



2011 Fall Product Manager (FPM) Troop Materials

The Fall Product Program is a family and friends sale open to ALL levels of Girl Scouts - Daisy, Brownie, Junior, Cadette, Senior and Ambassador. Troops may participate in any/all components of the Fall Product Program. Troops earn start up funds, girls earn exciting recognitions while learning skills that last a lifetime.

HERE IS HOW YOUR TROOP CAN SUCCEED!!!

1. Girls ask family/friends to purchase nuts and candies. There are fourteen (14) items to choose from at \$5.00, \$7.00 or \$8.00. Troops earn 75¢* per item sold between **Sept. 23 and Oct. 20, 2011**. Girls earn cumulative recognitions. Order card(s) are due to FPM by **Oct. 21, 2011**.
2. Girls complete the QSP online activity, provide 12+ family/friend email addresses and invite them to order/renew their magazine subscription online! *Within 72 hours, these individuals will receive an e-mail from QSP detailing how they can order/renew their favorite magazines online. Two reminder emails will be sent.* Troops earn 10%* of the selling price for all online magazine subscriptions received by **11:59 pm on Oct. 20, 2011**. Girls earn additional recognitions. To participate, girls go to www.girlscoutsnebraska.org and click on the "QSP Online Program" icon. Register and complete the online learning activity; enter 12+ email addresses for family/friends. Submit Detailed Order Report by **Oct. 21, 2011** with details of emails sent and online orders received.
3. Girls ask family/friends to order/renew their magazine subscriptions by reviewing the booklet of over 600 magazine and book selections and completing a Pay Later Plan order form. Customers keep the pink copy. The white and yellow copies are submitted to FPM by **Oct. 21, 2011**. *These individuals will be billed by QSP and receive their magazine approximately 8 to 10 weeks after payment is received by QSP.* Troops earn 10%* of the selling price for all Pay Later magazine subscriptions. Girls earn additional recognitions.
4. Girls complete an Address Booklet with the name and complete address of 10 family/friends and submit to FPM by **Oct. 21, 2011**. Troops earn \$3.00 for each COMPLETE Address Booklet (one per girl). Girls earn the *Together to The Top* patch. *These individuals will receive a packet from QSP in the mail detailing how they can order/renew their favorite magazines. One reminder postcard will be sent. Subscriptions ordered from the Address Booklet mailing support Girls Scouts Spirit of NE. They are NOT applied to a specific troop.*

***NEW this year!** Troops can opt-out of receiving recognition items and earn 80¢ per nut/candy item and 11% of the selling price for magazine orders in troop profit. Girls will still receive patches earned. A signed Opt-Out Contract is required and must be submitted to your PSC by **Oct. 25, 2011**. Troop also must select "Without Incentive" option in Nut-E (see below).

IMPORTANT DATES:

Sept. 23 - Oct. 20: Girls take nut/candy and magazine orders, submit email addresses and complete Address Booklet. No money is collected

Oct. 20: Deadline for online magazine orders (11:59 pm)

Oct. 21: Order cards, Address Booklets, Detailed Order Reports, Pay Later order forms due to FPM

Oct. 25: Order entry confirmation, Address Booklets, Pay Later order forms and Opt-Out Contracts due to Product Sales Coordinator (PSC)

Nov. 17: Product distribution begins statewide (details for specific areas provided separately)

Nov. 17 - Dec. 4: Products delivered, money collected (CASH or check to PARENT)

Dec. 5: Money due FPM (CASH or check FROM PARENT)

Dec. 7: Money deposited in TROOP ACCOUNT

Dec. 9: Collection paperwork due to service center

Dec. 15: ACH withdrawals begin statewide

Dec. 15: Recognition distribution begins statewide (details for specific areas provided separately)

Need Help? Contact Your PSC OR

Product Program Manager

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Guidelines for Fall Product Managers

BY SEPTEMBER 23:

- _____ Confirm with leader that all girls are registered with the council BEFORE selling.
- _____ Attend a troop meeting to train girls and parents; review the program and materials.
- _____ Collect signed Program Participation Permission and Financial Responsibility Agreements which are required for every girl who participates in the 2011 Fall Product Program.
 - √ By signing the Program Participation portion of this form, the parent/guardian accepts responsibility for the safety and supervision of their daughter while selling and delivering products.
 - √ When picking up nut/candy items, an adult will sign the Financial Responsibility Agreement portion of the form and provide a current driver's license or similar valid identification.
 - √ The information is used only to resolve collections if legal action is necessary. The signed forms are kept in the possession of the FPM ONLY and returned once all money is paid.
- _____ Distribute girl material envelopes, including nut/candy order card, Address Booklet, online activity flyer and Pay Later magazine materials.

SEPTEMBER 23 – OCTOBER 20:

- _____ Girl Scouts take nut/candy and Pay Later magazine orders, complete an Address Booklet and the online learning activity, submit 12+ e-mail addresses, and receive online magazine orders.
 - √ No money is collected at this time.
 - √ Troop profit and recognitions are earned based on nut/candy orders and magazine subscriptions received between **Sept. 23, 2011 and Oct. 20, 2011**, and submission of a COMPLETE Address Booklet.
 - √ To receive recognitions girls must turn in order card(s), Address Booklet, Pay Later magazine order form(s) and Detailed Order Report by **Oct. 21, 2011**, and turn in all money owed by **Dec. 5, 2011**.
 - √ Recognitions are earned; they cannot be purchased.
 - √ Troop profit is used for troop activities only. The profit from Girl Scout Product Programs is not the property of individual girl members.

OCTOBER 20:

- _____ *DEADLINE* - Online magazine subscriptions must be ordered by 11:59pm.

OCTOBER 21:

- _____ Collect nut/candy order cards, Address Booklets, Pay Later order forms and Detailed Order Reports from all girls.
- _____ Check that Address Booklets are COMPLETE with 10 names AND addresses. ***Incomplete Address Booklets are not eligible for troop profit or recognition item.*** Bundle troop's Address Booklets with troop number showing.
- _____ Enter all orders into Nut-E data entry system (see front).

OCTOBER 25:

- _____ *DEADLINE* - E-mail or call your PSC to verify your order entry in Nut-E is complete. If applicable, deliver bundled Address Booklets, Pay Later order forms and Recognition Opt-Out Contract to your PSC.
 - √ KEEP ORDER CARDS to return to girls when product arrives.



Guidelines for Fall Product Managers

BEGINNING NOVEMBER 17:

- _____ Pick up nut/candy from the delivery station as scheduled on_____.
- √ Carefully count items, review the financial information and sign the T-2 Troop Order report. By signing the T-2 Troop Order report you are accepting financial responsibility for the product until parents/guardians have paid you.
- _____ Distribute nut/candy items to girls.
- √ Pre-sort orders for all girls before distributing any product.
- √ Complete the Financial Responsibility Agreement portion of the Program Participation Permission form for each girl.
- √ Have parent/guardian count the product and sign the Financial Responsibility Agreement.
- √ Obtain a valid driver's license from adult picking up product.
- √ Give parent/guardian the yellow copy of the signed form. Keep the white copy for your records until all money is paid.
- √ Give girl the product, her order card(s) and money envelope.
- √ Remind families that all money is due by **Dec. 5, 2011.**

NOVEMBER 17 – DECEMBER 4:

- _____ Girls deliver nut/candy items to customers and collect money (**CASH** or checks **PAYABLE TO PARENT/GUARDIAN** only. *TROOPS SHOULD NOT ACCEPT CHECKS FROM INDIVIDUAL CUSTOMERS*).

BY DECEMBER 5, 2011:

- _____ Collect nut/candy money from each girl (**CASH** or check **FROM PARENT/GUARDIAN** payable to TROOP).
- √ Count money with parent and sign money receipt for each payment received.
- √ Give parent yellow copy of the signed receipt. Keep the white copy for troop records.
- √ Return white copy of Financial Responsibility Agreement to the parent/guardian once all money is paid.
- √ If a collection arises work with your PSC and council staff to resolve the matter (see Collection Report on www.girlscoutsnebraska.org).

DECEMBER 5 – DECEMBER 7:

- _____ Deposit ALL money received into Troop Account.
- √ Work with troop leader or treasurer to facilitate deposits.
- √ Deposit money frequently; avoid having money in your home, purse or car.
- √ Retain deposit receipts from the bank for troop records.

DECEMBER 7:

- _____ *DEADLINE* – ALL money is to be deposited into TROOP ACCOUNT.

DECEMBER 9:

- _____ *DEADLINE* - If applicable, submit Fall Product Collection Report, along with proper documentation, to Product Program Manager to ensure the correct amount is ACH withdrawn from your troop account.

BEGINNING DECEMBER 15:

- _____ *DEADLINE* - Amount Due Council from T-2 Troop Order Report will be withdrawn from Troop Accounts.

BEGINNING DECEMBER 15:

- _____ Pick-up recognition items as scheduled on_____ and distribute to the girls.

MONEY MATTERS:

Girls collect money at time of *delivery* for nut/candy items.

Girls **DO NOT** collect money for any magazine orders.

Troops earn:

75¢ per nut/candy item sold

10% of selling price for online and Pay Later subscriptions

\$3.00 per *COMPLETE* Address Booklet (one per girl)

Opt-Out Troops* earn:

80¢ per nut/candy item sold

11% of selling price for online and Pay Later subscriptions

\$3.00 per *COMPLETE* Address Booklet (one per girl)

*Signed Opt-Out Contract submitted to PSC by **Oct. 25, 2011** is required.



Girls are STRONGLY ENCOURAGED to accept ONLY CASH. Any checks collected are made out **TO THE PARENT**. Parents pay the troop with CASH or check **FROM PARENT** (if allowed). Troop should NOT accept checks from individual customers. Payment is due to FPM by **Dec. 5, 2011**. A Payment Receipt must be signed for all payments received from parents.

All money is deposited in the TROOP ACCOUNT by **Dec. 7, 2011**. Payment to the council will be facilitated via an ACH withdrawal from the TROOP ACCOUNT beginning **Dec. 15, 2011**.

If a troop has problems collecting money from an individual, print a Fall Product Program Collection Report from www.girlscoutsnebraska.org and follow the procedure detailed on the form.



ENTERING YOUR TROOP ORDERS AT WWW.ASHDONFARMSNUTE.COM:

Login Name: FPM email address from Fall Product Intent form **Password:** candy (*Nut-E is not case sensitive*)

Select 2011 Fall Product Sale Campaign and click **"Sign In"**. Once logged in there is a manual for reference if needed.

Click **"Troop"** in the top navigation. Troop contact information has been entered by the council; check that information is correct. Select your troop level (Daisy, Brownie, Junior, etc) from **Level** drop down menu. IF troop has chosen to opt-out of recognition, select **"Without Incentives"** in the Proceeds Plan. Click **"Save"**. *Complete Troop information BEFORE entering girl orders.*

Click **"Girl Orders"** in the top navigation.

- Enter number of girls REGISTERED, and click **"Save"**. Girls SELLING will calculate based on girl orders entered.
- Click **"Add Girl Name"**. Type each girl's first and last name and click **"Add Girl"**. Enter all names.
- Enter each girl's order; click green plus icon in front of name. Enter quantities for all nut/candy items, "1" for Address Booklet, "1" if 12+ e-mail addresses were submitted, number and dollar amount of all online subscriptions (per Detailed Order Report) and number and dollar amount of all Pay Later subscriptions (per order forms submitted). Click **"Save"**.
- Recognitions populate based on girl's order. Review recognition order for accuracy and click **"Save"**.
- If the girl's product AND recognition orders are correct click **"Yes"** in the **"Is this order complete?"** box. This will take you back to the Girl Orders screen; follow the above instructions until all girl orders have been added.

Once all girl orders are entered, click the **"Submit Order"** button. Once you have submitted your order, you are unable to make any changes so be sure everything is correct before submitting.

If you would like a record of your orders, print Girl Orders G1 (Excel) and Girl Order Summary (Incentives). DO NOT provide reports to your PSC. Call or e-mail your PSC by **Oct. 25, 2011** to confirm your order entry is complete.