

Close Out

PARENT BAD DEBT REPORTING

If a girl has not turned in money for items she has taken possession of and the troop leaders have made at least 3 attempts to collect, then it may be necessary to fill out an online Outstanding Debt Form. After an Outstanding Debt Form and accompanying documentation is turned over to Council, an attempt to collect by staff will be made. Finally, if staff fails to collect, the amount will be turned over to Collections.

We ask that Service Unit Fall Product Managers help troops through this process as needed.

REWARDS

Rewards will be mailed directly to your Service Unit Fall Product Manager in early December.

Service Unit Fall Product Managers will notify Troop Leaders when their rewards are ready to be picked up.



Girl Scouts of Silver Sage

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OWN YOUR magic

2023 Fall Product Program Service Unit Manual



girl scouts
of silver sage

Delivery

DELIVERY AND PICK-UP GUIDELINES

Delivery of product from Ashdon Farms will begin on November 8, 2023. Please coordinate with the Girl Entrepreneurship Manager prior to September 10, 2023, to confirm location of delivery.

TIPS FOR DELIVERY

1. ALWAYS COUNT ALL ITEMS BY VARIETY before signing a Delivery Ticket, and only sign it when everyone agrees on the count.
2. MAKE SURE THERE IS A SAFE PLACE TO STORE ITEMS until troop pick-up; more than likely the same day.
3. ASK FOR HELP because this can be a very physically demanding day.
4. BLOCK OUT ENOUGH TIME because delivery systems are not an exact science and more time may be needed.

TIPS FOR TROOP PICK-UP

1. SCHEDULE FOR TROOPS TO ARRIVE in 10 to 20 minute timeslots.
2. ALWAYS COUNT ALL ITEMS before loading, and only sign receipts when everyone agrees on the count.
3. KEEP ALL RECORDS AND RECEIPTS until the end of the season.



Troop Training

Each Service Unit is responsible for hosting a Troop Training after their Service Unit Training is complete in early September. An agenda and PowerPoint presentation will be available for all trainers to use.

TIPS FOR TRAINING

- Read everything! Familiarize yourself with all the materials and be knowledgeable about the program.
- Be enthusiastic, ask for help, and have fun during training. Your excitement, or lack thereof, can have a huge impact on your Service Unit's goals and troop morale through the Fall Product Program.
- Schedule the Troop Training in early September, and let troops know as soon as possible when and where training will take place.

Orders and Online

ONLINE GUIDELINES

The online logistics center used to both directly order nuts and candy from order cards and to tabulate all sales orders from online sales to compile the total for rewards and troop proceeds.

SET-UP due prior to start of sale - by September 7

- Make sure to update the following in the online system:
 - Verify Service Unit Fall Product Manager information.
 - Add delivery location information. (Inventory will be much lower than during the Cookie Program, and most residences are appropriate for delivery.)
 - Finally, add any additional users at the Service Unit Team and be an Approved Volunteer.
- Make sure that all the troops in your Service Unit that are participating have been added into the Online system.

GIRL ORDERS due October 19 for Service Unit Users

Troops will add their girl orders into the Online system on or before October 18, 2023. Service Units can still add or make changes for troops through October 19, 2023, if troops have not submitted their order.

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Getting Started

Welcome and thank you for volunteering to be the Service Unit Fall Product Manager (SUFPM). Please note that to be the SUFPM you must be an Approved Volunteer with Girl Scouts of Silver Sage, complete a Service Unit Fall Product Manager Contract, and have participated for at least one year in a Girl Scout Program.

This manual will help guide you through the Fall Product Program along with other valuable resources and tools, such as:

- Customer Care Team: customercare@girlscouts-ssc.org
- support.gsnutsandmags.com or 1-800-372-8520



Dates to Remember

| Date | Fall Product Program Calendar |
|--------------------------|--|
| August, 2023 | Register as the Service Unit Fall Product Manager |
| By September 7, 2023 | Designate a Delivery Location |
| Early September, 2023 | Fall Product Trainings and Materials Distribution |
| Sept. 12 - Oct. 16, 2023 | Fall Product Program (Order Cards and Online) |
| October 18, 2023 | Troop Orders Due |
| October 19, 2023 | Service Unit Orders Due |
| November 8, 2023 | Product Delivery Begins |
| November 16, 2023 | Final Troop Deposits into Troop Accounts |
| Late November, 2023 | Automatic payment transfers from Troop Bank Accounts |
| Early December, 2023 | Rewards Distribution |

Service Unit Overview

The Service Unit Fall Product Manager (SUFPM) plays a crucial role in the Fall Product Program. Starting in mid-August, SUFPMs begin to coordinate the "when and where" of the product delivery drop-off and enter this information into the online logistics center.

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 Manuals, Service Unit Manuals, and Parent Flyers, SUFPMs will distribute these materials to troops in early September.

While Council provides Troop Training, we ask that each Service Unit also provide Troop Training and distribute all program materials.

SUFPMs provide guidance and enthusiasm to troops throughout the program and ensure that all troops submit their Girl Orders on time.

Finally, SUFPMs manage the product delivery process and coordinate troop product pick-up and the Girl Rewards distribution.

Product Lines



Troop Proceeds and Girl Rewards

Troop Proceeds

Magazine Subscriptions, Tervis Products and BARK Box
Nuts and Candy

\$3/item
\$1/item

Troop Sales Bonus

Troops that sell 45+ items PGA (average per girl participating) will receive an additional 15¢ per item.

Girl Rewards



*All girl rewards are cumulative at each level.
Designs, colors, and varieties may vary.*