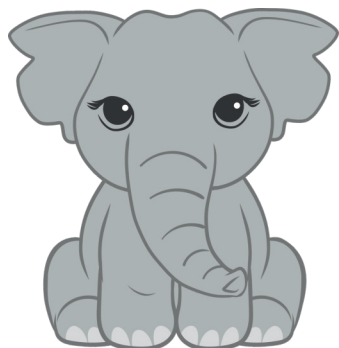


2024 Fall Product Program Guide for Service Units



Mascot: Asian Elephant

Welcome and thank you for volunteering to be the Service Unit Fall Product Manager (SUFPM). If you are not an Approved Volunteer with Girl Scouts of Silver Sage, have not complete a Service Unit Fall Product Manager Contract, and/or have not participated for at least one year in a Girl Scout Program, please reach out to your Membership Manager ASAP.

This guide and the Fall Product Guide for Troops will help you through the Fall Product Program along these resources:

- Girl Scouts of Silver Sage Website: www.girlscouts-ssc.org
- Silver Sage Customer Care Team: customercare@girlscouts-ssc.org
- M2 Customer Care Team: <http://support.gsnutsandmags.com> or 1-800-372-8520
- Reminder emails from Silver Sage

Overview

- SUFPMs receive volunteer and girl materials in mid-August from Ashdon Farms and M2 for the program, including Order Cards, Receipt Books, Girl Permission Slips, Troop Guides, Envelopes, and Parent Flyers. SUFPMs will distribute these materials to troops in early September. Please attend your Service Unit Meetings this fall to help with materials distribution and answering questions.
- Silver Sage will conduct Fall Product Training (currently scheduled for August 19, 2024) on Zoom and record the session for later viewing. This training is required for SUFPMs and TFPMs and highly recommended for Leaders. Please encourage everyone to watch it.
- You will be able to access the Fall Product website on September 4, and the nut & candy vendor needs your shipping address (not PO Box) to be entered by September 5.
- Troops will be able to enter their orders in the system on October 15 & 16. Then, if they need to make any changes after they submit, you can make any necessary edits on October 17. We will have a short window to make edits on October 18, then once we submit the whole council's order to the vendor, we can no longer change anything.
- Once merchandise arrives, SUFPMs manage the product delivery process and coordinate troop product pick-up. You also manage girl rewards distribution in December.

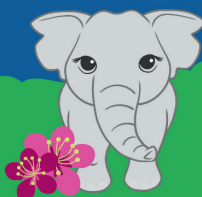
New Products

New Personalized Products!

High quality stationery, note pads, and photo frames!



These products ship quickly and make great gifts!



Customers can be creative and customize colors, fonts, names, favorite slogans and more.



Additional
Mini & Full
BarkBox*

Vanilla
Honey
Pecans



*Girl Scout exclusive
No Subscription Necessary

Delivery & Pickup

- Once orders for girl-delivered nut and candy items have been submitted to Ashdon Farms, the merchandise is scheduled to be delivered to the SUFPM on November 6. Be sure to count everything by variety with the delivery driver. Do not let the driver rush you. Once you sign off, you are responsible for what's on the delivery ticket. Be aware that some items look very similar to others. Please pay attention to the variety names and not just the box colors.
- SUFPMs will help coordinate the when, where, and how to pick up the troop orders for their area. Please leave plenty of time – or even a full day – between your delivery appointment from Air Van and your scheduled troop pickups.
- Before merchandise or girl rewards are scheduled to be picked up by Troops, please print out Delivery Tickets. Printing out “Troop Tickets by Troop” will get you one easy list of everything each Troop needs. (Troops then print out “Troop Tickets by Girl” to see what they need to give each Girl Scout.) The menu on the left can be found at the bottom of each page on the product website at gsnutsandmags.com/gsssc
- When volunteers come to pick up their troop's merchandise, please count with the volunteer by variety, make sure you both agree on the quantities, then sign the receipt before you start loading their vehicle.

Projected Date, 2024
By August 16
August 19
August or Early September
September 4 or 5
September 10 - October 14
October 15-16
October 17
October 17
12:01 AM October 18
October 27
November 6
November 26
Mid-December

Payments

- Girls should collect payment when orders are placed.
- Troops should collect Fall Product funds at every Troop meeting & issue a receipt.
- TFPMs should make regular bank deposits of Fall Product funds.

Troop Fall Product withdrawals will take place around November 25, so all funds need to be deposited in Troop accounts by November 22.



Girl Scouts of Silver Sage

8948 W Barnes Street

Boise, ID 83709

Phone: 208.377.2011

Email: customercare@girlscouts-ssc.org

Action
Register as the SUFPM & sign contract
Fall Product Training on Zoom
Distribute Fall Product Materials to Troops
Designate a Delivery Location on Website
Girl-Delivered Orders: Online & On Paper
Troop Order Entry
Order Entry Locked for Troops (Can Still Run Reports & See Data)
SUFPM Can Edit Orders
Orders Locked for SUFPM. Council can edit before 10 AM.
Online Shipped Orders for Fall Product Ends
Product Delivered to SUFPM
Fall Product Troop ACH Withdrawal (or Deposit, depending on online orders)
Girl Rewards Delivered to SUFPM