

2018 FALL PRODUCT PROGRAM SERVICE UNIT PRODUCT CHAIR CHECKLIST

PROGRAM DATES: SEPTEMBER- OCTOBER 19

This checklist contains important details just for Service Unit Product Chairs (SUPC). Be sure to review the full *2018 Fall Product Program Kit for Volunteers* for full program information.

RESOURCES

The Bridge: gsgjbridge.com/fallprogram

UNIFY: girlscouts.qspgao.com/greateriowa

Girl Scouts of Greater Iowa: 800-342-8389 | info@gsiowa.org

SUPC RESPONSIBILITIES

- On the Bridge, fill out the *Service Unit Product Chair Agreement Form*.
- We'll sign you up for our **Shout Out! Weekly Newsletter** and get you set up in UNIFY, the online Fall Program system.
- Attend training specifically for the SUPC role or watch a recording.
- Support troops by being a mentor during the program. You can help answer questions and find resources they may need.
- Support Juliettes (girls participating individually) as local point of contact.
 - ▶ Many Juliette families will opt to enter orders and rewards online themselves; however, if they need extra support, it is your role to facilitate order collection at the end of the program, enter information into UNIFY and get product to them during delivery. See the *2018 Fall Product Program Kit for Juliettes* on the Bridge for more details. For those Juliettes requesting assistance managing the program, we will notify you of these directly.
 - ▶ You will find your Juliettes in UNIFY with troop numbers that start with 99.
- **Secure a delivery station for product to be delivered and picked up.**
- Collect *Magazine Order Forms* at the end of the program and mail them into the QSP/GAO Company.
- Oversee delivery of product and rewards **in November**.
 - ▶ When product and rewards arrive, you'll need to sort and contact each troop/Juliette to arrange pickups. It's important to keep a receipt for each volunteer and parent/guardian who picks up from you.

IMPORTANT DATES AND CHECKLIST

AUGUST: GET READY!

- **August 15:** SUPC training live or view a recording after this date. Register on the Bridge!
- **August 20:** UNIFY Logins emailed to all registered Troop Product Managers (TPMs) and SUPCs. **Touch base with your troops/Juliettes to ensure they received their logins.**
- Reinforce troops/Juliettes need to submit their online agreements and to attend training. Links and dates available on the Bridge.

SEPTEMBER: THE PROGRAM STARTS

New! All girl sales can begin as soon as they receive their materials.

- **September 4-7:** Materials arrive to service units and troops. If you opted to have materials sent to you:
 - ▶ Create troop packets.* (*Juliette packets are mailed directly to them when their agreement is submitted online.*)
 - ▶ Schedule a meeting with troops/Juliettes in your area to talk about the Fall Program, its benefits and how to participate.
- **September 10:** UNIFY Logins emailed to all registered girls. **Online Sales Begin!**

OCTOBER: END OF PROGRAM AND ORDERS DUE

- **By October 12:** Enter in delivery location for nuts/chocolates.
- **October 19: Girl Order-Taking Ends.**
- **October 23:** Troops/Juliettes enter orders into UNIFY.
- **By October 28:** Troops/Juliettes turn in white and yellow copies of the *Magazine Order Forms* to you.

NOVEMBER: DELIVERY!

- **November 2:** *Magazine Order Forms* should be mailed into the fulfillment company, QSP/GAO, using the pre-labeled envelope included in your materials by this date. Delays in returning the forms will cause further delay in magazine getting to the customer.
- **November 9-13:** Nut/Chocolates delivered to you. Divide out by each troop/Juliette. See page 2 for more details.
- **End of November/Beginning of December:** Rewards arrive to you, to deliver to troops/Juliettes as soon as possible.

*See reverse for troop packet information.

WRAPPING UP THE PROGRAM

NUT/CHOCOLATE DELIVERY:

Orders are often reasonably sized and can be delivered to your home, however larger service units may need an offsite location to accept and sort the product for their troops/Juliettes. Delivery locations for the nut/chocolate delivery must be entered in UNIFY **by October 12.**

Materials needed for delivery day:

- *S1 Service Unit Nut/Candy and Mags* report: This will give you the total amount that you should be receiving off the truck.
- *T2 Troop Order - Nuts, Candy, Mags & More* report: Two copies of each that will be used as receipts. You keep one, and they keep one. (*They are asked to bring a copy with them, however it's best for you to have two copies ready to be safe.*)
- Pens, highlighters and clipboards if available. These will make signing orders and noting damages quick and easy.

Be sure to arrive early to your location, around 20 minutes before the scheduled delivery time.

1. Use the delivery ticket provided by the delivery agent to count product. Count each item before signing the ticket. Cross reference with the UNIFY *S1 Service Unit Nut/Candy and Mags* report.
2. At the time of delivery, check each case for any obvious damage, and report to the delivery agent. If a case is damaged on the outside, open and check each item to confirm if items are still in sellable condition.

If you notice missing or damaged items after the delivery agent has left, report them to Girl Scouts of Greater Iowa the next business day to ensure replacement and/or credit.

3. Separate orders by troop/Juliette using the *T2 Troop Order - Nuts, Candy, Mags & More* report. Do not allow troops/Juliettes to take product until all items have been sorted.
4. Both of you should count the items TWICE before the receipt is signed.
5. Both of you should sign the receipt (*T2 Troop Order - Nuts, Candy, Mags & More* report) and each should keep a copy.

REWARD DELIVERY:

Rewards will ship directly to you at the end of November or beginning of December. The process for handing out rewards is very similar to the nuts/chocolate delivery and pick up.

1. Use the packing slip provided with the shipment to count the items and verify you received everything. Report any missing or damaged items by calling the 800 number indicated on the packing slip.
2. Use the *T2 Troop Order - Rewards* from UNIFY to separate the reward orders for each troop/Juliette. Sort all orders before you allow anyone to pick up.
3. Both of you should count the items TWICE before the receipt is signed.

TROOP PACKETS

Items in *italics* are available on the Bridge to print additional copies on-demand.

In each large white envelope:

- One per troop:
 - ▶ *2018 Fall Product Program Kit for Volunteers*
 - ▶ *Reward Poster*
 - ▶ *Troop Goal Poster*
 - ▶ 2018 Fall Product Program T-Shirt
- One per girl in troop:
 - ▶ *2018 Fall Product Program Family Welcome Letter*
 - ▶ *Product Program Permission Form*
 - ▶ Girl Packet
 - ▶ Money Envelope
 - ▶ *Fall Product Program Promise Card*
 - ▶ Dog Tag

