

**Girl Scouts of Eastern Oklahoma  
2017 TROOP FALL PRODUCT SALE MANAGER TIMELINE  
AND INSTRUCTIONS**



**TRAINING (Troop Fall Product Sale Manager)**

**September 1-15**

- \_\_\_ Receive training from Service Unit Fall Product Sale Coordinator.
- \_\_\_ Receive permission slips, forms and materials needed for sale.
- \_\_\_ Receive updated list of registered girls in troop from troop leader.
- \_\_\_ Make sure that your troop's ACH form, #312F, has been submitted to council.



**TRAINING GIRLS**

**September 5-28**

- \_\_\_ Give training to girls at troop meeting, reviewing all product and safety information.
- \_\_\_ Include the 5 Skills – goal setting, decision making, money management, people skills and business ethics – in training and program activities with girls. Set goals with girls.
- \_\_\_ Train girls on the online sales options for magazines, nuts and chocolates. Give each girl the M2 flyer and review all instructions, including how to make their online avatar (starting 9/29). Be sure to stress the importance of following all online safety rules.
- \_\_\_ Review the Share products program (see last page) and instruct girls on this option.
- \_\_\_ Complete your name and phone number on the order form inside panel.
- \_\_\_ For Cadettes/Seniors/Ambassadors - decide, as a troop, whether to take recognitions or the troop cash option of an additional 5% troop proceeds in lieu of recognitions. Regular troop proceeds are 20% of total sales. Select this option on the Nut-E troop edit page.
- \_\_\_ Hold parent meeting/troop kickoff. Go over due dates, goals, and review permission slip.
- \_\_\_ Collect the signed permission slips before the sale begins. If this is the first time for the troop or girl to sell, permission slips should be reviewed and signed at the troop meeting. This is always the best practice to avoid any misunderstanding. No order forms may be issued to a girl without the signed permission slip and current registration.

**ORDER TAKING & ONLINE SALES**

**September 29 – October 15**

- \_\_\_ Distribute order forms only to registered girls for whom you have signed permission slips. NO ORDER TAKING MAY BEGIN UNTIL SEPTEMBER 29. (A Girl Scout is honest and fair.) No money is collected at this time, unless only Share items are purchased.



**October 16-18 – ORDERS DUE TROOP**

- \_\_\_ Collect order forms from the girls. All online sales and promises will transfer automatically; do not enter any online nut promises or add them to the order card. (**Online sales continue**; nut promises are turned off at this point.) Instruct parents to print promise report. They will receive an email with instructions to access the report.
- \_\_\_ Enter your troop order from the order cards in the Nut-E system, including recognitions and choices, and view your online sales here. Your service unit coordinator will provide your Nut-E access. Be sure to complete all information requested.

**October 19 – ORDERS DUE IN NUT-E SYSTEM – DEADLINE!!**

- \_\_\_ Submit online and advise your Service Unit Fall Product Sale Coordinator as directed.
- \_\_\_ Arrange to meet in advance if assistance is necessary.

**November 1-3**

- \_\_\_ Meet with your Service Unit Fall Product Sale Coordinator to pick up products. Count carefully. You are responsible for the number of products you sign for.
- \_\_\_ Issue a detailed, clear receipt to each girl when she receives her products. Retain copies. You may use the Nut-E delivery tickets for distribution and receipting.

## DELIVERY

### November 4-12

- \_\_\_ Girls deliver products and collect money. Troop collects money and deposits into their troop account each week.
- \_\_\_ Checks should be made payable to "Girl Scouts of Eastern Oklahoma Troop \_\_\_\_."
- \_\_\_ Checks must contain a preprinted address and phone number.

## DEPOSITING & REPORTING

### November 4-16

- \_\_\_ Collect money from girls each week and issue receipt. Retain copies of all receipts.
- \_\_\_ Record each girl's payments online in the Nut-E system under Girl Payments.
- \_\_\_ Deposit into troop account each week. Do not enter council payments.
- \_\_\_ Be sure to include your troop number on all checks.
- \_\_\_ Two adults should verify the amount collected and the amount deposited each week.



### November 13-16 – TROOP FINAL PAYMENT DUE

- \_\_\_ Make sure all money is turned in, all products paid for, and all girls' accounts are correct.
- \_\_\_ There are several Nut-E reports to help with this. See Sales Summary for total due council.



## **BEGINNING NOVEMBER 20**

### **MONEY DUE COUNCIL WILL BE PROCESSED BY ACH (Automated Clearing House)**

- \_\_\_ Deposit money as it is received into your troop account.
- \_\_\_ The amount due council will be deducted by an ACH debit withdrawal of funds from your troop account at the end of the sale. The remaining money is the troop's portion (20% of total sales).
- \_\_\_ **Troops must ensure there are enough funds available to cover the automatic withdrawal, or advise council 48 hours before the withdrawal date of November 20.**
- \_\_\_ Customer checks that are returned due to nonsufficient funds will be handled by our check collection service, NorthStar Technologies, and your troop will be refunded upon collection of the check. Be sure your NorthStar form, #313F, is submitted to your bank.

### **November 27 – FINAL REPORTING DEADLINE for outstanding debts/late payments**

- \_\_\_ Balance your Nut-E Troop Report by verifying products sold and payments made by girls; print a copy for your records if desired. Let your SU Coordinator know if you have any outstanding issues. If parents owe you must meet with your Coordinator to turn in Outstanding Debt forms by this date. Retain all permission slips until all payments have cleared the bank.
- \_\_\_ Receive recognitions from SU FPS Coordinator when available and all money collected. Personalized patches will be mailed directly to girls.

## AFTER THE SALE

### **Attend a Troop Meeting**

- \_\_\_ Review with the girls the goal they set and the amount of troop proceeds earned.
- \_\_\_ Congratulate the girls for their success.
- \_\_\_ Distribute patches and recognitions to girls who earned them.
- \_\_\_ **Turn over all records and undeposited troop proceeds to troop leader or troop treasurer. Income must be reported on the Troop Financial Report (form #300F).**
- \_\_\_ Remember, the council policy on financial responsibility holds YOU accountable for the funds collected until they are deposited in your troop account or with the council, and the troop's proceeds given to the troop leader or treasurer.
- \_\_\_ Keep in touch with your SU FPS Coordinator concerning any money not yet collected.



### COUNCIL MONEY EARNING POLICY

Participation in council product sales is voluntary. These are important program activities designed to help girls develop valuable life skills. Girls should be motivated to participate in these sales by “what they get to do” rather than only by “what they get.” These sales are also an excellent way to earn money for your troop with the resources and support of the council. Council proceeds remain in the general operating fund to underwrite the costs of all Girl Scout programs and facilities. Troops must receive permission from the council for other money-earning activities.

To comply with Board policy, the Troop Product Sale Manager, leader, or assistant, must receive product sale training from the Service Unit Product Sale Coordinator each year.

### FINANCIAL RESPONSIBILITY

Girl Scout product sales activities are designed to be a positive learning experience for girls and adults, and to be in keeping with their responsibility toward the Girl Scout Law, including “to be honest and fair.”

As part of this responsibility, Girl Scout parents/guardians granting permission and volunteers handling funds are accountable for forwarding proceeds from the sale of products to the council and the troop. Girl Scouts of Eastern Oklahoma reserves the right to use available alternatives to insure proper collection of funds. Following contact by council representatives regarding overdue funds, the account will be turned over to a collection agency or the courts for action.

If a troop is unable to collect money from the sale of a portion of its products, the Troop Product Sale Manager should keep a record of all contact attempting a resolution, and contact the Service Unit Product Sale Coordinator. If further assistance becomes necessary, you must complete an Outstanding Debt Collection Form, #306F, and attach a signed permission slip and documentation of amount due.

In case of theft documented by a police report we would expect the loss to be covered by personal insurance. If so, additional time will be allowed to collect from the insurance company. If not covered by insurance and not documented, payment in full is expected; however, payment arrangements can be made. Contact your Service Unit Product Sale Coordinator for further information or assistance.



**Your Service Unit Fall Product Sale Coordinator is:**

Name: \_\_\_\_\_.

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

# Girl Scouts of Eastern Oklahoma 2017 FALL PRODUCT SALE

## SHARE PATCH PROGRAM



Each girl who takes orders for 5 or more Share products (special column on the order card) will automatically receive the Share patch. Customers who may not be interested in purchasing product for their own use can select a Share item to be donated. Share products will be donated directly to the Community Food Bank of Eastern Oklahoma; troops will not receive these products. These products also count toward all girl recognitions.

## NUT-E SYSTEM



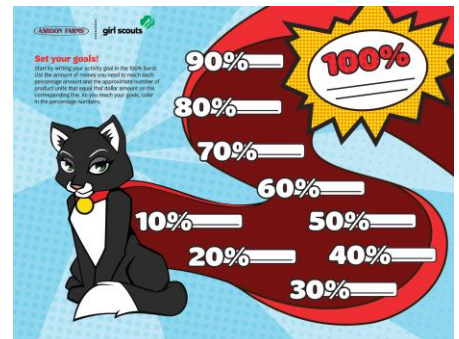
Nut-E is the Ashdon Farms online ordering system where you will manage your sale. Troops will be set up by your service unit coordinator, who will provide instructions to access the system. The web address is: [www.ashdonfarmsnute.com](http://www.ashdonfarmsnute.com).

### Highlights

- Easy dashboard navigation.
- Help icons and areas of explanation.
- Recap information on the home page to see sales information at a glance.
- Automatic recognition calculation.
- Simple transfer of product between troops.
- Easy access to reports.

### Resources

The Activity/Goal Poster is available as a download on the Nut-E website. Troops can use this poster for goal tracking and other fun activities! The other side contains safety and selling tips, an activity on the 5 skills, and a brief story about what a troop did with the funds they raised from their sale.



**It's Easy To Get Started!**

- Go to [www.guestandmag.com/guest](http://www.guestandmag.com/guest)** (or click on the link from the council website). Follow the prompts to participate in the online magazine and nut program. It is helpful to have your troop number before starting. My troop number is \_\_\_\_\_
- Create Your Personalized Storefront™** You will be creating "M2", an online store for you. You can also record a personalized message for your M2 to deliver to family and friends. As you move through the activity, it will earn virtual rewards and you will be creating a personalized storefront for your troop.
- Send Emails** When you send emails to family and friends, they will see your goal and hear your M2 deliver your special message. By clicking a link, they will be able to shop online while supporting you and Girl Scouts! Don't forget to share on social media with the help of parents / guardians.
- Unique Code** After sending emails, you will see a code that is unique for you. Please write it in the space provided on the back of this flyer. It is a great way to share the code with friends and family you use in person and it will allow them to shop in your personalized store.

**Earn Rewards For Your Participation**  
See all of the rewards and how you can earn them on your nut order card.

**FALL PERSONALIZED PATCH**  
To earn:  
• Order your M2 avatar  
• Send 15 emails  
• Get 100 orders in total fall sales

**REACH FOR 5 MORE PERSONALIZED PATCH**  
To earn:  
• Order your M2 avatar in The Fall  
• Send 15 emails in The Fall  
• Get 100 orders in total during the 2017-2018 program

**EARN THESE TWO SPECIAL PATCHES WITH YOUR NAME AND AVATAR ON THEM!**

## M2 MEDIA GROUP – ONLINE MAGAZINE AND NUT PROGRAM

See the flyer for instructions in setting up avatars and personalized storefronts. Create your avatar first so that you can help your girls. Be sure to send each girl home with this flyer.

Troop FPS managers will receive their avatar patch if the troop sells a minimum of \$500 in online sales.

