Troop Reports from Nut-e.
- Service Unit Reports from Nut-e.
- Payments (including checks with Troop Numbers in lower left corner) or deposit slips, if you have done direct deposit into our GSSNE account.

Late November - Early December

- November 19-21- Product will be picked up at Paul Arpin Warehouse (West Warwick) or delivered 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.

THANK YOU FOR YOUR HELP!

IF YOU HAVE ANY QUESTIONS ABOUT YOUR ROLE:

Please call Ginger Lallo
401-331-4500 ext. 1310

glallo@gssne.org

or

Roberta Dowding
401-331-4500 ext. 1301

rdowding@gssne.org

For questions regarding subscriptions,
Call QSP Customer Service at:

800-678-2673

QSP Online Magazine Orders Customer Service

866-230-0635


Girl Scouts of Southeastern New England
500 Greenwich Avenue
Warwick, R.I. 02884
401-331-4500
401-421-2937 fax
www.gssne.org

The Fall Product Sale at a glance:



September 2015

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
		1	2	3	4	5
 <div style="border: 1px solid black; padding: 5px; display: inline-block;"> Order-Taking Begins 09/01/15 </div>						
		8	9	10	11	12
13	14	15	16	17	18	19
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
11		13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> Order-Taking Ends 10/29/15 </div>						

November 2015

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
1	2	3	4	5	6	7
	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> Paperwork / Payments Due to Council 11/4-11/5 </div>					
8	9	10		12	13	14
15	16	17	18	19	20	21
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> Candy-n-Nuts Arrive 11/19-11/21 </div>						
22	23	24	25		27	28
29	30					

December 2015

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
		1	2	3	4	5
6	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> Girl Rewards arrive – Be Sure to Have Troop Managers <u>count & sign</u> for products and girl rewards </div>					12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		