

2018 Fall Product Program Guide for Troops



Service Unit:	
SU Fall Product Manager:	
SUFPM Phone:	
SUFPM Email:	



Internet Resources

www.gssc-mm.org – Girl Scouts of South Carolina – Mountains to Midlands
www.girlscouts.qspgao.com/mountainstomidlands - Online Magazine/Nut Store



Welcome to the 2018 Fall Product Program. Through this program, Girl Scouts can ask their friends and families to help support their troop as well as their council by renewing their favorite magazines, subscribing to new ones, and ordering nuts & candy items. GSSC-MM along with our vendor partners would like to thank you in advance for making our campaign a fun and safe experience for the girls in your troop! Be sure to read through all the instructions included on their troop envelope prior to starting the Fall Product Program.

September 21 – October 21: Order Taking by Girls

October 5: Last day to request a girl added in online system

October 24: In-Person Nut & Candy orders due in Unify

November 7-9: Product deliver to Service Units. Your SUFPM will let you know when and where to pick up your nuts & candy order.

November 10-28: Product delivery to customers (money is collected at this time).

November 27: Last day for Online Sales.

November 29: All money must be deposited. Turn in a signed T2 report (with a zero balance) and yellow deposit slip with white bank transaction receipt, and if applicable, Red Flag form with proper documentation (which includes all original receipts) Parent Permission Forms, and Girl's Online Sales Report

There are 2 ways a girl can participate in the Fall Product Program

1. Online

- Girls, along with an adult, should log on to www.girlscouts.qspgao.com/mountainstomidlands and register to get started.
- Invite friends and family via email, Social Media, or text to support their troop by placing an order during September 21-November 27.
- Your family and friends can choose from Nuts & Candy or Magazines and More.

2. In-Person

- Girls can collect Nuts & Candy orders from friends and family in-person using their order card September 21-October 21.



2018 Ordering Details

Unify – One site for all of your Troop’s Fall Product needs

How to access Unify: As an authorized TPFM or troop leader, you will receive an email inviting you to log on to your Troop dashboard. The email will come from GirlScout-sale@qspgao.com and the sender will be Girl Scouts of South Carolina – Mountains to Midlands. The subject will be “Girl Scout Fall Product Program Troop Volunteer”. If you cannot locate the email, please search your spam, junk or promotions folders in your mailbox. **NOTE:** If you have not received an email inviting you to set up an account on UNIFY and you have searched for the sender GirlScout-sale@qspgao.com in all folders in your mailbox, please contact customercare@gssc-mm.org.

NOTE: Parents/guardians of registered Girl Scouts will receive a similar email to access the Girl Dashboard within Unify and to get started with the online sale process. If they did not receive an email, parents/guardians can also use the following link for access: <https://girlscouts.qspgao.com/Mountainstomidlands>.

NEW USERS Clicking on the link in the email will launch the UNIFY startup process. If, in previous years, you’ve never set up an account in the QSP online program (as a troop or service unit user or a parent/guardian of a Girl Scout), you will see this screen, which will allow you to set up your password.

RETURNING USERS If you have previously registered one of your Girl Scouts for whom you are the parent or guardian or if you have accessed the QSP online program as a troop volunteer, you will be brought to a log in screen and should use the password you created when you created the account. If you have forgotten your password, click on Get Help link on the login page. Once at the login page, you will put in your password and be prompted to confirm that your troop and service unit are correct.

Entering your troop’s order is fast and easy

- Parents/Guardians can enter girl in-person orders into their Unify Girl Dashboard, just ask for a copy of the order form to verify the order.
- If a parent/guardian did not enter the girl in-person orders, the TPFM can enter that under the Manage Orders page on the Unify Troop Dashboard.
- The TPFM can review all direct delivery and girl delivery online orders.
- Only order the exact number of nuts & candy items sold, products may not be returned.
- Unify will calculate the recognitions based on girl’s sales
- You can view a report of your troop’s total sales and find your balance due by running the T2 report in Unify

Running the Fall Product Program

To ensure a smooth Fall Product Program, we ask that you do your best to adhere to the guidelines set, turn in paperwork and deposit money on time and promote the Fall Product Program with enthusiasm within your troop. The decision to participate in the Fall Product Program should be made by the girls and their parents/guardians. It’s also a great way to earn some start up funds for your troop!

Money Matters

Deposits

- Assigned deposit slips will be given to you (do not use over the counter deposit slips).
- Checks and money orders should be made payable to GSSC-MM and deposited into the council’s First Citizens account (minus your troop proceeds).
- List each check (using the check number) on the deposit slip (troop number should be on each check).
- Deposit all sale money EXCEPT the troop proceeds in the council’s First Citizens account.
- 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.
- Please double check your entry in Unify as any over-deposit less than \$10 will not be refunded.

Money Turn In

- If a parent/guardian fails to turn in money by the date the money is due into council complete a Red Flag Form and submit all necessary documentation, along with all ORIGINAL signed receipts. Attach the original signed receipt for product and original signed receipt for any funds collected from the individual in question. Troop is liable for money owed if correct documentation is not provided.

Initial Turn-In (date specified by SUFPM)

- Order entered into Unify system

Final Turn-In (date specified by SUFPM)

- Parent Permission Forms for EVERY girl participating in the FPS (Must be a registered Girl Scout).
- Girls Online Sales Report to ensure all orders entered in correctly.
- Validated deposit slip(s) with the with bank transaction receipt for all deposits into the council account at First Citizens.
- T2 Form – signed with zero balance.
- Evaluation completed (www.gssc-mm.org).



Questions?

Please contact your Service Unit Fall Product Manager