


Troop # _____ # of Girls _____ 
Girl Scouts.

Troop Username: _____

Troop Password: _____

Our troop is taking: Incentives / Extra Proceeds
Order Placement: www.ashdonfarmsnute.com

Troop Fall Product Manager Position Description

The Troop Fall Product Manager's (TFPM) role is to manage all facets of his/her troop'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 Troop Fall Product Manager is appointed by the Troop Leader(s) and must be accepted by the Service Unit Fall Product 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 Service Unit Fall Product trainings and additional trainings as requested.
- Maintain regular communication with Service Unit Fall Product Manager.
- Train girls and parents on the program and distribute program materials.
- Maintain accurate records for the troop in Nut-E.
- Monitor troop information in Nut-E to ensure entry, accuracy, and submission.
- Submit Fall Product orders in Nut-E for the troop.
- Manage delivery of product for the troop.
- Manage the troop product inventory until receipted to parents/guardians.
- Distribute girl recognitions in a timely manner.
- Be financially responsible for all products and incentives until receipted to parents/guardians.
- Maintain regular communication with Troop Leader(s), Treasurer, and Parents/Guardians on troop program progress, status of goal, products and incentives, and the troop's Nut-E account.
- Submit all proceeds collected from the girls to the Troop Leader/Treasurer.
- Follow banking procedures to submit proceeds due to Council and enter this amount as a deposit in Nut-E.
- Submit final sales reports, receipts, troop transfer receipts, uncollectable fund forms, parent/guardian permission forms, and Troop Manager Agreement to Service Unit Fall Product Manager (If applicable).

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.

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

Need Additional Information?

SUFPM: _____ Phone #: _____

Email: _____

Product Sales Associate: _____ 1-800-692-7816

QSP Customer Service- For questions about specific magazine orders, please contact QSP directly: 1-800-678-2673.

2011 Fall Product Nut/QSP Troop Program Packet

Important Dates

Aug. 1 – Oct. 21	Troop training & material distribution
Sept. 12 – Oct. 21	Order-taking period
Oct. 24	All orders and Address Booklets due to TFPM
Oct. 26	Orders, donations, incentives due in Nut-E by 11:59 PM
Oct. 28	Magazine orders and Address Booklets due to SUFPM
Nov. _____	Troop Product Pickup
_____	Troop Program Packets due to SUFPM

Troop Fall Product Manager Calendar

August 1 – September 12: Troop Training

- Attend training held by SUFPM to obtain materials for your troop.
- Hand out & collect signed parent/guardian permission slips from each girl.
- Inform girls and parents of order-taking dates and deadlines.
- Distribute materials and review Nut and Candy Orders, SHARE Donations, Online Nut Promise Orders, Magazine Orders, Online Magazine Orders and Address Booklets.
- Encourage girls to participate in the online ordering program ASAP. Their **"Detailed Order Report" must be printed** and turned in by the troop deadline to receive credit for troop profit and girl recognitions.
- Remind girls to circle their recognition selection(s) where applicable.
- Encourage girls to participate in the new **SHARE** program!
- Review safety guidelines.

September 12 – October 21:

Collect all Orders, SHARE Donations, and Address Booklets

- Nut and Candy Orders/SHARE Donations
 - Check each girl's order for accuracy.
 - Be sure recognition selections were circled by girl (where applicable).
- Magazine Subscription Order Forms
 - Check for complete buyer and seller information.
 - Be sure the troop number is listed on the form.
- Detailed Order Report for Online Subscriptions
 - Check for number of emails sent.
 - Check for number of subscriptions.
- Address Booklets
 - Check for ten (10) names and complete addresses.

By 11:59 PM on October 26: Log into Nut-E 2.0 www.ashdonfarmsnute.com and enter the following information:

FOR EACH GIRL PARTICIPATING:

- Enter all Nut & Candy Orders.
- Enter total number of SHARE Donations.
- Enter number of Magazine Orders collected & total dollars sold.
- Enter number of Online Magazines Orders & total amount sold.
- Enter "1" for completion of the Address Booklet.
- Enter "1" for participation of the Online QSP Email Program.
- Check girl recognition calculations and make selection for choice items.

Nut-E 2.0 will be locked (for data entry only) at 11:59 PM on Oct. 26, 2011. Please print a copy of the Campaign Sales by Troop Report (PDF version) for your records!

New Users – please contact your SUFPM for your username and password.

Detailed instructions for Nut-E can be found on the Council website: www.gshpa.org

By October 28: Submit Address Booklets & Magazine Orders to SUFPM (Please bundle all Booklets and Orders and write your troop number and SU on the outside.)

November 16-18: Product Delivery and Distribution

- Troop must pick-up products on scheduled SU delivery day. Contact your SUFPM for delivery information. Be sure to count items prior to signing receipt.
- Distribute all products/recognitions promptly.
- All pick-ups must be counted and have a signed receipt from the persons accepting product. Keep all receipts for your records.
- Be sure to give receipts for all money collected.

_____ : Troop Program Packets Due to SUFPM

- Deposit all Nut & Candy/Magazine/SHARE money into your troop account.
- See checklist on other side of envelope for turning in Troop Program Packet to your SUFPM.

Troop # _____

SU # _____

Troop Fall Product Manager

Name _____

Phone # _____

Leader Name _____

Phone # _____

Troop Product Program Checklist

All items below are due to your SUFPM by: _____

- Troop Sales Report
- Product Program Parent/Guardian Permission Forms (White Copy)
- Uncollected Fund Forms for the following girls:

Girl/Parent Names	Amount Owed
1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
Total Council Proceeds Due from T-2 Report	\$ _____
Total Amount Uncollected -	\$ _____
New Amount of Council Proceeds due	\$ _____

- One (1) troop check payable to "GSHPA" — Endorsed on back as follows:
"For Deposit Only by GSHPA"

\$ _____ Amount of check enclosed.

Checks must be stapled to the final T-2 report and any uncollectable forms.

If your SUFPM has instructed you to mail your payment directly to Council, please mail it to:

Girl Scouts in the Heart of Pennsylvania
Attn: Finance Department-Fall Product
350 Hale Avenue
Harrisburg, PA 17104



Show your Support and Donate!

Encourage the SHARE Program!

GSHPA and Ashdon Farms are offering a Council-sponsored donation program through the Nut and Candy sale. Girls collect donations and we take care of the rest! All donations will be sent by Ashdon Farms to the USO. For more information on the USO, please visit: www.uso.org

Here's how it works:

- Girls collect donations in \$5.00 increments.
- Enter number of donations collected by girl in Nut-E under the "Share" column.
- Troops earn \$1.00 proceeds on each donation collected.
- Council selects approved Nut & Candy products to ship.
- Ashdon Farms will ship all donated products to the USO.
- Girls collecting at least 5 donations earn the **Share** patch.
- USO distributes to Military Units.



Small hands, big hearts make the world a better place! Share today.