

Thank You!

Your volunteer efforts are truly appreciated. With your help and support, the girls of Girl Scouts of South Carolina – Mountains to Midlands will have the opportunity to participate in quality council-sponsored programs, develop life skills and help raise funds for their own troop activities. Not only do the girls benefit, but this fall sale also allows the council to provide First Aid/CPR training for one representative per registered troop, equipment for facilities, and underwrite GSUSA sponsored *destinations* (up to \$500 scholarship).

What You Need to Participate:

- One GSUSA registered adult to manage the Fall Product Sale for your troop. A co-leader or parent is ideal (meeting the qualifications outlined on the Troop Fall Product Manager Job Description – www.gssc-mm.org/FallProductSale).
- The Troop Fall Product Manager must attend training before your troop will be allowed to participate.
- Participating girls must be registered members of GSUSA for the 2012 Girl Scout year, must not have any outstanding debt from previous product sales and must return a signed parent/guardian permission slip before selling.
- Each girl should be given a complete Fall Product Sale packet to take home. The parents may make the decision whether they would like to have the opportunity to support Girl Scouts.

Troop Proceeds:

- \$1 for each nut or candy item sold
- \$2 for each magazine subscription or book sold
- \$2 for each completed Step II Address Booklet (completed booklet consists of seven (7) or more quality names and addresses – no duplicate addresses) **PEN (Black or Blue Ink Only) & NO PENCIL**
- All troop proceeds are withheld from money collected before depositing balance due into council deposit account
- All orders are pre-orders. Money is collected for nut and candy items at time of delivery
- **No money is collected for magazine or book orders**

Dates to Remember:

Troop Fall Product Manager Online Training	August 19 th – September 11 th (RETURNING)
Troop Fall Product Manager Training	August 29 th – September 10 th (NEW)
Girl Training/Parent Meeting	August 20 th – September 15 th
Girl Order Taking	September 16 th – October 10 th
Girl Orders Due to Troop	October 11 th
Troop Orders Due to Service Unit Fall Product Manager (SUFPM)	October 12 th (Nut-e updated, all paperwork, magazine orders and correct address booklets due)
Nut Delivery to SUFPM	November 1 st – 3 rd
Nut Delivery to Customers	November 4 th – 17 th
Paperwork Due	November 18 th - All money must be deposited by this date. Withhold troop proceeds. Paperwork/deposit slips due to SUFPM. Incentives will be given out at this time.



Product and Selling Information

Magazines or books, and nuts and candies are offered through our Fall Product Sale. The Step II Address Booklet offers a way to contact out of town family and friends to ask for their support.

Magazines or Books:

- The catalog offers over 600 popular titles to choose from
- Customers make their selections by filling out order forms completely
- **Girls DO NOT collect money at this time. Customers will be invoiced directly by QSP/Time, Inc. and can pay via check or credit card at that time. DO NOT SEND IN QSP MONEY TO THE COUNCIL – send directly to QSP when billed.**
- Magazines will be delivered 12 - 14 weeks after payment is received
- Renewals will simply extend the length of the current subscription
- Make sure customers have filled out order forms completely to include mailing address, selection titles and code numbers (**ensure customers keep the pink copy for their records**)

Online Ordering for Magazines – Click & Go Green!

- Girl Scout families can take advantage of this simple way to collect magazine orders from their family and friends and place their own orders as well. Customers pay for their orders with a credit card and start receiving their subscriptions within 3 - 4 weeks! It's an easy time saver. Visit **www.gssc-mm.org/FallProductSale** to find the link for this exciting new program.
- Renew and order your magazines online and avoid filling out the usual forms
- Girls earn recognitions and troops earn proceeds just like they would for using paper order forms
- As a bonus, enter 12 or more email addresses inviting family and friends to order their magazines and girls will receive a special patch.
- Girls can log in throughout the sale to track their progress and send additional emails to help them reach their goals.
- Girls must print out the **Detailed Order Report** and return it to their troop leader with their nut orders and regular, paper magazine order forms by the due date to receive full credit for these orders. The Detailed Order Report must be turned in to TFPM by October 11th for girls to receive credit towards incentives and for the troop to collect proceeds.

Nuts and Candies:

- Use the order taker in the girl packet to collect orders for nut and candy items
- **Payment is required upon delivery of the products**
- Do not order more than is actually sold as extras may not be returned
Products will be delivered to your Service Unit Fall Product Manager November 1st – 3rd (your Service Unit Fall Product Manager will coordinate pick-up time)
- Check each order-taker to ensure accuracy and correct payment. Always use the G-2 receipts available on Nut•e or product receipts when product is distributed to parents and when money is collected.

Address Booklet:

- Complete seven (7) or more postcards to constitute a completed booklet (no duplicate or foreign addresses). **Please use PEN (black or blue ink only). DO NOT USE a pencil as that will be considered incorrect.**
- Parents should submit the names and addresses of family and friends who they think would like to have the opportunity to support your council
- Everyone's right to privacy is respected and names will not be sold
- Return all completed and correct booklets. Only completed booklets count towards earning \$2 troop proceeds
- **Check the accuracy of addresses and P.S. (below the From line) messages before returning booklets to Service Unit Fall Product Manager**

Girl Incentives

All incentives are cumulative

These cool patches fit together!!

Nuts

25 Nut Items
Fuzzy Pen



50 Nut Items
Small Arctic Fox Plush

75 Nut Items
T-Shirt
YL AM AXL



100 Nut Items
Music Download Certificate



2 QSP

12 Nut Items

Step 2 Booklet

12 Emails

Bonus



\$350 in combined sales
Pencil Case

\$450 in combined sales
Peace Sign Lights



\$550 in combined sales
Giant Arctic Fox Plush

Magazines

5 QSP Items
Flower Necklace



10 QSP Items
Ribbon Tote

16 QSP Items
Bling Room Decor



Patch
12 Emails



Patch
Step 2 Booklet



Patch
Goal Achiever

Setting goals leads to success. Encourage girls to visit www.AshdonFarmsgsi.com to complete a goal setting activity. Have girls print the certificate and return it to the TFFM at the end of the sale. Each girl who completes the activity and returns the certificate will earn a Goal Achiever patch. Patches MUST be manually entered into the Nut.e system with sales totals.



Processing: Online Sales Data Collection System or Utilize Paper Forms

After counting and checking all orders from the girls in your troop, tabulate magazines, nuts and candy sales for your troop. You may enter your orders online by girl. You will be assigned a user name and password by your Service Unit Fall Product Manager. When logging information online, all orders, money due and incentives will be automatically calculated for the girls in your troop. To learn more or have a refresher after the training, please log on to the Nut.e System at www.ashdonfarmsnute.com.

If you are unable to enter orders into the system, you may download a paper copy of the Troop QSP/Nut Report form (www.gssc-mm.org/FallProductSale). All orders must be returned to your Service Unit Fall Product Manager by the specified date for your orders to be processed and submitted.



Banking Procedures:

November 18: Deadline for Troop Fall Product Manager to deposit money, retain troop profit and deliver records to Service Unit Fall Product Manager. Deposit information needs to be entered online into the Nut.e system by this deadline for accurate reports regarding troop balance due. When troops turn in their paperwork to their Service Unit Fall Manager, they will receive the girl incentives.

- Checks and money orders should be made payable to *Girl Scouts of South Carolina – Mountains to Midlands, Inc.* and deposited into the council's First Citizens account. **NOTE:** This will allow Council to pursue any insufficient funds checks received by troops.
- Deposit all sale money, EXCEPT the \$1.00 per nut item, \$2.00 per QSP order and \$2.00 for each completed Step II Booklet. Do not use troop profit to cover money not collected. Instead, complete a Red Flag Form explaining any money discrepancies, including name, address, phone number of the parent/guardian and any attempts by you to collect the funds, along with all receipts. Attach the original signed girl permission slip, signed receipt for product and signed receipt for any funds collected from the individual in question.
 - Assigned bank deposit slip(s) will be given to you. If more is needed, contact your Service Unit Fall Product Manager.
 - Deposit tickets are printed specifically for your troop to track your deposits. Please do not share your deposit slips with other troops or use over the counter deposit slips.
 - Endorse checks with Girl Scouts of South Carolina – Mountains to Midlands, Inc. Ensure troop number is on the memo line or on back of endorsed check.
 - List each check, using check number, on the deposit slip.
 - Enter the total cash and currency to be deposited in the space provided.
 - Indicate the total deposit amount only on the first page of the deposit slip.
 - Triple check the addition as Girl Scouts incurs charges for any corrections made by the bank.
- Troop Fall Product Sale money must be deposited by the Troop Product Fall Manager at any First Citizens Bank branch location.
- Please inform the teller prior to your transaction that this deposit is for the Girl Scouts. Please request one (1) verified bank transaction receipt for each deposit made. **Ensure the council's deposit slips are also validated.** Copy of the bank receipt will be attached to the council's validated deposit slips and given to the Service Unit Fall Product Manager with your final paperwork.
- The council account is designated for deposit only. Please double check your worksheet or entry in Nut.e as any overpayments of \$15 or less will not be returned.
- There may be a situation where someone in your group mishandled money last year. Alternate arrangements must be made in advance in order for the girl to participate. Your Service Unit Fall Product Manager will discuss details in confidence, if relevant, to your troop.

Please remember:

Checks written on closed accounts, insufficient funds or missing money will be pursued by the solicitor's office. Handling money is a serious matter and any misuse of girl funds collected is a criminal offense and action will be taken as necessary.