


2011 Fall Product SUFPM Program Packet

SU # _____ # of Troop _____ 

SUFPM Username: _____ Girl Scouts.

SUFPM Password: _____

SU/Troop Order Placement: www.ashdonfarmsnute.com

Product Sales Associate: _____

1-800-692-7816 Email: _____ @gshpa.org

Important Dates	
July 20 – Aug. 6	Attend SUFPM training & receive program materials
August 1 – Oct. 21	Train Troop Fall Product Managers & distribute materials
Sept. 12 – Oct. 21	Order-taking period
Oct. 24	All orders and Address Booklets due to TFPM
Oct. 26	Girls/troop orders due in Nut-E by 11:59 PM
Oct. 30	SUFPM orders due in Nut-E by 11:59 PM
Oct. 31	All magazine orders and Address Booklets due to Council
Nov. 16 – 18	Product delivery to service units (sort & troop pick-up)
Dec. 9	Troop Program Packets/Council Proceeds Due to Council

Service Unit Fall Product Manager Position Description

The Service Unit Fall Product Manager's (SUFPM) role is to manage all facets of his/her service unit's annual Fall Product Program in a manner that is consistent with the Girl Scout Mission, Promise and Law, and policies and goals of the Girl Scouts in the Heart of Pennsylvania and GSUSA.

Service Commitment: The Service Unit Fall Product Manager is appointed by the Service Unit Manager for one year (renewable) term. This position is most active July through December.

Qualifications: Communication, math and organizational skills, ability to meet deadlines, maintain confidentiality, and must have email and internet access.

Duties and Expectations:

- Become/remain a registered Girl Scout (annually).
- Have a Volunteer Disclosure and Information form completed. (Background Check-every 3 years).
- Complete a Volunteer Application (once).
- Agree to be guided in all actions by the Girl Scout Mission, Promise and Law, and to comply with the policies of GSHPA and GSUSA.
- Attend Product Sales Fall Product trainings (online or on-site) and additional trainings as requested.
- Maintain regular communication with Regional Product Sales Associate (verbal and written).
- Train Troop Fall Product Managers and distribute troop materials.
- Maintain accurate Service Unit Fall Product records in Nut-E.
- Monitor troop information in Nut-E to ensure entry, accuracy, and submission.
- Submit Fall Product orders in Nut-E for the service unit.
- Schedule and manage delivery of product for the service unit.
- Manage the service unit's product inventory until receipted to a Troop Fall Product Manager.
- Distribute troop recognitions in a timely manner.
- Be financially responsible for all products and incentives until receipted to a Troop Fall Product Manager.
- Maintain regular communication with Troop Fall Product Manager (verbal and written).
- Collect final sales reports, receipts, troop transfer receipts, uncollectable fund forms, parent/guardian permission forms, deposits and Troop Manager Agreements. (If applicable).
- Turn in paperwork to Council (if applicable).

Service Unit Fall Product Manager Calendar

July 20 – Aug. 6:

- Attend SUFPM training for your service unit.
- Receive Fall Product Program materials to sort and distribute to the troops.
- Log in to Nut-E and update your contact information and fill in your delivery request information (location and date). (Note: If you are a returning SUFPM, your username and password should be the same as last year. If you are a new SUFPM, you will be provided with your username and password during SUFPM training.)

August 1 – October 21: Troop Training

- Contact your SU Registrar for an updated list of troops and number of girls in each troop.
- Sort program materials for the troops.
- Schedule several Troop Fall Product Manager (TFPM) training dates and locations.
- Troops starting late may still participate!**
- Distribute and review TFPM Agreements with the TFPMs.
- Collect and retain signed TFPM Agreements for one (1) year.
- Train all TFPMs on the Fall Product Program.
- Distribute materials and review each part of the program: Nut Orders, Online Nut Promise Orders, Magazine Orders, Online Magazine Orders, the new SHARE Program and the Address Booklets.
- Encourage troops to participate in the online ordering program ASAP. The **"Detailed Order Reports"** must be printed by the parent/guardian and turned in by the troop deadline to receive credit for troop profit and recognitions.
- Remind TFPM to have girls circle their recognition selection(s) on the order card.
- Encourage troops to participate in the new **SHARE** program!
- Review safety guidelines.

September 12 – October 21: Program Order-taking Period

- Review troop information and progress on entering of orders and help TFPMs when necessary. Monitor activity of troops throughout the program and contact those with no activity to see if they need help.

October 26 by 11:59 PM:

- Troop deadline for entry of orders and incentives in Nut-E. Troops taking extra proceeds still earn patches—and still need to input into Nut-E!

Look for Detailed instructions on Nut-E on the Council website: www.gshpa.org

October 30 by 11:59 PM:

- SUFPM deadline for entry and submittal of orders and incentives in Nut-E.

October 31: Address Booklets and Magazine Orders Due to Council

- Make sure all Address Booklets are complete and not duplicated then bundle together.
- Please total all Magazine Orders received from order forms collected.
- Separate the white & yellow copies and bundle separately. Insert a piece of paper with each bundle indicating the number of orders received and total dollars sold. Do not include processing fee.
- Return any pink copies of Magazine Orders to the appropriate troop.
- Please packet all items together and write your SU number on the outside of the packet. These packets can be mailed, personally delivered, or given to a GSHPA Staff member to deliver to the Harrisburg Office by this deadline. (Late magazine orders WILL be accepted; however it may result in late shipment of magazines and the possibility of the troop NOT receiving credit or earning proceeds.)

November 16-18: Product Delivery and Distribution

- Receive products from the delivery agent.
- Count all products to ensure correct amount is received.
- Do not accept damaged product.
- Sort products/incentives ordered by the troops.
- Troop must pick up products on scheduled SU delivery day.
- All persons picking up products and incentives must have a signed T-2 report and they must count all items before leaving with the products. Retain copies of all receipts/signed documents for your records.

December 9: Troop Program Packets/Council Proceeds due to Council.

Money Matters: Cash Sale Recommended!

Troops Earn:

- \$1.00 per Nut & Candy item sold/SHARE Donation collected
- \$2.00 for every Magazine Subscription Order received
- \$3.00 for each completed Address Booklet with **10 completed coupons** (Limit – one (1) address booklet per girl)

Nut & Candy Orders - Collect money when product is delivered to the customer.

Magazine Orders - Collect money with orders.

All cash and checks should be deposited into troop account.

***Bounced Checks Policy** - When troops receive third-party checks, they should deposit the checks into their troop account. Should they receive notice from their bank that the check has bounced, the following needs to be done:

1. The troops should obtain a legal copy of the check from the bank.
2. They should also forward any agreements (i.e. parent permission forms, etc, if applicable), as well as the information on what they did to try and attempt to collect on the bad check to:

James Smith Diatterick & Connelly, LLP, Attn: Denise L. Foster—Paralegal, P.O. Box 650, Hershey, PA 17033 Phone: 717-533-3280

