



Product Sales Coordinator 2011 FALL PRODUCTS PROGRAM MANUAL



September 12th Order-Taking Begins

October 28th Order-Taking Ends

November 2nd & 3rd Paperwork/Payments Due to Council
All Orders Must Be Submitted into
NutE by this date



The Fall Product Sales help troops get troop proceeds to start the year. Girls learn decision making, goal setting, financial literacy, people skills, and money management by participating. Be sure to ask family and friends to save their subscriptions and to purchase candy and nuts to support the Girl Scouts of Rhode Island!

NOTE: Please adhere to the deadlines set by the Council office, so magazine subscriptions and candy & nut orders reach customers as soon as possible.

PRODUCT DELIVERY SCHEDULE

Product for the Candy & Nut Sale will be available for pick-up at the Paul Arpin warehouse West Warwick. November 16th – 18th. Please notify Council of the Date & Time that you would like to schedule your pick-ups no later than November 3rd, 2011. Service Units with more than 50 Cases Sold may arrange for product to be delivered.



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October 28th Order-Taking Ends

November 2nd – 3rd Paperwork/Payments Due to Council

November 16th – 18th Candy & Nut Pick-ups/Deliveries



Girls from Daisies to Ambassadors can take part in fun activities to achieve “Success for Tomorrow!” while participating in the fall sale programs. Girls can also log-on to www.AshdonFarmsGSI.com to check out the activity website.

Thank
You

for volunteering to serve as the Product Sales Coordinator for the Fall Products Program. Your efforts are extremely important to the success of the Fall Sale!

This manual, as well as the Troop Manager's Manual, will provide you with product information, important dates, contact information and reporting guidelines.

This year's themes are:

"Investing in Today ="



"Success for Tomorrow"



The program offers activities to help girls make decisions, exercise their people skills, and manage money so that they can reach their goals. Many of the activities encourage girls to draw on their creativity and leadership skills to build confidence and foster financial literacy. Activities can be done in conjunction with the Girl Scout Leadership Journeys and tie in with each age level. The sales help troops with start up funds for the year.

AFTER AUGUST 18TH

- Schedule a date for Fall Products Program training in your Area.
- Using the list of Troops provided to you at training, notify all Troop Leaders that they will be picking up their Troop's Fall Products materials at this training.
- Make arrangements with those who cannot attend your training, so that they can be trained at a later date.
- Be sure all of your Troop Leaders and Troop Fall Products Program Managers have your phone number(s) and email address so they can easily get in touch with you.

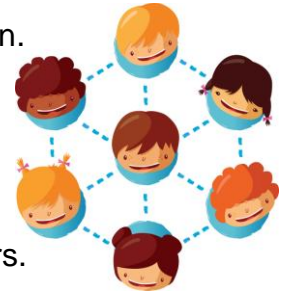
Individually registered girls (Juliettes) can participate in the Fall Products Program too. All girls benefit from the skills they develop in this program. Girls should contact Ginger Lallo at the Council Office at (401) 331-4500 (ext 1310) for more information.



Troop Manager Training Outline

Training for the Fall Products Program is needed for all Troop Managers and Leaders in your Service Unit. Your positive attitude and enthusiasm will go far to help their troop meet its goals. The Fall Products Program is a great way to help defray some of the troop's costs between start-up time and the Girl Scout Cookie Program®.

1. Introductions, give Troop Managers and Leaders your contact information.
Let them know they can always call you for help.
2. Distribute and review materials.
3. Have Troop Managers and Leaders sample the products.
4. Give Troop Managers your deadline dates for returning their Troop orders.
5. Be sure to set a realistic deadline. The girls should be given the opportunity to sell until the sale ends.
6. Explain the on-line magazine ordering program. Encourage them to do this first – it does speed up magazine delivery time –
7. Review the instructions for the Ashdon Farms ordering process. Orders for candy/nuts to be donated to the military **do not** get entered in by flavor. These are processed as a total council order and sent directly to the military troops.
8. Encourage Troops to set Troop goals and have their girls set individual goals.
9. Review incentives on the back of the girl candy/nut order form. They can also be viewed on our Council website www.gsri.org.
10. Review all magazine and Candy & Nuts Girl Order Forms, as well as the Troop Reports. Explain the proceed plans and let them know that Troops keep proceeds upfront.
11. Discuss product and incentive delivery.
12. Give Troop Managers the “QSP Magazine” Customer Service Number 800-678-2673.
First issues for new subscriptions will take **UP TO 14 WEEKS** from this date.
13. Remind Troop Managers that once the deadline date has passed all orders must be brought to the Council office and they will be processed in the order they are received. It is the troop's responsibility to pick up incentives from the Council office for these orders.
14. Encourage everyone to visit the Fall Product Program page on the Girl Scouts of Rhode Island website www.gsri.org. There is a Parents' page and a Girls' page which includes sale information, activities, tips and techniques for successful selling as well as directions for ordering magazines on-line.



GET EXCITED ABOUT INCENTIVES!

Talk about the incentives with the Troop.

Show the girls where the incentives are listed on their nut order form. They can also be viewed on our Council website www.gsri.org.

Review the amount of sales needed for each level.

Incentives are cumulative; girls will receive **all** incentives up to the amount sold. Patches are **not** cumulative. Different Patches are earned in each area of participation.



BE A READER INCENTIVES

- + 2 Sales or Renewals = an Investing in Today Patch
- + 5 Sales = Add a Medium Plush Arctic Fox
- + 8 sales = Add a T-Shirt Or Music Download
- + 11 sales = Add Multi-Colored Peace Sign Lights Or Book Certificate
- + 18 sales = All of the above Plus a Large Plush Arctic Fox and a Super Seller Patch
- + Submit a Completed Paper Address Booklet (7 or more valid addresses) and receive a Cupcake Bookmark and Together Patch
- + Submit 12 Valid Internet Addresses and receive an On-Line Patch
- + Top Seller for Each Service Unit will receive a 100th Anniversary fun Watch!



CANDY & NUT INCENTIVES

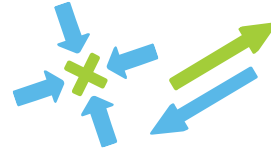
- + 5 Items Sold = Receive a Success for Tomorrow Patch
- + 20 Items Sold = Add a Hairy Pen Or Accessory Case
- + 40 Items Sold = Add Body Art Kit
- + 60 Items Sold = Add a Beach Towel & Matching Tote Bag Set



Troops who have 100% participation in both sales, selling at least five magazine subscriptions, a completed paper address booklet, a completed internet activity and address booklet, along with twenty candy and nut items will be entered into a drawing to win a \$50.00 Gift Certificate to the Council Girl Scout Shop!

SEPTEMBER 12-OCTOBER 28TH

- ** Keep in touch with Troop Managers. Let them know you are available if the need arises.
- ** Remind them of your deadline date for final paperwork.



AFTER OCTOBER 28TH

Collect from the Troops in your Service Unit and check for accuracy the following items:

1. All magazine order forms (yellow and white copies)
 - ❖ Check all magazine order forms to be sure they are completely filled out.
 - ❖ Be sure money is correct, minus the Troop Proceeds.
 - ❖ Troops should take their proceeds before submitting paperwork.
2. Detailed Order Report for all online orders
 - ❖ Be sure to account for these sales on your Service Unit Order Report
 - ❖ Proceeds for on-line orders will be paid only on orders received at Council by November 3rd.
3. Completed Step 2 Address Booklets
 - ❖ Review the Step 2 Address Booklets to be sure they are complete, accurate, and legible and have a minimum of 7 Addresses.
4. Those PSC's who wish may enter candy/nut orders on line, along with the incentives for both programs in the Nut-E ordering database.



Any magazine orders submitted to you after **November 3rd** must be brought to the Council office for processing. **No orders for candy or nuts will be accepted after November 3rd.**

NOTE: Orders for magazines that are submitted **after November 3rd** will be processed in the order in which they are received. It will be the Troop's responsibility to pick up incentives for those orders at the Council office.

WEDNESDAY/THURSDAY, NOVEMBER 2ND AND 3RD

Please bring the following items to the Council Office:

1. All magazine orders (yellow and white copies separated, pink copy goes to Customer)
2. Detailed Order Report for all online orders, correctly documented on Order Form
3. Completed Step 2 Paper Address Booklets (at least 7 addresses per book)
4. Top Copy of Troop Reports (magazine and candy/nuts in separate piles)
5. Service Unit Reports (magazine and candy/nuts)
6. Payments (including checks with Troop Numbers in lower left corner) or deposit slips, if you have done direct deposit into our GSRI account.



LATE NOVEMBER - EARLY DECEMBER



- Product will be picked up at Paul Arpin Warehouse (West Warwick) or delivery to Service Units who have 50 Cases or more ordered.
- Incentives will be delivered via UPS Ground to your home.
- Product is delivered “to the piece” so you may receive some individual items in addition to full cases. There are 12 Units to each Case.
- Please be sure to carefully count the product to ensure you receive the correct amount of items. Once the product is signed for, you are responsible for them.
- If your order is not complete, notify the agent immediately.
- Contact troops to pick up product and incentives. **Remember: Families may be planning to give the Ashdon Farms products to family and friends for the holidays. Do not disappoint them!**
- Be sure to have Troop Managers count and sign for products and incentives received.

THANK YOU FOR ALL YOUR HELP!

IF YOU HAVE ANY QUESTIONS ABOUT YOUR ROLE:



Please call..... **GINGER LALLO**
401-331-4500 ext. 1310
glallo@gsri.org

Girl Scouts of Rhode Island
125 Charles Street
Providence, RI 02904
401-331-4500
401-421-2937 fax
www.gsri.org

Monday - Friday
8:00am – 5:30pm





For questions regarding subscriptions,
Call QSP Customer Service at:

800-678-2673

QSP Online Magazine Orders Customer Service
866-230-0635




SEPTEMBER 2011

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
After August 18 th Conduct Fall Sale Trainings – Leaders, Girls, Parents						
11	12	13	14	15	16	17
Order-Taking Begins 09-12-11						
18	19	20	21	22	23	24
25	26	27	28	29	30	


OCTOBER 2011

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	Order-Taking Ends 10-28-11				

NOVEMBER 2011

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
		1	2	3	4	5
Paperwork / Payments Due to Council 11-2 & 11-3						
6	7	8	9	10	11	12
13	14	15	16	17	18	19
Candy & Nuts arrive 11-16 thru 11-18-2011						
20	21	22	23	24	25	26
						
27	28	29	30			

DECEMBER 2011

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
				1	2	3
4	Incentives Arrive – Be Sure to Have Troop Managers <u>Count & Sign</u> for <u>Products and Incentives</u>					10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
