

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.

FINAL BALANCING

Because the Fall Product Program has an online component, not all funds are collected by the girl. Some are taken online with a credit card. When balancing, please know that all online items have been paid directly to Council and will count towards your balance due. If for some reason Council owes a troop their proceeds at the end of the sale, an ACH deposit will be made or a reimbursement check will be sent to the troop.

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 Troop Manual



girl scouts 
of silver sage

Troop Fall Product Managers (TFPM) Responsibilities

- When girls turn in money to the TFPM, both parties should count the amount being turned in.
- After the amount is agreed upon, a provided receipt should be filled out and signed by the TFPM and parent and each party receives a copy.
- After money is collected from girls, the TFPM must:
 - Keep physical receipts in a safe place until all final reporting for the year is complete and all money issues are resolved.
 - Record amount turned in by each girl.
 - Total all money received using either a ten key adding machine or spreadsheet - like Excel - each check with its number should be listed separately and added to the total cash received.
 - Each check will need to be endorsed before depositing.
 - DO NOT HOLD ON TO MONEY. ALL FUNDS MUST BE DEPOSITED INTO THE TROOP BANK ACCOUNT! Make at least weekly deposits into your Troop Account.
 - Verify the amount being deposited with the teller. All inaccuracies will be the responsibility of the troop to manage.
 - Hold on to all deposit receipts and if possible, make copies of all materials (checks and deposit slip) before making deposits. Again, store until all final reporting for the year is complete and all money issues are solved.
 - FINAL DEPOSITS SHOULD BE MADE BY NOVEMBER 16, 2023, TO GIVE ENOUGH TIME FOR ALL CHECKS TO CLEAR IN THE TROOP ACCOUNT, WHICH WILL THEN BE TRANSFERRED IN LATE NOVEMBER IN THE AMOUNT DUE TO COUNCIL. TROOP PROCEEDS SHOULD EQUAL THE AMOUNT REMAINING IN THE ACCOUNT, MINUS ANY TROOP EXPENSES.
 - If for any reason you do not believe there will be sufficient funds to clear the transfer, contact the Council Product Team by e-mail before November 20, 2023, at customercare@girlscouts-ssc.org.

Banking

Troops participating in Fall Product Program must place their Troop Bank Account information in the online system. All deposits are made directly to your Troop Bank Account and an electronic withdrawal (called ACH) to the Council will be made at the end of November.

MONEY MANAGEMENT GUIDELINES

As with any product sale, there will be lots of money changing hands - from customer to girl; from girl to parents; from parents to troop leaders; from troop leaders to Troop Accounts - and we want to give troops the best tools and tips to manage the process from beginning to end.

Recording every transaction is the key to proper money management. The complete banking and documentation process is:

Girl Responsibilities

- When a customer pays for items purchased, the girl will indicate this by marking the "PAID" box on her Order Card.
- After ensuring the correct amount, the girl should put the cash or check into her provided Money Envelope and discuss with her parents the safest place to store money until she turns it into her Troop Fall Product Manager.
- Before turning money over, count the total to make sure all money matches the recorded amounts.



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Getting Started

Welcome and thank you for volunteering to be the Troop Fall Product Manager (TFPM) for your troop. Please note that to be the TFPM, you must be an Approved Volunteer with Girl Scouts of Silver Sage and sign a Troop Fall Product Manager Contract.

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

- Your Service Unit Fall Product Manager
- Customer Care Team: customercare@girlscouts-ssc.org
- Girl Scouts of Silver Sage Website: www.girlscouts-ssc.org

Dates to Remember

Date	Fall Product Program Calendar
Early September, 2023	Fall Product Trainings and Materials Distribution
Sept. 12 - Oct. 15, 2023	Fall Product Program
October 18, 2023	Troop and Girl Orders Due
October 19, 2023	Service Unit Orders Due
October 25, 2023	Online Selling End Date
November 9-15, 2023	Product Pickup & Delivery to Customers
November 16, 2023	Final Troop Deposits into Troop Accounts
November 20, 2023	Date to let us know for ACH issues
Late November, 2023	Automatic payment transfers from Troop Accounts

Overview of the Fall Product Program

Troop Fall Product Managers will receive program materials from their Service Unit Fall Product Manager (SUFPM). Troops will hold a Family Meeting to distribute material and teach girls and their caregivers about the Fall Product Program in early September. Each girl/parent must sign a permission slip to be kept on file by the troop to participate.

Each Girl Scout will receive a nuts & candy Order Card. Orders can be taken on the Order Card between September 12 and October 15, 2023. Girls will have an individual online sales link for nuts & candy and online-only product (magazine subscriptions, Bark Box, and Tervis items). Online orders for shipped items can continue through October 25, 2023. Girls should collect money as items are ordered and submit money to the troop regularly.

Once Order Card orders are submitted, the Troop Fall Product Manager will enter them into the online logistics center website. Orders will be submitted to the nuts & candy vendor, Ashdon Farms, and delivered within a few weeks to the SUFPMs to be picked up by the troops.

Next, Girl Scouts will deliver nuts & candy products to their customers. Troops will deposit any additional money collected during the delivery period. Finally, all girl patches and rewards should be received & distributed in December.

Donation Program - Project Thank You

Some customers just won't want to buy anything for themselves but would still like to contribute to Girl Scouts. Project Thank You which supports our hometown heroes including local Wildland and Municipal Firefighters, Police Officers, and other brave men and women of service.

To participate, customers donate \$7, which will provide our hometown heroes with a delicious can of nuts. No product selection is necessary; Girl Scouts of Silver Sage has already chosen the product varieties to be donated.

At the end of the sale all items marked as Donated will be shipped to Council and distributed to local agencies within our Council service area.

Delivery

DELIVERY AND PICK-UP GUIDELINES

Once orders for nut and candy items have been submitted to Ashdon Farms, it takes approximately 10-15 days until the items are delivered to the Service Unit where troops can pick them up. Service Unit Fall Product Managers will help coordinate the when, where, and how to pick up the troop orders for each area.

TIPS FOR DELIVERY

1. ALWAYS COUNT ALL ITEMS BY VARIETY before loading and only sign receipts when everyone agrees on the count.
2. KEEP YOUR VEHICLE CLEAN AND CLEAR OF UNNECESSARY CLUTTER.
3. ONLY BRING PEOPLE THAT ARE HELPING TO LOAD. Vehicle space and time is limited.
4. BE ON TIME. Being too early or too late can cause delays; be ready to pick up all items at the designated time.
5. HAVE A PLAN READY TO GET GIRLS THEIR ITEMS QUICKLY! The faster girls get their products, the faster they are out of your possession and in the hands of the customer. Make sure parents count all their girls' items and sign a receipt before taking possession.

Troop Proceeds and Girl Rewards

Troop Proceeds

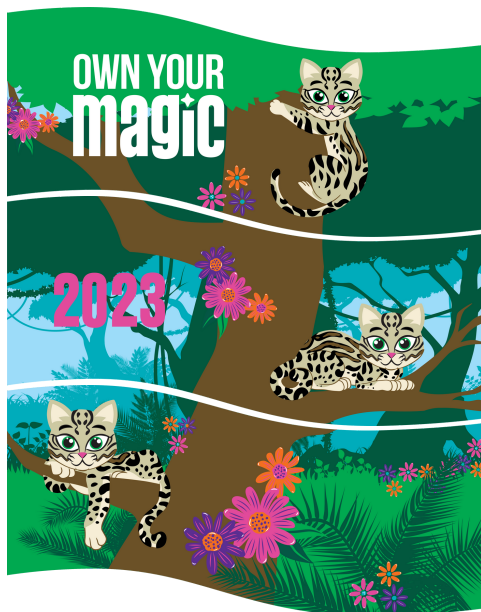
Magazine Subscriptions, Tervis Products, and BARK Box
Nuts and Candy

\$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.*

Online Sales at GSnutsandmags

ONLINE ORDER GUIDELINES

(online sales run September 12th to October 25th)

Please invite parents in your troop to register their own girls at www.gsnutsandmags.com/gsssc. Ensure that they use the girl's registered name with correct spelling along with the troop number so that credit can be given to both the troop and girl.

Once a girl has registered, she will then be able to access her individual site and customize her email messages, set goals, craft a welcome page, create a custom patch, and track her sales! Each girl will be given a unique URL to help customers know exactly which girl and/or troop they are supporting.

TIPS FOR MAKING THE MOST OF ONLINE SALES

- One of the best ways to invite customers is through a customized e-mail from the online system!
- Girls who send 18 or more e-mails through the site earn the "Own Your Magic" Patch.
- Girls who sell \$375+ in products and send 18+ e-mails will earn the customized M2 Avatar Patch, created by her, for her!
- Encourage girls to e-mail friends and family as early in the sale as possible.
- E-mails sent will link to the girl's online store, where even more delicious nut and candy items are available – as well as Magazine Subscriptions, BarkBox, and Tervis products – all shipped directly to customers.
- Use social media to help spread the word. (Remember that all online activities need to follow the Internet Pledge Guidelines and an adult must assist and monitor Internet use for girls younger than 13.)



Nuts & Candy Order Cards

During the in-person sales period - September 12 to October 16, 2023 - girls will use their Order Cards to record customer purchases.

- In order to create equal sales opportunity for the girls, we ask that no sales on Order Cards be made prior to September 12, 2023. There is no specific start time that day.
- Girls record customer information and orders on their Order Card throughout the selling period and direct people through e-mail how to order from their online store.
- Girls should collect money at the time they take the order. This allows girls to drop off product without requiring a customer to be home. If a customer does not feel comfortable paying upfront, the girl can take the order and collect on delivery. NEVER give product until payment has been made.
- At the end of the Order Card period, October 16, 2023, girls should add up their totals by variety and overall totals of items sold and turn their Order Card, along with all money collected, in to their Troop Fall Product Manager (TFPM). Parents can also enter their daughter's sales into the online portal by October 16, 2023.

ONLINE PLATFORM GUIDELINES Order due October 18 for Troops

Both the Online and Order Card sales are hosted at www.gsnutsandmags.com/gsssc. This is the online logistics center used to place orders from nuts and candy Order Cards, run your online sales, and calculate all girl rewards and troop rewards.

- First, make sure that all girls selling have been added to the system.
- Once the TFPM collects the girl Order Cards, they will input all the totals by variety into the website. The TFPM should keep Order Cards in a safe place and return to each girl when product is distributed.
- Online Magazine and Nut and Candy orders will be automatically entered into the system. Please review the orders to make sure each girl's online sales are showing correctly to ensure your troop receives credit for all online sales.
- Simply add the numbers into the proper column for each girl in the system, paying careful attention to the 16 different varieties of nuts and candy offered on the Order Card.
- After all orders have been placed, the TFPM will submit their Order and Rewards, which are automatically tallied. Troop orders are due October 18, 2023. Please note that once an order is submitted, troops cannot change their order.

Product Lines



M2 Media



NEW BARK Box \$19.99

**online only*

Each box comes with a custom Pose & Play Beret dog toy created by BARK and GSUSA as well as one canister of Berry Trios™ BARK + Girl Scouts dog treats, which are one-of-a-kind. Both items come packaged in a custom Girl Scouts Mini BarkBox with a Girl Scouts liner.

ASHDON FARMS™

