

# 2009 SU Fall Product Manager Calendar

<b>AUGUST</b>	<b>Sort all sale materials &amp; Present Troop Fall Product Managers Training</b>					1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24 Sale Begins	25	26	27	28	29
30	31	September 1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
<p>1. Check your SU &amp; All Troops info in Nut-E to see if correct.                  2. Forward Troop Manager agreements to Harrisburg.                  3. Notify Council of Coupon books needed.                  4. Submit SU Delivery Info to council</p>						<b>Deadline</b>
20	21	22	23	24	25	26
27	28	29	30	October 1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16 Sale Ends!	17
18	19	20	21	22	23	24
		<b>Nut-E Closes to Troops at Midnight!</b>	<p>1. Review All Troops Orders to insure they are entered correctly                  2. Review input of address booklets and QSP On-Line Sales for accuracy                  3. Review incentive order for each troop for accuracy</p>			
25	26 Nut-E Closes to SUFPM's at Midnight!	27 Magazine orders & Address Booklets to York Service Center <b>Deadline</b>	28	29	30	31
November 1	2	3	4	5	6	7
<b>Sort, Bag and label Troop Incentives for distribution to Troops</b>						
8	9	10	11	12	13	14
Product Delivery to SUFPM Sort & Deliver to Troops and hand out incentives						
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	December 1	2	3	4	5
6	7	8 Receive Troop Sales Packets from Troop FP Managers	9	10	11	12
<b>Resolve banking issues and verify Troops in Nut-E</b>						
13 Deliver Troop Sales Packets to Service Center	14	15	16	17	18	19
<b>Deadline</b>						