

GSI

Girl Scouts Investigate

UNLOCK THE MYSTERY



Girl Scouts of Gateway Council, Inc.
2009 Fall Product Sale
Troop Instructions

GIRL SCOUTS OF GATEWAY COUNCIL

Gainesville Service Center

810 Northwest Eighth St.
Gainesville, FL 32601
352-376-3004
1-866-868-6307
352-373-1998 (FAX)

Jacksonville Service Center

1000 Shearer St.
Jacksonville, FL 32205
904-388-4653
1-800-347-2688
904-384-1542 (FAX)

Clay County Service Center

4375 Lazy Acres Rd.
Middleburg, FL 32068
904-291-0648
1-866-218-0995
904-291-2775 (FAX)

Patty Keitzer, Director of Product Sales

Work Phone 904-388-4653 ext. 1122 or 1-800-347-2688 ext. 1122
pkeitzer@girlscouts-gateway.org

My Service Unit Fall Product Sale Activity Manager is: _____

Contact Information: _____

Dates to Remember:

September 11– Order taking begins

October 11 – Order taking ends

October 15 - Last day to print “Detailed Order Report” to receive \$2 credit for online magazine orders and receive credit for 12 emails sent to receive “Solve It Together” patch.

October 12 – 15 – Place product and incentive orders on website

October _____ permission forms, completed Opt Out form 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, are due to Service Unit Fall Product Sale Activity Manager.

Week of November 16 - Incentives and products arrive in Service Units

December _____ 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.

December 7 – All money due to Council

Girl Scouts of Gateway Council, Inc.
Troop Leader/Troop Fall Product Sale Activity Manager Guide

Before Order Taking:

- Attend presentation given by your Service Unit Fall Product Sale Activity Manager and pick up sales material packet. Turn in signed Troop Fall Product Sale Activity Manager Agreement.
- Discuss and set troop goals with girls. Encourage girls to set personal goals. Check out the GSI mini site at www.AshdonFarmsGSI.com for a cool goal setting activity for girls.
- Invite parents to a meeting prior to September 11 to explain details of the Fall Sale Activity and how it will benefit your troop. Share troop goals.
- New this year & Reminders**

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. **If you turn in paperwork before this date and a girl lets you know about an order, please call or email your Service Unit Product Sale Activity Manager with this update so she can immediately update the information. You will still need to send her the report ASAP.**

Required Check Information has changed. 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 your observation).

- 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.
- Collect girl permission forms before giving girl sales materials.**
- Explain Step 2 Booklets.
 - Fill out Step 2 booklet completely. Ten different addresses must be completed in full to earn \$2 for the troop and a patch for the girl. "In full" means different and complete street address, city, state, and zip code. **Do not use address labels.** Credit will not be given to cards addressed to different people at the same address. Sisters may not use the same addresses. **Please use black or blue ink only!**
 - Addresses will be used to send magazine subscription information to the individuals. Messages girl writes must be positive. Don't forget to fill one card out for the family.
- Explain the on line ordering activity. Troop will receive \$2 for each subscription placed before October 15. (The "Detailed Order Report" must be turned in by October 15 for each girl participating in this activity to receive proper credit). Complete directions are on the Parent Letter.
- Explain ordering process
 - **Girls begin taking orders on September 11, 2009. Girls may send out emails at any time before or during the sale.** However, girls should send emails as soon as the

sale begins to give their email recipients a chance to order before Oct. 15. We will not be able to credit troops for orders placed after this date.

- Give each girl an order form.
- 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.**
- Last day to take orders is October 11, 2009.
- Girls turn in order form, Step 2 booklets, and “Detailed Order Report” for online orders to you. **Be sure to specify date you want forms turned in to you on or before October 16, 2009.**

- Explain the amount of sales needed to earn girl incentives. Girl incentives are cumulative.
- Explain that troop proceeds are based on the troop’s per girl average. This is 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.

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

1 – 25 items = \$.50 per item

51 – 75 items = \$.70 per item

26 – 50 items = \$.60 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.

- Stress Dates and Deadlines. You need to give girls/parents dates that will allow you to meet the deadlines set by your Service Unit Fall Product Sale Manager and Council.
- Opt Out – Girls in registered Cadette, Senior, or Ambassador Troops may vote to Opt Out. The Opt Out forms signed by each girl must be turned in to qualify. Vote must be a unanimous decision of all girls participating in the sale for that troop. 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 and the Goal Achiever Patch which is part of the Troop Average incentive. Online subscriptions count as an item.

Dates and Deadlines

September 11 – Order taking begins

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

October 12 – 15 – Place orders on website

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

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

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

After Order Taking:

Collecting Orders

- Check all orders for accuracy.

☐ Check Step 2 Booklets. Each booklet must contain 10 completed postcards to earn a patch and troop proceeds. Writing must be in blue or black ink only. Labels are not acceptable.

- Be sure names and addresses are valid and complete.
- **Sisters will not be credited for duplicate addresses.**
- Each family may fill out one address card in order to receive magazine information.
- **Do not allow more than one postcard to the same address.**
- 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.
- **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.**
- **Place order on website.** Website is open October 12-15 for troop orders. (Troop manual is available on the council website - www.girlscouts-gateway.org).

Getting Started:

- Access site at: <http://gsorders.ashdonfarms.com>. Make sure you are in the 2009 Fall campaign, then click on "sign-in"
- Your user name is your Service Unit + troop number. A service unit may abbreviate the service unit name if they so choose. Please check with your Service Unit's Fall Product Sale Activity Manager.
- Your temporary password is "letmein".
- The system will take you to the Troop tab.
- It is **not** necessary to login to NUT-E to view the "GSI" Mini Site which contains girl activities, goal achiever certificate and Theme Logo.
- Click on the pencil icon to the left of your troop number.
- **Update your information and change your password the first time you access the site.** If you need to make any changes, click on "Begin Edit". After you have updated the information, click on "Apply Edit".
(You will not have access if you have not been approved by your Service Unit Fall Product Sales Activity Manager. Please contact them immediately). If you are unable to access the website you will need to place your order with your Service Unit Fall Product Sale Activity Manager during this time unless otherwise instructed by her/him.
Please do not enter your work number if you do not want to be called there.
- If troop has voted unanimously to "**opt out**", click on "without incentives" from the drop box to the right of "Proceeds Plan". **Please do this PRIOR to entering orders.**

Entering 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**). We do not recommend entering all girl names until you are sure they are participating.
- Enter all QSP and/or nut/candy totals and click the pink "Save" button on the left.
- 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. You will receive a confirmation message that your girl order has been accepted into the NUT-E system with each girl order entered.
 - 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 27.

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.

- Check your order carefully. Print the T-2 (Troop Order) and T-2 (Incentives), sign your name to indicate your agreement with the order and give two copies to your Service Unit’s Fall Product Sale Activity Manager by date she/he has given.** Print a copy for your records. **Turn in all permission forms and Step 2 booklets at this time. Turn in any “Detailed Order Reports” (email reports)** printed by girls. Be sure their name and troop number is on the form. (All forms are due to the Council by October 21 from the Service Unit’s Fall Product Sale Activity Manager. Please realize that she/he has set their deadlines in order to meet the Council deadlines.)

Once Orders Arrive:

- Pick up troop nut/candy order and recognitions from Service Unit Fall Product Sale Activity Manager. Be sure to count your order before signing your delivery form. **You will be held accountable for the number of items you have signed for.**
- Distribute orders to girls. Issue a receipt for each order. Be sure girl/adult has counted her order before signing receipt. Keep a copy for your records. Receipts will help provide proof of pick up if you have a parent with past due funds at the end of the sale.
- Issue a receipt and have it signed each time a girl brings you money. Make deposits following the banking procedure guidelines:

ACCEPTING CHECKS

Under the following conditions, troops will be able to accept and deposit customer checks made **payable to Girl Scouts of Gateway Council, Inc.** into the Council Product Sale account. **Do not deposit checks for products into your troop account.** Be sure checks have all the information below on them before making your deposit.

- The check must be made **payable to Girl Scouts of Gateway Council, Inc.**
- The check must be pre-printed with the customer’s name, address and phone number. Accept checks drawn on local banks only.
- The customer’s driver’s license number, state, sex, race and date of birth must be written on the front of the check by the girl or parent. Try to verify driver’s license address to the one printed on the check.
- The troop/group number, first name and last initial of the Girl Scout must be written on the memo line of each check accepted.

Troops depositing checks that have not followed the above guidelines are responsible for the face value of the check if it is returned by the bank for any reason. This means the amount of the check will be deducted from what you have paid the Council. **Returned checks will not be re-deposited.**

Troops/groups that deposit customer checks having met **all of the above conditions** will not be penalized if a check is returned.

BANKING PROCEDURES

1. Troops will be provided with 3 deposit slips with the troop number pre-printed and encoded on the deposit ticket. **DO NOT USE ANY OTHER DEPOSIT SLIPS.** If you run out, call the Jacksonville Service Center. **DO NOT TRADE** with other troops – they will get credit for your deposit. Most troops will deposit into the Wachovia Product Sales Account. Deposit slips with the First Union name and logo are still valid. Troops in Bradford Union, Keystone Heights, Putnam, and Sawamish Service Units use Capital City Bank. Please be sure your troop number appears on the deposit slip. Columbia Service Unit will use Columbia Bank. Alapaha Service Unit will use First Federal Savings Bank.
2. **Deposit all money as you receive it** using the deposit slips provided **until the Council bill has been paid.** Deposit remainder of funds into troop account. **DO NOT** deposit troop proceeds in Council account.
 - A) Use ballpoint pen. Press firmly to be legible on all copies.
 - B) Your troop number is printed in the top right hand corner of the ticket and encoded at the bottom left corner. Write in your Service Unit on the lower left hand side of the deposit slip where indicated.
 - C) Sort all bills and coins.
 - D) Double-check deposit amount for accuracy. Make sure all checks listed are included in deposit and have the necessary check information on them. Have your deposit slip ready before you get to the bank teller's station. Your troop may be charged for deposit corrections made to deposits to your troop account. These will appear the next month as a commercial service charge. The Council will notify you of deposit corrections made to deposits you made into the council's product sale account.
 - E) Make sure deposit slip is validated with the correct amount. To ensure proper credit for checks deposited, **write the maker's name** on the line indicating each check amount. If possible, have the teller initial box with the correct number of checks deposited in box for total items. (We are aware that most tellers are not willing to do this. But please ask.)
 - F) Keep yellow copy of validated deposit slip for troop records. Attach the pink copy of validated deposit slips to your end of sale T-2 (Troop Order Report) that you will print and sign indicating your information on the report is correct. Give two copies to your Service Unit Cookie Activity Manager by due date she/he has given. All money is due to the Council by December 7, 2009.
3. **Do not use a night deposit box or automated teller machine.**
4. Please make deposits often. **Returned checks will be deducted from your council payment unless all required information was collected.** Deposit correction and NSF notices (when a check is missing required information) will be sent to you and your deposited amount will be adjusted.

For Service Units without a Wachovia branch office:

Troops in **Alapaha, Columbia, Putnam and Sawamish Service Units** should follow your Service Unit banking guidelines.

Service Unit → GIRL SCOUTS OF GATEWAY COUNCIL, INC. SERVICE UNIT Mandarin Meadows

Troop Number → 007

DATE		TE WITHDRAWAL	
CURRENCY	CENTS		
113	00		
2	50		
115	50		
327	00		
558	00		

TOTAL DEPOSIT \$ 558 00

DEBT REIMBURSEMENT PROCEDURE

In order to ensure that Gateway Girl Scout troops/groups do not suffer financial losses resulting from non-payment of product sale items by parents/guardians, a Girl Scout troop/group MAY be reimbursed up to \$350 from Council. (This reimbursement amount is a total for both council sponsored product sales). Remember, **the troop/group cannot realize troop income until their bill is paid in full to the Council.**

Reimbursement for product sale-related debts will be considered only if:

1. Money owed to the Council by the troop/group has been paid in full and a Report of Past Due Payment has been filled out and forwarded to the Director of Product Sales by **December 7, 2009.**
2. Signed Permission Slips by a parent or legal guardian and all original signed money/item receipts from the debtor(s) are on file with the Director of Product Sales.
3. The debtor(s) have been contacted a minimum of three (3) times (including a past due reminder letter) by adults representing the troop/group with documentation of dates, comments, and actions.
4. All ORIGINAL documentation of the debt, (Permission Slips, Receipts, results of the contact calls/visits/letters, etc.) has been submitted to the Director of Product Sales at the Jacksonville Service Center **by December 7, 2009.**

FALL SALE ACTIVITIES YOU DON'T WANT TO MISS!

Through our partnership with QSP/Ashdon Farms, Girl Scouts in Gateway Council have the opportunity to participate in some very special program activities. These may be done at any time throughout the year but it is recommended that the "Address Adventure" program be done before address booklets are turned in by your troop.

Address Adventure – Unlock the Mystery

Team up with Megan, Sonya, Vanessa and Snoops - the GSI Team (Girl Scout Investigators) as you use the activities and map to explore and learn an interesting fact about each of our states. The Address Adventure Program is a great learning opportunity and a patch program too! A poster is provided to use to complete the program and earn the patch. Patches are available in the Council Shop. Girls receive the "bee" patch the first year they participate and the "globe" patch for subsequent years.



Be A Reader – Unlock the Mystery

Year round fun activities, information, ideas, resources and more! Girls will discover, connect and take action to make the world a better place. Activities are age appropriate and GSUSA program links are provided. Patches are available in the Council Shop. Girls receive the Be a Reader patch their first year and the small bee patch when they participate in subsequent years.



GSI Activities - open your "classified" folder to find challenging and thought provoking activities that will challenge girls to set goals and work as a team. Why not let girls design the puzzle piece to show something they have done as a team. Perhaps your Service Unit will want to put all the troop puzzle pieces together to display all the wonderful things girls do together in Girl Scouts. Be sure to check with your Service Unit Fall Product Sale Activity Manager to see what they have planned. Puzzle piece templates can be downloaded at www.AshdonFarmsGSI.com. Groups could work together to create a puzzle piece that represents a service project that they did as a team. These can be fit together with other groups' pieces to create a "Big Picture" helping girls realize the effect their group has on others.

Website Activiites

Log on to www.AshdonFarmsGSI.com. Mystery solving adventures include:
Spotting differences between identical looking scenes
Matching handwriting samples
Analyze fingerprints
Go through the steps necessary to become a full-fledged GSI

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