



Service Unit:	Troop Number:
SU Fall Product Manager (SUFPM):	Troop Fall Product Manager(TFPM):
SUFPM Phone Number:	Nut.e login:
SUFPM Email:	Nut.e password:



Internet Resources

www.girlscouts.qspgao.com/mountainstomidlands - Online Magazine/Nut Store
www.gssc-mm.org - Girl Scouts of SC – Mountains to Midlands
www.ashdonfarmsnute.com - Website for entering all troop orders



Be Fearless...Unleash the Hero Inside!

Welcome to the 2017 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 partner, QSP/ GAO, 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 this troop envelope prior to starting the Fall Product Sale.

September 15 – October 15: Order Taking (**Money must be collected up front for any non-online magazine orders – paper forms**)

October 16: Due to you, the TFPM: Nuts & Candy orders, Reach Out Booklets, Girl’s Online Sales Reports, paper magazine payments and paper magazine orders – white and yellow copies (magazine payments should be deposited into First Citizens and showing in Nut-e)

October 18: Due to your SUFPM (**or as date specified by SUFPM**): Parent Permission Forms, paper magazine orders (white and yellow), Reach Out Booklets, and Girl’s Online Sales Report (to double check all was entered in correctly)

November 1 – 3: Product delivery. Your SUFPM will let you know when and where to pick up your nuts & candy order

November 4 – 20: Product delivery to customers (money is collected at this time for nuts & candy)

November 22: All nuts & candy money must be deposited. Turn in (**or as date specified by SUFPM**) a signed T2 report (**with a zero balance**) and yellow deposit slip with white bank transaction receipt, and if applicable, Red Flag with proper documentation (which includes all original receipts)

There are 3 components to the Fall Product Program. Girls are encouraged to offer all products to their customers.

Part 1	Part 2	Part 3
Magazines & More Products: This simple program allows girls to ask families, friends and neighbors to: - Renew current magazine subscriptions - Purchase new subscriptions - Purchase photo products such as photobooks, personalized holiday cards and calendars - Purchase gift and garden items - Your family can make purchases online and invite family and friends to do the same. It’s fast, easy and products will arrive faster <u>Money for paper magazine orders MUST be collected at time customer orders</u> Online Ordering - 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 or Facebook to support their troop by placing an order during September 15 – November 30 (orders received after October 15 will not be included in the girl recognition). - Photo Keepsakes. This program offers a great way to help people preserve and share their memories with personalized photos by turning them into photobooks, holiday cards, posters, calendars and more. - Your family can make purchases online and invite family and friends to do the same. It’s fast, easy and products will arrive faster.	Reach Out Booklet: - Easy way for out-of-town family & friends to participate Girls must complete the Reach Out Booklet with 8 unique names and addresses (please no duplicate addresses or addresses to same household). Use only BLACK or BLUE ink ONLY - Booklets with inappropriate messaging and/or language will be returned to the troop and credit will not be given - There is one mailing sent from QSP to customers. QSP does not rent or sell names or addresses in the booklet. Customers can order online!	Nuts & Candy We are offering 14 delicious nut & candy items this year. NUT ONLINE NUT STORE – The Online Nut Store is another EASY way of reaching out to potential customers. It works in conjunction with the QSP Online Magazine program. When a girl sends emails to friends and family members, customers can choose to go to the ONLINE MAGAZINE STORE and/or the ONLINE NUT STORE. The Online Nut Store offers all 25 Girl Scout branded nuts & candy items in addition to five Corporate gift items. Through the Online Nut Store, customers will pay and have product shipped directly to them: http://girlscouts.qspgao.com/MountainstoMidlands, register and click on the online link to enter family & friend 12 or more email addresses. Customers can order online (pay and ship) along with their magazine subscription orders.
Your troop will earn \$2.00 for every magazine and more item sold	Your troop will earn \$2.00 per completed Reach Out Booklet	Your troop will earn \$1.00 for every item sold

COLLECT money for magazines at time of order
Customers will need to pay for their magazines at the time they order. Girls should turn the magazine paper order forms and money collected for the magazines in to the TFPM by October 16 (remember the pink copy remains with the customer). Please deposit the magazine money (from paper forms) into council’s account at First Citizens.

Fun & Easy Program Activities

The Fall Product Program isn't just about nuts, candy and magazines, it's also about fun and teamwork! Make sure you check out all the activities on the [Be A Reader Activity Poster](#) as well as the additional activities. Do as little as one activity from each program and your girls can earn a patch available for purchase at all GSSC-MM Girlz Gear.

2017 Ordering Details



QSP Online...easy, fast and fun!

Online magazine and more orders, along with nuts & candy orders, not only save time, but they save the planet, too (no paper order forms).

Girls (along with a parent or guardian) should go online to www.girlscouts.gspgao.com/mountainstomidlands and are encouraged to send out 12 or more emails asking their customers to support their troop by purchasing magazines/nuts & candy online. You can also ask via Facebook! This should be done as soon as the girls have been trained to maximize the sale time frame! At the end of the sale, the girl should log back into the QSP site, print the "Girl's Online Sales Report" and turn it in with the rest of her orders. **Even though this will be an automatic upload, the Girl's Online Sales Report is needed to double check and ensure all items were entered correctly into Nut.e. Any orders received after October 15th will not be counted toward girl recognition.**

Nut.e Online ordering system for the Fall Product Program

Entering your troop's order is fast and easy!

- Log on to www.ashdonfarmsnute.com (the login will be your email address and password will be your five digit troop number – if that is not the case, please contact your SUFPM to retrieve information) and update your contact and troop information, if applicable.
- The TFPM will enter all orders by girl including sales from the nut order card, paper magazines and complete/correct Reach Out Booklets (**MUST BE PRINTED IN BLUE OR BLACK INK**). Ashdon will upload the online magazine and nuts & candy sale information automatically into Nut.e (girls names from the online activity must match what is in Nut.e).
- Only order the exact number of nuts & candy items sold; products may not be returned.
- Nut.e will calculate the recognitions based on girl's sales.
- You can view your troop's total sales and find your balance due by clicking on the T2 report in Nut.e.

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

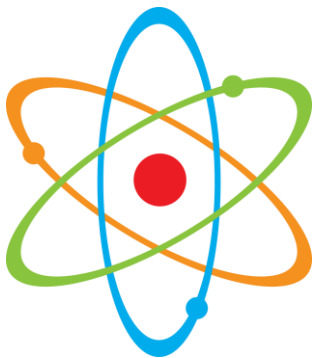
- Deposits
 - Assigned deposit slips will be given to you (**do not use over the counter deposit slips**).
 - Checks and money orders should be made payable to Girl Scouts of South Carolina – Mountains to Midlands, Inc., and deposited into the council's First Citizens account (minus your troop proceeds).
 - List each check (using last name or check number) on the deposit slip (troop number should be on each check).
 - **Deposit all sale money EXCEPT the troop proceeds in First Citizens (INCLUDES PAPER MAGAZINE PAYMENTS).**
 - 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 transaction receipt will be attached to the council's validated YELLOW deposit slip and given to the SUFPM with your final paperwork.
 - **Please double check your entry in Nut.e as anything under \$15 will not be refunded.**
- Money Turn In
 - If a girl fails to turn in money on time, contact her parent/guardian immediately. 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)

- ☐ 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
- ☐ White and yellow copies of the magazine forms (pink copy remains with customer). All magazine payments should be deposited into First Citizens and showing up on the T2 report
- ☐ Correct and completed Reach Out Booklets (**in BLUE or BLACK ink ONLY – NO DUPLICATE ADDRESSES**)

FINAL TURN-IN (date specified by SUFPM)

- ☐ Validated deposit slip(s) with white bank transaction receipt (minus troop profit)
- ☐ T2 Form – signed and with zero balance
- ☐ Evaluation entered into Fall Product Sale Evaluation (<http://www.gssc-mm.org/productsales/fallproduct.aspx>)
- ☐ Red Flag form with proper documentation, if applicable



Questions?

Please contact Emilie McIntosh
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