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Thank you for volunteering to serve as a Troop Fall Product Sales Chair. Your efforts are extremely important to the success of the Fall Product Program.

This manual is designed to provide assistance for your troop's Fall Product Program. Our Council offers this program to increase program opportunities for girls. Revenues generated create start-up funds for troops, services for girls and develop quality training for adults.

This year's Trophy Nut Company theme is "Together We Can, make the world a better place."

This year's QSP magazine theme is "Unlock the Mystery."

Training Dates for Troop Leader/Troop Product Sale Managers is the month of September in your local service unit.

Top 10 Benefits of the Fall Product Sale

1. Practice Goal Setting.
2. Experience girl planning and decision making.
3. Improve communication skills.
4. Increase self-confidence.
5. Learn to overcome shyness.
6. Manage money.
7. Become organized.
8. Earn start up money for your troop – great for events and outings, insignia.
9. Always say "Thank you." Even if you don't receive an order.
10. HAVE FUN

Tips for Successful Selling

- Hold a parent's meeting
- Set a troop goal.
- Have each girl set a personal goal.
- Dress in uniform or wear a Girl Scout pin.
- Be pleasant and courteous.
- Know the products.
- Know what the troop profits will be used for.
- Deliver the products as soon as possible to the customer
- Always say "Thank you." Even if you don't receive an order

This year's product line includes a few new items

NEW Chocolate Mint Teasers, 10 oz can. – \$7.00

NEW Hot Cocoa Mix, 16 oz container, \$6.00

NEW Chocolate Covered Pretzels in Snowman Tin, 6.5 oz. - \$7.00

NEW Cranberry Trail Mix, 7 oz can - \$6.00

NEW Chocolate Covered Raisins, 11 oz. can - \$5.00

Mint Trefoils in Girl Scout Tin, 6 oz. - \$8.00

Whole Cashews, 8 oz. can - \$6.00

Deluxe Mixed Nuts, 8 oz. can - \$6.00

Double Dipped Peanuts, 10 oz. can - \$5.00

Honey Roasted Peanuts, 9 oz can - \$5.00

Peanut Butter Cups, 5.1 oz. box - \$5.00

Dulce de Leche, 5.1 oz. box - \$5.00

Spicy Cajun Mix, 7 oz. can - \$5.00

Peanut Squares, 9 oz. can - \$5.00

General Information About the Fall Product Program

Training Dates for Troop Leader/Troop Product Sale Managers is the month of September in your local service unit.

Training to Do

Attend training provided by your local volunteer Fall Product Sale Manager.

This training is KEY to the success of your program!

Sign the Troop Manager's agreement.

Receive materials and instruction.

What Will Your Troop Need?

- A GSUSA **registered** adult to manage the Fall Product Program for your troop.
- All girls participating must be currently **registered** members of Girl Scouts of the USA in grades K-12.

Each girl participating will need:

- Permission Slip must be signed by a parent/guardian before the Girl Scout begins to take orders. Please keep these permission slips until after the distribution of products and recognitions.
- Parent Fall Product Sale Information.
- Fall Product Order Card with recognitions on the back.
- Magazine catalog with magazine order forms and a Step 2 Address Booklet.
- Money Envelope

Troop Leader/Product Manager will need:

- Troop Manager Agreement signed and returned at training or to your Service Unit Product Manager.
- Fall Product Sales Troop Guide (This guide)
- Trophy Nut Leader Packet/QSP Leader Packet
- T-1 Form (Troop Fall Product Report) and Receipts
- Evaluation Form.

Troop Training Outline

The girls and parents in your troop need to be trained on how to participate in the Fall Product Sale Program. **Make it FUN! BE EXCITED!** Your positive attitude and enthusiasm will go far to help your troop meet its goal. The Fall Product Sale Program is a great way to help defray some of the troop's costs between start-up time and the Cookie Program.

1. Set a troop goal using the Goal Chart that is included on the order card. Involve the girls in the decision-making process. Help them figure out the number of items they will need to sell to reach their goals.
2. Talk with the girls about what you can do with the money you earn. Remind them that the sale not only helps your troop, but also the council's programs.
3. Review the safety rules.
4. Review the order card and carefully explain the order process and how to use the card.
5. Remind the girls not to take any orders before October 9 and emphasize the importance of deadlines.
6. Present the recognition items. Make it exciting!
7. Invite parents and give them your contact information and let them know they can always call you for help. A permission slip must be signed by a parent or guardian in order for each girl to participate. Collect and keep all signed permission slips.
8. Review the Parent Fall Product Sale Information from QSP.
9. Explain the on-line magazine ordering program.
10. Troops earn 15% of their total sale on nuts and chocolate, 20% on magazine subscriptions, and \$3.00 for every completed Step 2 booklet. **NEW THIS YEAR!** Cadette, Senior and Ambassador girls have the opportunity to choose 16% of their nut sales, 21 % of every subscription and \$3 for each completed address booklet rather than taking the recognitions.
11. Encourage everyone to visit the Fall Product Program page on the Girl Scouts of Greater Iowa website (www.girlscoutsiowa.org).

Magazines QSP/Reader's Digest

We have three easy ways to order magazines. Anyone can renew their subscriptions, buy new magazines, and give them as gifts. In addition to over 1,000 magazine selections, QSP offers books and music.

ONLINE – We are so excited about the online program this year! Girls and their parents/guardians go to our council website, www.girlscoutsiowa.org and click the magazine link. Girls go through a great online program that teaches them about the value of shopping online and how to shop online safely. Once they complete the online activity, they can enter an unlimited number of email addresses of friends and relatives who live anywhere in the U.S. (*Email addresses are used ONLY for this program and are deleted, guaranteed by QSP/Reader's Digest.*) When girls enter at least 12 email addresses they earn the GSI Patch. Emails are sent two times on behalf of our council. Recipients will have the ability to renew or order their magazines, as well as parents. When you order online you can pay by credit card and you will receive your magazines 6 to 8 weeks sooner! It's fast and easy. Parents simply **print out** the email report and submit it to you **before** the deadline date you have set for your troop. All online orders count towards their daughter(s) recognitions and troop profit, when they **print out** an order confirmation and **submit it** to you **before** the deadline date you have set for your troop. Printing the Report is very important!

ADDRESS BOOKLETS – This booklet is called the Step 2 or MagNet booklet. It helps us reach those we are not able to see personally and do not have an email. Encourage girls to complete an address booklet with their parent/guardian. Girls simply fill out the names and addresses of friends and relatives who live anywhere in the U.S. QSP/Reader's Digest sends a mailing to each address giving them the opportunity to renew or order magazines. One follow-up reminder mailing is also sent. (*Names will NOT become part of a mailing list, guaranteed by QSP/Reader's Digest*). The girl completes all 10 cards in the booklet, only **one booklet per girl**. Remind them to write neatly and clearly. The booklet should not have the names of anyone who gave an actual magazine subscription OR any duplicate names OR addresses nor can they be in another booklet from the troop. Check each booklet for complete information (name & address of recipient, girl's name and troop number). Girls earn an Investigate Patch and Girls Rule Bandz Bracelet, for completing 10 names and addresses, and her troop earns \$3.00 per completed booklet.

The Address Adventure Patch Program

While girls are working on their Step 2 Address Booklets, this is an excellent time to conduct the Address Adventure Program. Using the Address Adventure map girls can find the state for each address listed in their Step 2 Address Booklet to see how many mystery spots they can locate in or near that state. There are also additional learning activities that can be done throughout the year. Address Adventure Patches are available from all Council Shops located in the Leadership Centers.

MAGAZINE ORDER CATALOG – This catalog is the magazine, music and book order OR renewal portion. Girls **DO NOT** collect any money. Customers will be sent a bill from QSP/Reader's Digest. Names and addresses for renewals must match exactly with the current order label. If the renewal label does not match the current label it will be processed as a new subscription, which may result in interruptions or possible duplicate orders of the magazine. **Check each order form for girl's name, troop number, customer's complete name & address, zip, magazine title and code number.** Secure and fill in any missing information, especially out-of-state zip codes. If you have any questions about your subscriptions, please call the Be A Reader Service Desk, 1-800-678-2673. This number is also on the customer receipt (pink copy) of the Catalog order form. Be sure you give customers the pink receipt so they can verify the orders.

Nuts and Chocolate Trophy Nut Company

Using the order card provided, girls can ask family, friends and neighbors for nuts and chocolate orders. Our nut and chocolate selection is a combination of 14 different products including a **Girl Scout Collectible Tin filled with Mint Trefoils and a Snowman Tin filled with Chocolate covered Pretzels**. Your customers will enjoy the fine selection of products and they also make great Holiday gifts or stocking stuffers! All 14 varieties are shown in full color noting the ounces and cost per item. On the order card is a goal setting chart, the safety rules, the dates of the sale, and the recognitions. **Money is collected at the time of delivery for nuts and chocolates.** Check each girl's order card for accuracy. Enter each girl's order into the ordering system by October 28. Do not round up to full cases! Nut/chocolate items will be ordered to the exact number entered into the online ordering system. There will be no cupboards or additional ordering of nuts and chocolates.

To access the online ordering system, log onto: www.trophynutorders.com

Click on the on the 2009-2010 Order System

Enter the User ID and the Password that was provided by the council or service unit and press enter.

The Trophy Nut Order System Welcome Screen will appear.

Use the ordering guide instructions from training. This system is very easy to follow.

At the end of the Fall Product program

Monday, October 26

Collect the following items from the girls in your troop:

All magazine orders (yellow and white copies)

Completed Step 2 Address Booklets

When girls and parents/guardians turn in order forms and Step 2 Address Booklets make sure the girl's name and troop number is written on each magazine order form. Be sure the complete subscription mailing address and recipient's name are included. Review Step 2 address booklets for accuracy and legibility. **One booklet per girl.** Simply remove postcards that are questionable. We do not want to spend postage on addresses that may not be deliverable. **One postcard per address.** Be sure the girl's name, Girl Scouts of Greater Iowa and troop # are filled out on the FRONT of the booklet **and** on each postcard. **NOTE:** Please submit all booklets, even if they have fewer than 10 postcards filled out.

Copies (2) of print out confirmation for all online orders (needed in order for girl and troop to receive troop profit)

Copies (2) of print out of e-mail report (needed for Solve it Together Patch)

Nut/Chocolate Order Cards

Be sure and check all columns on the nut/chocolate order form for accuracy.

Product Delivery

On the day of delivery for your town, come dressed in clothes that can get dirty and be prepared to lift and sort. If you are sorting your troops' order, bring the girls' order cards and filled out receipts. This is a 2 part receipt (copy for your troop and the family). Have the parent/guardian count the product with you and sign the receipt. Encourage prompt delivery of nut/chocolate items to the customers and remind parents of the money due deadline. Any checks accepted must be made out to **Girl Scouts of Greater Iowa** or **GSGL**.

Money Collection/Banking Instructions

On the day the money is due to the troop, have receipts ready. Count the money together with the parent/guardian and have them sign the receipt. One copy remains with the troop and one copy is for the family. Any checks accepted by the troop **MUST** be made out to **Girl Scouts of Greater Iowa** or **GSGL**, **NOT TO THE TROOP**. Endorse each check "**For Deposit Only**." **SAVE OUT YOUR TROOP PROFIT!** Use the cash received to deposit your troop profit into your troop account. Calculate the number of Step2 Booklets @ \$3.00 each, every magazine subscription @ 20% (excluding the \$1.50 processing fee), and nuts/chocolate @ 15%. . **NEW THIS YEAR!** Cadette, Senior and Ambassador girls have the opportunity to choose 16% of their nut sales, 21 % of every subscription and \$3 for each completed address booklet rather than taking the recognitions. Deposit all funds (minus your troop profit) into the Council Fall Product Account in a bank that is convenient for your schedule and travel patterns. The council has over 30 bank accounts in various communities. Please refer to the list distributed at training, or contact your Service Unit Product Sale Manager. Use a deposit slip provided from the bank. Write your troop number and service unit on the deposit slip. Make sure the bank validates all copies of your deposit slip. Attach one validated deposit slip with your T-1 and submit to your Service Unit Product Manager by December 4.

BANK STAMPED DEPOSIT SLIPS are your ONLY PROOF that payment has been made!

Questions and Answers

Q. Why are we having a Fall Product Sale Program?

A. This is a great opportunity to begin the year with great programming and the ability to raise start-up funds for their troops. The Fall Product Sale is a perfect way to help defray some of the troop cost between start-up time and the cookie program.

Q. What items are being offered for the Fall Product Sale?

A. We have a large selection of magazines, books and CD's offered through QSP/Reader's Digest. In addition we have 14 nut and chocolate products from Trophy Nut Company that range in price from \$5.00 to \$8.00. All offerings make great stocking stuffers and good holiday gifts!

Q. How many nut/chocolate items are in a case?

A. There are 12 items in every case, however we want troops to order right to the exact can.

Q. Why should I order magazines through Girl Scouts of Greater Iowa?

A. It's so easy to order new magazines or renew existing magazines. Your order will help our Girl Scouts of Greater Iowa provide programs, adult training and support for our camps. In addition, your troop earns 20% on every subscription and \$3.00 for every completed Step 2 booklet.

Q. Can I renew before my subscription is due to expire?

A. Renewals ordered ahead of time will be added on to your existing subscription. To avoid receiving double subscriptions, take the address label to the order form or fill out the order form with name and address exactly as it appears on your current subscription.

Q. Can I order or renew magazines not listed in the catalogue?

A. No. Only the magazines listed in the catalog may be purchased or renewed through QSP/Reader's Digest.

Q. Can I order magazines for a business?

A. Yes, however the subscription must be sent to a *specific person*. Subscriptions sent to a business name, library or media center **cannot** be processed.

Q. When will customers receive their subscription?

A. New magazine subscriptions begin approximately 12-14 weeks after orders are submitted to QSP/Reader's Digest. Renewals begin when the old subscription expires.

Q. Does the customer pay for the magazines when the troop member takes the order?

A. No. QSP bills the customer.

Q. Does the customer need a receipt?

A. Yes! Customers should keep the **pink** copy of their subscription order form. Not only does it have the phone number for QSP/Reader's Digest Customer Service, it is also the customer's official record of the order. Girls rarely need to write a receipt for nuts/chocolate, but might carry one receipt or two when delivering product.

Q. What is a "Step 2" Address Booklet?

A. A Step 2 Address booklet is a way for girls to contact friends and family they may not be able to see face-to-face during the sale. This booklet is also referred to as the address or MagNet booklet. Girls simply fill out the booklets with legitimate names and addresses and QSP will send magazine and subscription information to each person listed in their booklet. Approximately three weeks after the first mailing a reminder will be sent by QSP. *QSP/Reader's Digest guarantees that no names or addresses will be shared or used for other solicitation purposes.*

Q. Are checks acceptable payment for nuts and chocolate?

A. Yes, all checks should be made payable to Girl Scouts of Greater Iowa. Please deposit these checks into a council product sales account, not your troop account.

Q. Who do I call if I have questions?

A. For questions about forms and deadlines contact your Service Unit Fall Product Manager. For subscription related questions, contact QSP/Reader's Digest Customer Service directly at 1800-678-2673. They are more than willing to assist with any subscription concerns that may arise. For questions about the Fall Product Sale that may not have been addressed, contact your Regional office or the Product Sales Director, at 1-800-342-8389.

2009 Fall Product Program Calendar

Before October 9

- Hold a Troop Meeting and get the girls and their parents excited for the Fall Product Program!
- Distribute Sale Materials, order forms, and explain safety rules, sales procedures and information to troop members and their parents/guardians.
- **EMPHASIZE THAT ORDER TAKING BEGINS OCTOBER 9 AFTER SCHOOL, not before.** Be sure you stress the importance of getting their order forms and magazine materials back to you ON TIME.
- Go to the Trophy Nut website and enter all your troop/contact information or list each girl's name on the Troop Order Form (T-1).

Friday, October 9 – Sunday, October 25

- Girls take Nut/Chocolate orders and gather magazine orders.
- Girls are not to collect money during order taking, only during delivery.

Monday, October 26

- Girls turn in Nut/Chocolate orders, QSP Magazine orders and completed Mag-Net Booklets to Troop Product Manager.

Monday, October 26 – Wednesday, October 28

- Troop Leader or Troop Product Manager compiles and enters troop members' orders into Trophy Nut website or on Troop Report Form (T1). If submitting online, print 3 copies of troop order. Submit 2 copies to your Service Unit Product Sales Manager on or before October 28 and keep one for yourself.
- **ORDER ONLY THE NUMBER OF CANS YOU NEED – DO NOT ROUND UP.** Be sure to retain all order cards until product delivery.

Wednesday, October 28

- T-1's including QSP Magazine orders and completed Mag-Net Booklets due to Service Unit Product Sale Manager.

Saturday, November 14 – Wednesday, November 18

- Product delivered to Service Unit Managers.
- Pick up your order and distribute to your troop.
- Be sure that all Parents/Guardians count the number of cans for their order and have them initial the T-1 or sign a receipt. **Don't skip this step.**
- Give money envelope and return girl order card at this time.

Saturday, November 14 – Monday, November 30

- Girl Scouts deliver products and collect money. Have each girl bring her money to you as it is collected. She should not take it to school. **COUNT THE MONEY WITH HER or her PARENT/GUARDIAN!**
- Fill out a receipt for the girl or parent/guardian of money turned in.
- If any girl is slow in turning in her money, contact her Parent/Guardian immediately.

Monday, November 30

- Deadline for money to be turned in by troop members.

Tuesday, December 1 – Thursday, December 4

- Add up all monies collected and verify with T-1.
- Remember to keep your troop profit of 20% for magazines (excluding the \$1.50 processing fee), 15% for nuts and chocolate and \$3.00 for each QSP Mag-net booklet returned. DO NOT include money girls have not yet given you. If your troop is Cadettes, Seniors or Ambassadors you have the opportunity to choose 16% of their nut sales, 21 % of every subscription and \$3 for each completed address booklet rather than taking the recognitions.
- Fill out an Outstanding Debt Form for each girl who did not turn in her money.
- Deposit your money due to the council in a council product sales account. Refer to the bank list or check with your Service Unit Product Sales Manager. Make sure you indicate your troop number and service unit on the deposit slip. This is VERY IMPORTANT!! Obtain a validated bank deposit slip.
- Enter the deposit information into the Trophy Nut website and print off a copy, or complete and submit the white copy of the T-1 along with the validated bank deposit slip to your Service Unit Product Manager.

Thursday, December 4

- Money due to the Council. The Fall Troop Product Program is completed.

If Your Troop has an Outstanding Debt:

- Be sure to turn in your final paperwork on time, even if you have not received all the money due.
- Subtract the outstanding amount from what is due to the Council.
- Calculate troop profit on what was collected and set aside.
- Complete an Outstanding Debt Form for each individual with an outstanding balance to the troop, even if they promise to pay!
- The collection process can be cancelled once the balance has been paid. Attach the signed Parent Permission Form and all money and/or product receipts to the Outstanding Debt Form. The Council Office will then call and send a letter to the individual owing money. If no response is received further action will be taken.