



2011 Fall Product Sale Troop Manual

Thank you for volunteering your time as Troop Fall Product Sale Manager! Whether new to the job or a veteran, your enthusiasm for the sale empowers girls to set and achieve goals. Your attention to deadlines, accuracy and completing paperwork is greatly appreciated! Have a super time and thanks for volunteering for this vital position!

Where Does the Money Go?

- ☺ Depending on the incentive plan a troop chooses, the **girls** receive the patches and incentives so that they earn something for herself based on their goals. If the troop chooses, the girls can elect to forgo incentives which will allow the troop to earn higher troop proceeds for the items they sell. Of course, all girls who participate in the sale will earn the appropriate patches.

- ☺ The **troop** is a team. The girls set goals together and use the troop proceeds for the activities they have chosen. This might include funding special events or activities, purchasing supplies, field trips and even developing and implementing community service projects.

- ☺ By participating in activities that benefit her **council**, a Girl Scout expands the opportunities that will be available to her and her Girl Scout sisters. She is learning the first important steps of philanthropy by supporting the organizations that support her.

- ☺ For nuts and candy products, customers pay up front for their items when they are ordering them. This allows for faster delivery of the items to the service units and also eliminates collections. The best part is that this allows the troops to receive their troop proceeds earlier in the program year.

Program Participants

All registered Girl Scouts, including Girl Scout Daisies, may participate in the Fall Product Sale (FPS) Program.

Money Handling

To ensure quick and safe handling of funds, deposit the money into the TROOP account. Girls/parents are strongly encouraged to not accept personal checks except from the most trusted sources. Money is collected when orders are taken for nut and candy orders as well as catalog magazine orders.

Local Volunteers are Ready to Help and Support You!

Service Unit Fall Product Sale Manager (SUFPSM) _____

Phone: _____ Cell Phone: _____ E-mail: _____

Girl Scouts of Central and Western Massachusetts • Product Sales Department
241 Haydenville Rd • Leeds, MA 01053
800-462-9100 (in MA) OR 413-584-2602 • info@gscwm.org • www.gscwm.org

2011 Fall Product Sale Schedule - At A Glance

September 13 - 16	Service Unit Product Team Trainings
September 14 - 30	Service Unit Product Team Train Troops
October 1 - 25	Order Taking Begins - Girls collect payment for Nut/Candy Items and Magazines at time of ordering
October 15	Deadline for troops to submit ACH Form to council
October 25	Deadline for troops to receive credit for Online Magazine orders (11:59 pm) Girl/parent print report from QSP site and submit to troop
October 25	Girls Turn In All Orders for Nut/Candy Items and Magazines along With Payment to Troop Your troop may set an earlier deadline, depending on troop meeting schedule
October 27	Deadline for Troop Orders to be Entered into Nut-E
October 27	Deadline for Troop Deposits for Nut/Candy Orders and Magazine Orders into TROOP Account
October 28	Deadline for Troop to notify Council of insuffienct funds in TROOP Account
October 28	Deadline for Service Units to Finalize Troop Orders in Nut-E
October 31	ACH Withdrawal from TROOP accounts
November 14	Incentives Delivered to Service Units
November 14 - 17	Nut & Candy Delivery to Service Units

Troop Proceeds



	Troop Proceeds		
	2011 Retail	With Incentives 10%	Without Incentives 12%
Trail Mix	\$5.00	0.50	0.60
Peanut Butter Dreams	\$5.00	0.50	0.60
Fruit Slices	\$5.00	0.50	0.60
Deluxe Pecan Clusters	\$5.00	0.50	0.60
Cranberry Nut Mix	\$6.00	0.60	0.72
Choc Covered Almonds	\$6.00	0.60	0.72
Dark Choc Pretzels	\$6.00	0.60	0.72
Choc Covered Raisins	\$6.00	0.60	0.72
Whole Cashews	\$7.00	0.70	0.84
Pistachios	\$7.00	0.70	0.84
Blueberry Pomegranate Nut Crunch	\$7.00	0.70	0.84
Chocolate Truffles	\$8.00	0.80	0.96
Caramel Treasures in Tin	\$8.00	0.80	0.96
Mint Treasures in Tin	\$8.00	0.80	0.96
Catalog Magazine Subscriptions	Varies	10% of sub price	12% of sub price
Online Magazine Subscriptions	Varies	20% of sub price	20% of sub price
Sending 12 emails	N/A	\$1.00	\$1.00
Complete Address Booklet	N/A	\$1.00	\$1.00

NEW TROOP AWARD! If your troop has each girl sell \$125 or more in combined sales, the troop will be entered into a drawing to receive a copy of the new Girl's Guide to Girl Scouting for every registered

Girl Incentive Plans

INCENTIVE PLAN A - With Girl Incentives

Troop earns 10% on Nut/Candy and Magazine Orders
and 20% for ONLINE Magazine Orders

2 Magazines	Investing In Today Patch
5 Nut and Candy Items	Success For Tomorrow Patch
Completed Address Booklet	Together To The Top Patch
12 Emails through QSP Online	Online Patch
~ PLUS ~	
\$125 in Combined Sales	Small Arctic Fox - OR - Ribbon Tote
\$200 in Combined Sales	Body Art Tattoo Set - OR - T-Shirt
\$300 in Combined Sales	Music Download - OR - Book Certificate
\$400 in Combined Sales	Peace Sign Lights
\$500 in Combined Sales	Large Arctic Fox - AND - Super Seller Patch
\$600 in Combined Sales	Towel Tote

INCENTIVE PLAN B - Without Girl Incentives

Troop earns 12% on Nut/Candy and Magazine Orders
and 20% for ONLINE magazine orders

2 Magazines	Investing In Today Patch
5 Nut and Candy Items	Success For Tomorrow Patch
Completed Address Booklet	Together To The Top Patch
12 Emails through QSP Online	Online Patch
\$500 in Combined Sales	Super Seller Patch

In order for troops to opt-out of receiving incentives, troops must achieve a per-girl-average of a minimum of \$125.00 in total sales. Troops who qualify for and choose to opt-out of incentives must complete the FPS Incentive Opt-Out form and submit it at the end of the sale with their Troop Report from Nut-E.

Every girl selling \$125 in
combined sales will be
entered into a drawing for a
Nintendo Wii

QSP Online Ordering

What is the QSP online program?

It is an online learning activity for girls and a way for your family and friends to purchase magazines online.

When Does It Start?

Girls can go online and begin as early as September 1st.

How Does It Work?

It's as easy as 1, 2, 3.....just click [HERE](#) to get started!

<http://girlscouts.qsp.com/Personalize.aspx?profile=ttkd>



1. Register
2. Complete the interactive learning activity
3. Personalize part of the message that will be emailed
4. Order your family's subscriptions and invite other family members and friends to shop online.

In addition to the patch, each girl and her troop will also receive credit for all online orders. At the end of the sale, the **Detailed Order Report** will be emailed to the Registered email address. Print the report or email it to your troop/group leader when orders are due (council may want to include exact due date).

You can also check throughout the sale to track your progress and enter additional emails to meet your goals quicker!

Benefits

- All major credit cards are accepted
- Subscriptions start faster
- No paper order forms to complete
- No need to collect money

* **QSP does not rent or sell e-mail addresses or use them for any other purposes. We respect everyone's right to privacy.**

Troop Information & Checklist

Keep one copy of this checklist for yourself and give a copy to the troop leader.

Prior to October 1: Pre-Sale "To Do List"

- ___ Attend training and receive materials. Spanish permission slips and translations are available as needed. Call 1-800-462-9100 or e-mail info@gscwm.org.
- ___ Contact troop leader to plan details of the sale. Request a troop roster. Make sure the leader has a copy of this checklist.
- ___ Work with the troop leader to provide for program planning and goal setting. The sale will be most successful if the girls work together to make plans for the upcoming year and set troop and personal goals for the sale.
- ___ Program planning materials have been provided for your use. They provide the troop with a fun tool to plan troop activities, review safety, train to be a saleswoman, and set both personal and troop goals.
- ___ Meet with the troop to discuss the Fall Product Sale. Distribute and explain the parent flyer asking that the permission slip be returned at the next meeting. Inviting parents to a training meeting is helpful.
- ___ Collect signed permission slips from the girls and retain until January 2012. Only currently registered Girl Scouts with signed permission slips may sell.
- ___ Log in to the Nut-E website and enter your girls' names. Your login and password will both be "GSCWM+your five digit troop number". Contact your Service Unit Fall Product Sale Manager or the council office if you need assistance logging into to Nut-E.
- ___ Distribute and review the Order Card and sales materials with the troop and parents. Materials are given to all parents since participation in the sale is a parent decision, not a troop decision
 - Fill in names and deadlines.
 - Review the Order Card - product, price, troop income and incentives. Explain the materials in the "BE a READER" envelope for subscriptions and the address book. Advise the girls to take orders first, then use the address book to list people not contacted for order taking.
 - Sale dates are October 1 – October 25.
 - Note that telephone calls and e-mails also produce successful sales.
 - Payment is collected at the time the order is taken for nut and candy items AND catalog magazine subscriptions.

Discuss the Troop Proceeds/Girl Incentive Plans with girls and parents and decide which plan best meets the needs of your group. Only one plan can be selected for the troop.

October 1 – 25: Girl Scouts Take Orders

- **NUT & CANDY ITEMS:** Payment is collected for nut and candy items at the time the orders are taken.
- **CATALOG MAGAZINE SUBSCRIPTIONS:** Payment is collected for CATALOG Magazine Subscriptions at the time the orders are taken.
- **ONLINE MAGAZINE SUBSCRIPTIONS:** Customer pay online with credit/debit cards

October 25 or before:

- ___ Collect Girl Order Cards and payment. Check each one for accuracy. Contact each girl who did not turn in an order card. Don't assume that she does not have an order.
- ___ Collect Address Books. Each one must have at least 7 pages completed. Troops will only receive credit for one completed address book per girl. The troop earns \$1 for each completed address book.
- ___ Collect all magazine order forms. For catalog magazine orders make sure forms are properly and completely filled out.
- ___ Collect all Detailed Order Reports (DOR) from the QSP Online website. These reports will tell you how many online magazine subscriptions the girl sold and how many e-mails she sent out. Girls who send out at least 12 e-mails earn a special patch and the troop earns an additional \$1.00.
- ___ Troops will not be able to order extra product unless it is paid for at the time of ordering. Refunds will not be possible.
- ___ Enter each girl's order online in the Nut-E system. Nut-E will automatically calculate the incentives each girl has earned except for the levels in which there is an incentive choice. For those levels, you will need to select one item in order to proceed.

October 27: Troop Deposits all Payments into TROOP Account

- Girls are strongly discouraged from accepting personal checks except from trusted sources. If checks are accepted they should be made payable to the parent or the troop.
- ___ If your troop qualified for and will be opting out of incentives, give your completed Incentive Opt Out form to your Service Unit Fall Product Sale Manager.
- ___ Troop income is given to the troop leader or treasurer to be deposited **into the troop account**.

October 28: SUFPSM Approves Troop Orders in Nut-E

November 14 - 17: Product Distribution

- ___ Pick up troop product order at the time and place designated by your service unit. Count all products carefully and only sign for what you receive. Keep a copy of signed receipt.
- ___ Designate a time and place for families to pick up orders. Insist they count the products before initialing the order card and signing the receipt. They are accountable for all items for which they sign.
- ___ Encourage girls to deliver items promptly. Some customers may have ordered items for holiday gifts.

Receipt Book Instructions

Troops must use receipt books to track product and money transactions. Each troop will receive at least 2 books (depending on the size of the troop, more books are available if needed).

Receipts:

- create a clear paper record of the transfer of product and/or money between troop and parent
- are helpful when there is a troop inventory discrepancy

Instructions for use:

- A receipt is completed each time product or money are transferred from the troop to a parent. It is very important that the receipt be legible and that there be two signatures – the Troop Manager and the Parent or Guardian.
- Each time money is turned in to the troop, a receipt needs to be completed indicating how much money was turned in and what, if any, balance remains. Again, the receipt should be legible with two signatures present.
- If possible, pre-write the receipts for each girl prior to delivery day to ensure that the information is correct and neat.
- Keep a copy of all receipts for your records.

Thank you for volunteering for this key position!

It is through the dedication of committed Fall Product Sale volunteers like you that girls have great Girl Scout experiences and build valuable skills such as goal setting and responsible money management that will serve them all their lives.



Girl Scouts of Central and Western Massachusetts, Inc.
800-462-9100 (in MA) or 413-584-2602 gscwm.org

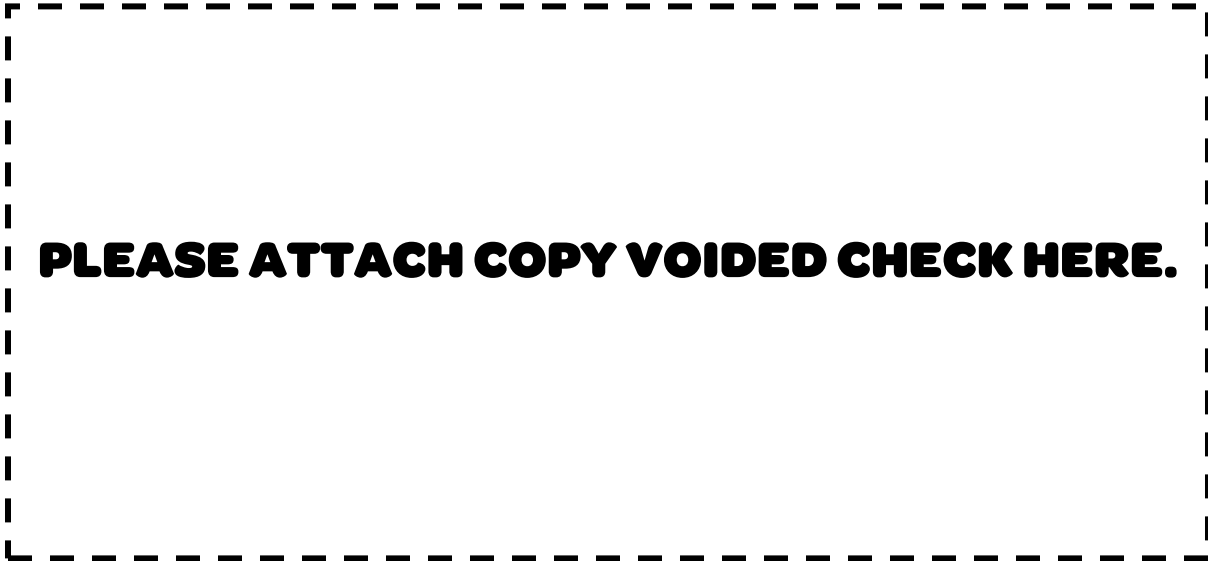
40 Harkness Avenue
E Longmeadow, MA 01028-1016
Fax: 413-525-5901

241 Haydenville Road
Leeds, MA 01053-9768
Fax: 413-586-7937

81 Gold Star Blvd
Worcester, MA 01606-2813
Fax: 508-852-7674

AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSIT (ACH DEBITS)

I (we) hereby authorize **Girl Scouts of Central and Western Massachusetts**, hereinafter called GSCWM, to initiate bank debits to the troop bank account indicated below and the depository (bank) named below, hereinafter called DEPOSITORY.



Depository (Bank) Name _____

Transit ABA (Routing #) _____ Account # _____

Name of Account _____

This authority s to remain in full force and in effect throughout the 2011-12 Product Sales or until GSCWM has received written notification from the troop of it's termination in such time and in such manner as to afford GSCWM and the DEPOSITORY a reasonable opportunity to act on it.

I understand that it is the troop's responsibility to notify GSCWM if funds will not be available on the specified date, and that if we do not notify GSCWM, it may result in fees being assessed to the troop account due to insufficient funds.

Troop # _____ Service Unit _____ Phone _____

Troop Leader _____ Email _____

Signature _____ Date _____

Signature _____ Date _____

(2 Signatures required)

Please mail form and a copy of voided check to: GSCWM, Yvonne Crossman, Finance Department,

ACH (Automated Clearing House) Payments Troop Instructions

Why ACH?

There are many reasons why using this method of payment makes sense for Girl Scout troops.

- ❖ Troops no longer have to locate a specific bank, possibly having to travel out of their way to make traditional deposits to the council account.
- ❖ Troops no longer have to be concerned with numbered deposit tickets issued by the council.
- ❖ Troops no longer have to enter tedious deposit transactions into Nut-E.
- ❖ Troops will no longer have to wait up to 8 weeks for refunds of overpayment funds.

How much money will the ACH withdrawal take out of our TROOP account?

The council will only withdraw the amount that Nut-E indicates as "the amount owed to council". Nut-E calculates this amount based on the data entered into the system by the troop.

When will the ACH transaction occur?

October 31, 2011

What happens if there is not enough money in the TROOP account to cover the balance due to the council?

Troops have until **OCTOBER 28** to notify the council that there will not be sufficient funds to cover the balance due. If the troop does not notify the council and the ACH transaction proceeds for an amount greater than the account balance, the troop account will incur an insufficient funds fee from their banking institution.

How does it work?

1. Complete the ACH Form and submit no later than OCTOBER 15, 2011. This form gives the council permission to accept the ACH payment from the TROOP account. Send form to: GSCWM Finance Department, 81 Gold Star Blvd, Worcester, MA 01606.
2. Girls are encouraged to not accept personal checks from customers. If checks are accepted, they should be made payable to the parent or the troop.
3. All proceeds from the Fall Product Sale should be deposited into the TROOP bank account no later than OCTOBER 28, 2011.
4. The ACH transaction will automatically be made on OCTOBER 31, 2011. The troops will not need to do anything further to facilitate the transaction.
5. The council will post the troop's payment to Nut-E after the successful transaction is completed.

What about personal checks?

It is strongly recommended that personal checks not be accepted for payment for Fall Product items except from the most trusted sources. If checks are received, they should be made payable either to the parent who is receiving the check or to the troop.

What if the checks bounce in the troop account?

Using the Returned Check Report, which can be found on our website, the troop can report a returned or bounced check to the council. GSCWM will make all reasonable attempts, on behalf of the troop, to assist the troop in collecting the funds.

Login Page

Login Name / Password / Campaign

Please use the Login Name and Password assigned to you by your Council, click on the 2011 Fall Product Sale Campaign and click "Sign-in". (For demonstration purposes this manual will list the 2010 Fall Product information.)

Mini Site

Click on the Mini Site Icon to access girl activities, clip art, goal poster and much more.

Nutritional Information

Click on the Nutritional Information link to view all nutritional, ingredient, allergen, gluten and kosher information.



Home Icon

This is the page Troop users will see when you log into the system. If your Council or Service Unit has posted a message you will see that on the left. Status boxes will be on the right.

Troop Order Status

This container will show whether the Troop has been locked from Nut/Candy orders, Incentive orders or Bank Deposits.

Troop Sales

This container will recap the Troops total Nut/Candy and Magazine sales in Units, Dollars and Per Girl Average.

Troop Information

This container will recap the total number of Girls Registered, Girls Selling and % of Girls Participating.


Service Unit Information

This container will show the Service Unit Managers information for the Troop to contact if necessary.

Council Information

This container will show the Council information for the Troop to contact if necessary.

Troop Icon

To access the Troop Detail Page just click the Troop icon . This page will already be in “edit” mode so you can make changes and just click “Save”. The containers to the right of the general information act independently so you can just add or change information and save separately.

Troop Level – Please verify that the correct Troop Level is selected.

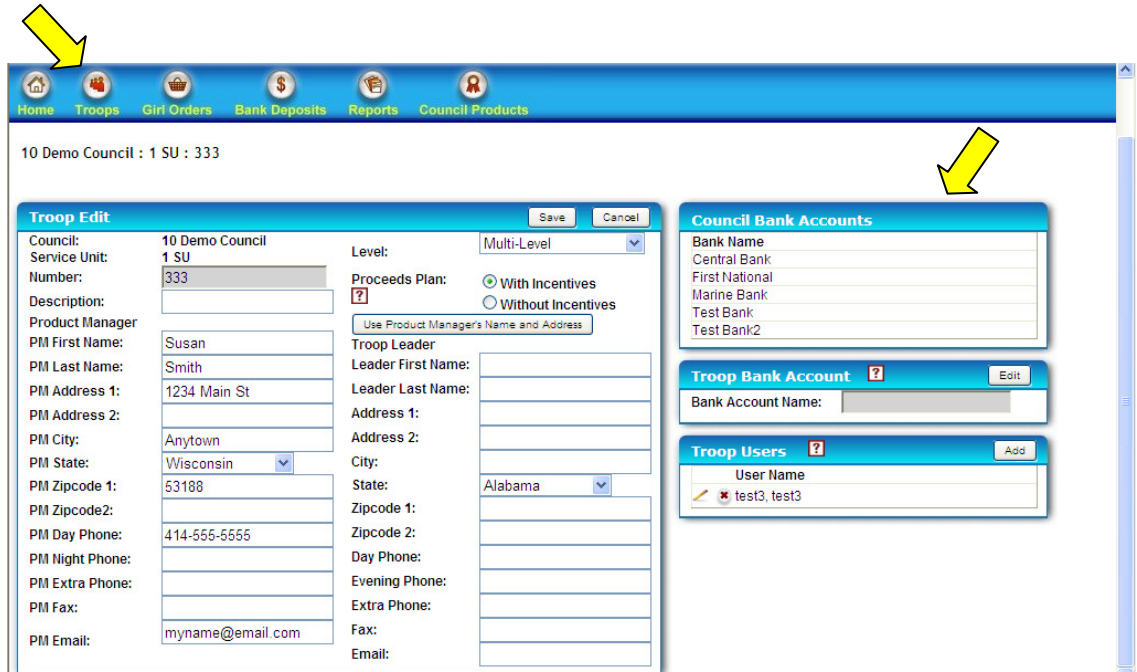
Proceeds Plan – If the Council is offering an increased proceeds option “without incentives” than this option must be selected **PRIOR** to entering girl orders. Girls would still earn patches.

Troop Bank Accounts

Troops must to enter their individual Troop Bank Account information. Only Troops will be able to access their account number and routing number information. Councils will be able to view this information on the Troop EFT report.

Troop Users

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 edit or delete users click the pencil or delete icon next to the user name in the list.



10 Demo Council : 1 SU : 333

Troop Edit

Council: 10 Demo Council
 Service Unit: 1 SU
 Number: 333
 Description:
 Product Manager
 PM First Name: Susan
 PM Last Name: Smith
 PM Address 1: 1234 Main St
 PM Address 2:
 PM City: Anytown
 PM State: Wisconsin
 PM Zipcode 1: 53188
 PM Zipcode2:
 PM Day Phone: 414-555-5555
 PM Night Phone:
 PM Extra Phone:
 PM Fax:
 PM Email: myname@email.com

Level: Multi-Level
 Proceeds Plan: With Incentives Without Incentives

Troop Leader
 Leader First Name:
 Leader Last Name:
 Address 1:
 Address 2:
 City:
 State: Alabama
 Zipcode 1:
 Zipcode 2:
 Day Phone:
 Evening Phone:
 Extra Phone:
 Fax:
 Email:

Council Bank Accounts

Bank Name
Central Bank
First National
Marine Bank
Test Bank
Test Bank2

Troop Bank Account

Bank Account Name:

Troop Users

User Name
test3, test3



Girl Orders Icon



To access the Girl Orders Page 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". Before the Troop can submit their order this field must be filled in with a number equal to or greater than the number of Girls Selling. The system will automatically calculate the number of Girls Selling by adding up girls that have 1 or more items sold (any Magazine and/or Nut/Candy items).

Step 2 - Enter Girl Names

Click the "Add Girl Name" button on the left. Type in the girls name as specified by the Council. Click "Add Girl Name". You can continue to add girls until all girls in that troop are listed. Troops can add, edit or delete girls until they submit their order or until the Council locks them out.

Step 3 - Add Girl Orders

Click the green add order button + next to girl name.

Enter all Magazine and Nut/Candy quantities and click "Save". Incentives will automatically calculate.

Verify incentives earned and select choices (if necessary). Click "Save".

Save Girls Entire Order (you must click "Yes" to save her order).

Council: 10 Demo Council Service Unit: 1 SU Troop Number: 333 Girl Name: Katie Johnson

Submit Order

Would you like to save this girl's order?

Girl Name	Magazine Subscription Dollars Sold	Magazine Online Subscription Dollars Sold	Online Address Booklet (Enter if 12 Emails sent)	Pop w/12 Emails sent	Pop w/Cash & Cran	Choc Cov Pretzels	Caramel Treasures	Mint Meltaways	Whole Cashews	Choc Raisins	Hot Cajun Crunch	Gummi Berries	Cranberry Nut Mix	Peanut Squares	Fruit Slices		
Katie Jo	2	20.00	3	30.00	1	1	7	9	5	6	11	8	4	6	9	5	4

Small Plush Monkey 200oz Aluminum Water Bottles Book Cartridges Dream Necklace

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 Incentive Order.

Reports Icon



Some reports are available in both PDF and Excel formats. Just click the icon you wish to view. **NOTE:** If you are unable to open PDF reports, Adobe Reader can be downloaded for free at the top of the Reports page.

Home Troops Girl Orders Bank Deposits **Reports** Council Products

10 Demo Council : 1 SU : 333

The PDF reports can be downloaded to you in Adobe's PDF format. In order to read this, you must have the Adobe Acrobat Reader installed on your computer. If you need to install this FREE application, click on the link above.

Report Selection Options

Council: 10 Demo Council Service Unit: 1 SU Report Descriptions

Troop: 333 PDF Report Excel Report

Troop Reports

- Campaign Sales by Troop
- Sales Summary by Troop
- T2 - Incentives
- T2 - Nuts/Candy & Mags

Banking Reports

- Bank Deposit By Acct#/Date/Troop
- Bank Deposit By SU/Acct#/Troop
- Bank Deposit By SU/Troop (Totals)
- Bank Deposit Export
- Troop EFT Report

Girl Reports

- G1 - Girl Orders
- G2 - Incentives
- G2 - Nuts/Candy & Mags
- Girl Order Summary - Nuts/Candy
- Girl Order Summary - Incentives

Manuals

- 2010 Manual Nut-E 2.0 - Troop Level
- 2010 Girl Order Tutorial