

GSI...Girl Scouts Investigate Unlock the Mystery



**Girl Scouts of Gateway Council, Inc.
2009 Fall Product Sale
Service Unit Fall Product Sale Activity Manager Guide**

GIRL SCOUTS OF GATEWAY COUNCIL

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Dates to Remember:

September 11 – Order taking begins

By October 5 – All troop information should be entered so troops can order. Any non-participating troops should be removed.

October 11 – Order taking ends

October 12 – 15 – Orders placed by troops on website or with Service Unit Fall Product Sale Activity Manager

October 16 – or earlier date you give your service unit - permission forms, completed Opt Out forms, if applicable, and the following **verified and signed** reports printed from Nut-E: Troop Order (T-2), Troop Order (T-2 Incentives). “Detailed Order Report” printed by girls participating in the online email activity.

October 21 – Troop paperwork due to Council.

November 16 –19 – Incentives and products arrive in Service Unit. Report any orders not picked up immediately to Director of Product Sales

December 7 – (or earlier date you give your service unit) - Validated deposit slips, unused deposit slips, Past Due Payment Form (if applicable and found at www.girlscouts-gateway.org under volunteers/fall product sale), and verified and signed Troop Order (T-2) report printed from Nut-E by the troop. All money is due to the Council at this time.

December 11 –Paper work due to Council

Girl Scouts of Gateway Council, Inc.

Service Unit Fall Product Sale Activity Manager Guide

What's New!

Daisy Girl Scouts participate in the Fall Sale Activity by selling to friends and family.

Pistachios (\$5)

Girl Scout "Reflections" tin (\$7) – filled with Malted Milk Balls

Chocolate Covered Toffee Bits no longer being offered

Online email and subscription ordering program – See instructions on Family letter. Girls participating receive patch for sending 12 emails and troop receives \$2 for each subscription placed and credited on the "**Detailed Order Report**" printed by the girl by October 15 and turned in by the troop to the Service Unit Fall Product Sale Activity Manager by Oct. 16 or earlier date you gave them. **If a troop turns in paperwork before this date and a girl lets the troop know about an order, the troop will need to call or email the Service Unit Fall Product Sale Activity Manager with this update so information can be updated. Troop will still need to send the report to you, the Service Unit Fall Product Sale Activity Manager ASAP.**

Required Check Information changed last year. All required information is listed on the order card and under the "Accepting Checks" heading later in this document. (The sex and race of the person writing the check is done by sight and recorded on the check).

Troop Per Girl Average of 30 items – girls participating in the fall sale activity and who's troop averages 30 items per girl receive the "Girls Rule" Bandz Bracelet and Goal Achiever Patch. Troop also receives one GSI Volunteer patch.

New reports – troops will now print 2 copies of the T-2 (Troop Order) and T-2 (Incentives) form to turn in with their initial paperwork once they have checked and signed them to verify the information is correct. They will turn in the T-2(Troop Order) at the end of the sale once it is verified and signed.

Troop proceeds - It is very important that troops be sure the number of girls selling is correct. They should delete any girls not participating either by selling items, sending emails, and/or turning in an address booklet before placing their order. It cannot be changed once the council order has been submitted! Troop proceeds are determined by the number of items ordered divided by the number of girls participating. Participating means any girl who sells an item, turns in a Step 2 booklet, and/or participates in the online activity. Nut-E will calculate this as well as the incentives earned with the exception of where a choice must be manually made.

Before Order Taking:

- Attend Service Unit Fall Product Sale Activity Manager Training and receive sale materials.
- In cooperation with your Service Unit team, arrange time to present Fall Product Sale mini training to leaders/troop fall product sale activity managers **before September 11, 2009**. Encourage all troops to participate
- Council will provide you a list of troops in your service unit who are registered for the 2009-2010 membership year. You may check with your service unit's registrar or membership specialist for updates and to check on status of troops if necessary. This is only a guide. It is recommended that you pack for this number of troops and assume there are 6 girls in a troop as you pack materials. Place additional girl materials on a table where troops can pick up more if they need them and return what they do not need. All forms are also available on the council website. We appreciate your understanding and cooperation as we try to cut back on paper "wastage" during the sale.

- Hold mini-training. Remember to give troops your contact information and the dates you want paperwork turned in to **YOU**. Please let all troops know about the Be A Reader and Address Adventure Programs.
- Enter troop information on Ashdon Farms Website (website manual is on line). Enter only when a signed Troop Fall Product Sale Activity Manager Agreement has been turned in to you.

Ashdon Farms Girl Scout Ordering System:

Before the Sale:

- Access the site at <http://gsorders.ashdonfarms.com> (Note that “www” is not part of the address.
- Enter your Login Name and Password. Your Login Name will be the name of your Service Unit and your Password will be “letmein”. If you are a co-manager, one of you will be designated as Service Unit plus the number 1. (Ex. Council1) Your membership specialist will be ms plus service unit. (Ex. Mscouncil)
- Be sure you are in the Fall 2009 campaign and click on “sign-in”. This will take you to the service unit tab. This page allows you access to your Service Unit Detail Page and all Service Unit level reports.
- To enter the Service Unit Detail Page, click on the pencil icon to the left of your Service Unit name.
- **Message Center** feature allows you to post a message to all your troops. You simply click the “Message Center” button, type the message and click “Post Message”. The message will appear on the Troop Tab, so when a troop logs in it will be listed on the first page they see and will remain there until it is edited or removed by you.
- To make changes you must click “Begin Edit”. Click on “Apply Edit” when finished updating. **If the Service Unit Manager address and the Delivery Station address are the same, check the “Use Manager’s Address” box next to Delivery Station. This must be a physical address; no post office boxes may be used.
- The Council Products Tab lists all QSP, nut/candy and incentive items in the order sequence requested by Council. Nutritional information is available at the top of the grid when you click “View Nutritional Info for All Council Products”. Individual items can be viewed by clicking the red asterisk next to each item.

Troop Information

- Set up each participating troop for your Service Unit as you receive their Troop Fall Product Sales Activity Manager agreement. (Troops that participated last year should only need to be updated and “activated”). Add troops by clicking on “Add New Troop” on the Troop Tab or Service Unit Detail page.
- To update or fill in information for a new troop, click on the pencil icon next to the troop number. This will take you to the “Troop Detail Page” Click “Begin Edit”. Complete all information available on their agreement.
- This is where an “opt out troop” must select “Without Incentives” from the drop box next to the proceeds plan to receive the additional \$.05. They will receive any earned patches with the exception of the Super Seller patch which is part of the cumulative incentive for selling 100 items and Goal Achiever Patch which is part of the Troop Average Incentive. Online subscriptions count as an item.
- There is a “Description” field that will show up on the T-2 report so you may use this for any special information you may want to sort troops by.
- Click “Apply Edit” to update and save information once you are done.
- After you have clicked on “Apply Edit”, go to the “System Users for This Troop” at the bottom of the page. Click “Add User” which takes you to the “Troop Detail Page”.

- Fill in the first name, last name, login name and password for the user. Logins must be unique to each system user throughout our entire system but passwords can be the same for all users as long as they are a minimum of 5 characters.
- Select the role for the user. Troop User only has access to their own troop information so this is what you will want for most troop product sales managers and/or leaders.
- Click “Apply Edit”. You may add additional troop users by going back to the drop down on the “Troop Detail Page” and repeating the process.
- Be sure that only troops that have turned in an agreement are active.

Nut/Candy Order

- Girls **begin taking orders on September 11, 2009.**
- Discuss nut/candy items for sale and cost. Pictures and prices are on the order card.
- Girls **DO NOT COLLECT MONEY** until they deliver the product. Emphasize check acceptance procedures. These appear on the permission form and order card. We no longer need the expiration date but now need the sex and race of the check writer. (This is done by sight and recorded on the check).
- **Last day to take orders is October 11, 2009.**
- Girls turn in order form, their “Detailed Order Report” after completing the online learning activity, and Step 2 booklets to troop. Be sure to specify date you want troop forms turned in to you.



(Based on troop per girl average – do not round)

1 – 25 items = \$.50 per item

26 – 50 items = \$.60 per item

51 – 75 items = \$.70 per item

76 or more items = \$.80 per item

Registered Cadette, Senior or Ambassador Troops may vote to “Opt Out” of incentives and receive an additional \$.05 per item. Girls who opt out will receive any earned patches with the exception of the Super Seller patch which is part of the cumulative incentive for selling 100 items or the Goal Achiever Patch which is part of the Troop Average incentive. A unanimous vote of all girls participating is required.

Dates and Deadlines

September 11 – Order taking begins

October 5 – All troop information entered in Nut-E. Any nonparticipating troops should be removed

October 11 – Order taking ends, Girls print “Detailed Order Report” for email online program

October 12 – 15 – Place orders on website

October 16 (or earlier date given) – All paperwork is due to Service Unit Fall Product Sale Activity Manager

October 21 – Troop paperwork due to Director of Product Sales from SUFPSAM

October 28 – Council order due

Week of November 16 – Incentives and products arrive in Service Unit

December 7 (or earlier date given) – All money and paperwork due to Service Unit Fall Product Sale Activity Manager

Placing Orders

- October 12-15** – Troops place orders on website at <http://gsorders.ashdonfarms.com>. Complete instructions are available on the Ashdon Farms website. If a troop is unable to access the website they will need to place their order with you, the Service Unit Fall Product Sale Activity Manager during this time unless otherwise instructed by you.
- Monitor orders. Please contact any troops not placing orders by October 14. Alert Director of Product Sales immediately if you have additional orders after October 15.

Ashdon Farms Girl Scout Ordering System

Entering Troop/Girl Orders

- **All orders must be entered at the girl level**
- Troops may begin entering girl names and orders at any time once they have received permission slips. However, the official dates are October 12 – 16. Please encourage them to get started early. It will take some time to enter girls for a large troop and waiting until the last minute can be very frustrating for everyone. **Troops will be locked out on Oct. 16.**
- Service Units will not be able to make changes after October 21. Any orders that need to be added after October 21 will have to be directed to the Council. Changes cannot be made after October 27.

Steps to Enter Girl Orders:

- Click on “Troop Orders” tab.
- Click “Edit” in the pink “Girl Order” column to get to the order entry page for girls.
- Enter “Girls Registered” in the troop total row. Do this by clicking “Edit”, enter numbers and click “Save”. Girls selling will calculate automatically after girl orders have been entered
- Click “Add New Girl Order” for each individual girl. (Any number of letters or numbers can be used for the Girl identifier. We suggest using first name and last initial).
- Enter all QSP and/or nut/candy totals and click the pink “Save” button on the left.
- If a girl has sent out 12 or more emails and you have received her “Detailed Order Report”, you will fill out “1” under the emails column. Do not enter the number sent. If less than 12 or none were sent then enter “0”.
- Incentive totals will automatically calculate based on each girl’s total order. If no choice is required (such as book or CD certificate), just click the pink “Add Product & Incentive Order” button. You may click the “Cancel Product & Incentive Order” to cancel the entire order and start over.
- After your selection has been made you must click “Save” on the left **before** clicking the “Add Product & Incentive Order” button.
- Edits or deletions to Girl orders will be allowed until October 15. You must contact your Service Unit Fall Product Sale Activity Manager to make any changes after that date. No changes can be made after October 21.
- Use the web site frequently to check your deposits and order information. If you see a problem please contact the Director of Product Sales or your Service Unit’s Fall Product Sale Activity Manager.

Checking Orders and Paperwork

- Troops turn in permission forms, completed Opt Out forms if applicable, and the following verified and signed reports printed from Nut-E: Troop Order (T-2), Troop Order (T-2 Incentives), “Detailed Order Report” (printed by girl) if applicable to Service Unit Fall Product Sale Activity Manager.

- Paperwork due to Council October 21, 2009.**
- Check all orders for accuracy.
- Check Step 2 Booklets. Each booklet must contain 10 completed postcards to earn a patch and troop proceeds. **Accept only booklets that are hand written in blue or black ink.**
 - Be sure names and addresses are valid and complete. Ten different addresses must be completed in full to **earn \$2 for the troop and a patch for the girl.** “In full” means complete street address, city, state, and zip code. If postcards are incomplete, send back for completion. Postcards that are duplicate addresses should be returned and do not count towards a completed booklet.
 - Do not allow more than one postcard to the same address. There are 11 postcards in each booklet. It is advisable to have all filled out in case of such errors so that credit will not be delayed. One card may be filled out with the girl’s address but accepted only one time for sisters.
 - Addresses will be used to send magazine subscription information to the individuals. Messages girls write must be positive. “Thank you or I miss you” are appropriate messages. “You don’t really have to order any” is not an acceptable message.
 - If a zip code is missing, you can log onto the US Postal Service at www.usps.com and click “Find a Zip Code”. We pay postage on these postcards so it is very important that addresses be accurate and complete. (Troops should have done this already!)
 - **Be sure girl’s name, Girl Scouts of Gateway Council (GSGC) and Troop # are filled out on the front of booklet and on each postcard.**

QSP online Program – below are the directions given in the family letter. You will not be able to access this information for someone – they must do it themselves.

Girls may begin sending emails after her troop receives girl’s signed permission form.

- Online, go to the Council web site – www.girlscouts-gateway.org .
- Look for the QSP online Program box and click on this to register, complete the appropriate age level interactive learning activity and invite friends and family to order their subscriptions online.
- Check back throughout the sale to track your progress and enter additional e-mail addresses to be sure to meet your goal. Several reports such as the bounced e-mail report are available on the site to help you do this.
- Before turning in your order to your troop, please log in to the QSP online Program site and print the **“Detailed Order Report”** to give to your troop with your nut/candy order. If you do not sell any items, the “Detailed Order Report” must still be turned in to your troop by October 15 or sooner as requested by your troop in order to receive credit for e-mails sent. Please mark all reports clearly with Girl Scout’s full name and troop number.
- Troop will receive \$2 for every subscription order credited on the report.
- Each subscription order placed by October 15 counts as “item” towards girl’s incentives.
- Girls receiving credit for 10 or more subscriptions by October 15 will also receive the Mags Super Seller Patch.

You will need to check the Detailed Order Reports turned in by the troop to be sure the troop and girl are properly credited.

Orders Arrive:

- Schedule troops to pick up their orders.
- Print T-2 (Troop Order Report) for both orders and incentives for each troop or bring a copy of the reports they turned in with initial paperwork and let them initial them to indicate they picked

up their orders. If you are unable to print forms please notify Director of Product Sales immediately.

- Pack incentives for each troop prior to their pick up time.
- Count all cases and individual pieces before signing delivery form. Notify Council Director of Product Sales immediately of any discrepancies.
- Be sure troop's Fall Product Sales Activity Manager counts the troop order before signing the T-2 forms for both products and incentives.

Final Paperwork

- December 11** – All remaining troop paperwork is due to Council.

Troop's Fall Product Sale Financial Status Report. Validated deposit slips, unused deposit slips, Past Due Payment Form (if applicable and found at www.girlscouts-gateway.org under volunteers/ fall product sale), and verified and signed Troop Order (T-2) report printed from Nut-E due to Service Unit Fall Product Sale Manager.

- Copy of any validated deposit slips made to Council Product Sale Accounts
- Unused deposit slips
- verified and signed Troop Order (T-2) report printed from Nut-E due to Service Unit Fall Product Sale Activity Manager.
- Any Past Due Payment forms with signed receipts, recap of contacts made, and a copy of the letter from the troop informing the person of debt.

As the Fall Product Sales Activity Manager for your Service Unit, you should fill a Past Due Payment Form out for any troop that has not paid the council bill in full even though you will not have receipts etc. Procedures are in the Troop Guide. Forms are found at www.girlscouts-gateway.org under volunteers/ fall product sale).



**Thank you for supporting
Girl Scouts of Gateway Council's
2009 Fall Product Sale!**