



Troop Manager 2011 FALL PRODUCTS PROGRAM MANUAL

September 12th Order-Taking Begins
October 28th Order-Taking Ends
October 30th Paperwork/Payments Due to the PSC



My Product Sales Coordinator is:

Name _____ Phone _____

Email _____

NOTE: Please adhere to the **deadlines** set by the Council office, so the sale may run smoothly and efficiently, which will make the Customers Happy.

Once again in 2011 – All Service Units will be participating in the Ashdon Farms

Candy & Nut program, along with the QSP Magazine Sale !!

Product Delivery Schedule – Product for the Candy & Nut Sale will be available for pick-up at the Paul Arpin warehouse - West Warwick November 16-18, 2011.

Please notify your PSC of the Date & Time that you would like to schedule your pick-ups no later than November 3, 2011.



September 12th

Order-Taking Begins

October 28th

Order-Taking Ends

October 30, 2011

Paperwork/Payments Due to PSC

November 16-18, 2011 Candy & Nut Pick-ups/ & deliveries



NOTE: Please adhere to the **deadlines** set by your Product Sales Coordinator (PSC), so magazine subscriptions and candy & nut orders can reach your customers as soon as possible.

Magazine orders submitted after the date set by your PSC must be brought to the Council office, and will be processed in the order in which they are received. It is the troop's responsibility to pick up product and incentives from the Council office for those late orders.

We are unable to accept candy/nut orders after November 3rd!



for volunteering to serve as a Troop Fall Products Program Manager. Your efforts are extremely important to the success of the Fall Products Program!

Our Council offers this program to increase opportunities for girls. Revenues generated from this program create start-up funds for Troops, services for girls and develop quality training for adults.

As girls participate in these programs, they learn to make decisions, develop people skills, and how to manage money. They are able to set goals and plan trips and activities. These experiences that they have in the present will help to build for the future. Many of these activities draw on creativity and leadership skills and foster financial literacy. These activities help to contribute to the Girl Scout Leadership Experience.

This year's themes are:

“Investing in Today =”



“Success for Tomorrow”



What's New and Exciting for the Upcoming Fall Products Program?

- Great tasting products to offer to family and friends
- There are two new collectable tins!
- On-line ordering of magazines helps customers to receive their orders much quicker.
- A drawing for troops who have 100% participation to win a \$50.00 gift certificate to our Girl Scout shop!

Girls from Daisies to Ambassadors can participate in fun activities to help them to make decisions, exercise their people skills, and manage money, while participating in the fall sale program. Troops are able to earn money for troop trips and activities. These Girls can also log on-on to www.AshdonFarmsGSI.com to participate in on-line activities.



Troop Manager Training Outline



AUGUST – SEPTEMBER

- Attend training provided by your Fall Products Sales Chair.
- Attending training is key to the success of your program.
- Receive materials and instructions.

WHAT WILL YOUR TROOP NEED?

All girls participating must be **currently registered members** of Girl Scouts of Rhode Island in grades Kindergarten thru 12.

Each girl participating will need:

- Fall Products Packet containing:
 - a. Candy/Nut order form
 - b. magazine catalog
 - c. magazine order forms
 - d. Step 2 Address Booklet
 - e. Girl Scouts of Rhode Island Incentive Flyer
- Money Envelope.
- Permission slip must be signed by a parent/guardian before the Girl Scout begins to sell. Troop Managers- please keep these permission slips until after the distribution of products.



TROOP MANAGER WILL NEED:

- Troop Manager Manual
- All Troop Materials listed above, to be distributed to each girl.



Training Your Girls Outline

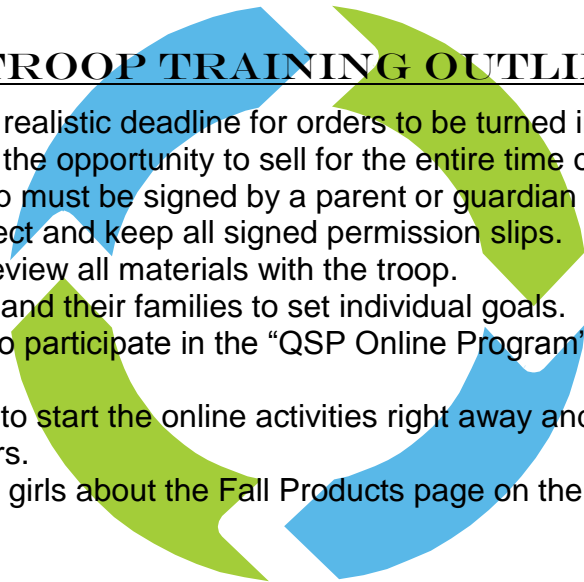


DURING THE MONTH OF SEPTEMBER

Invite parents to the meeting. Encourage **everyone** to participate. Explain how their efforts will help the troop meet its goal. 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.

TROOP TRAINING OUTLINE

1. Be sure to set a realistic deadline for orders to be turned in to you. The girls should be given the opportunity to sell for the entire time of the sale.
2. A permission slip must be signed by a parent or guardian in order for each girl to participate. Collect and keep all signed permission slips.
3. Distribute and review all materials with the troop.
4. Encourage girls and their families to set individual goals.
5. Girls who want to participate in the "QSP Online Program" should complete this activity first.
6. Encourage girls to start the online activities right away and then start on their Candy/Nut orders.
7. Tell parents and girls about the Fall Products page on the Council website www.gsri.org.



QSP ONLINE MAGAZINE ORDERING PROGRAM

- a. To order magazines online the parent goes to www.gsri.org and clicks on "QSP Online Program" and registers.
- b. The girl completes the interactive learning activity and invites friends and family to shop online. Parents can order their own subscription too.
- c. Girls should check back throughout the sale to track their progress and enter additional email addresses to help them meet their goal.
- d. Orders placed on the "QSP Online Program" are processed immediately, a huge jumpstart for magazine subscriptions ordered.
- e. Online orders count towards Troop proceeds and girl incentives. In order for this to happen parent **must** print the **Detailed Order Report** and submit it to you by the end of the sale **October 28, 2011**.



The online program will send up to three emails to each email address used. The system allows you to choose to send only one or two..

Please note: After October 28, 2011, no additional funds or incentives are earned for any subscriptions ordered through the "QSP Online Program".

QSP guarantees that no names or addresses will be distributed to any other agency.



TRADITIONAL MAGAZINE ORDERING

1. The girls show the magazine catalog to friends and family. **Payment is collected at the time of the sale.** Checks should be made payable to Girl Scouts of Rhode Island.
2. Review the order form information below with the girls. This will ensure that their customers' orders are processed correctly.

Magazine Order Form Information

(See example below)

1. Put seller's name and troop number in top row.
2. Print from catalog: code number, title, number of issues and price.
3. Print recipient's first and last name.
4. Clearly print the recipient's address including state and zip code.
5. Add total amount due for orders and check type of payment in the bottom right corner. **Checks should be made payable to "GSRI" or "Girl Scouts of Rhode Island"**
6. Up to 3 names can be entered for one address on each Order Form.
7. **Give customer the pink copy of the order form, it is their receipt.**
8. White and yellow copies are sent to the Council Office as part of your final report.

| | | | | | | |
|--------------------------------|--|--|--|-----------------------------|--|------------------------------------|
| ▶ JANE | | ▶ SMITH | | ▶ 123 | | PLEASE PRINT |
| SELLER'S FIRST NAME | | Nombre del vendedor | | SELLER'S LAST NAME | | Apellido del vendedor |
| ▶ 078 | | ▶ POSITIVE THINKING | | ▶ 6 | | NEW Nueva |
| CODE # | | # Codigo | | PRINT TITLE OF SELECTION | | Titulo de la seleccion de imprenta |
| ▶ PAUL | | ▶ CLOUGH | | ▶ \$ 15.00 | | ISSUES Ediciones |
| Recipient's First Name | | Nombre del Recipiente | | Recipient's Last Name | | Apellido del Recipiente |
| ▶ 201 | | ▶ SEVENTEEN | | ▶ 12 | | NEW Nueva |
| CODE # | | # Codigo | | PRINT TITLE OF SELECTION | | Titulo de la seleccion de imprenta |
| ▶ BARRY | | ▶ CLOUGH | | ▶ \$ 12.00 | | ISSUES Ediciones |
| Recipient's First Name | | Nombre del Recipiente | | Recipient's Last Name | | Apellido del Recipiente |
| ▶ 133 | | ▶ READERS DIGEST | | ▶ 24 | | NEW Nueva |
| CODE # | | # Codigo | | PRINT TITLE OF SELECTION | | Titulo de la seleccion de imprenta |
| ▶ PAULINE | | ▶ WALKER | | ▶ \$ 19.00 | | ISSUES Ediciones |
| Recipient's First Name | | Nombre del Recipiente | | Recipient's Last Name | | Apellido del Recipiente |
| ▶ 123 | | ▶ MAIN STREET | | ▶ 4B | | ▶ \$ 46.00 |
| HOUSE # | | # Decasa | | STREET NAME-MAILING ADDRESS | | Calle-Donde recibas correo |
| ▶ MAINTOWN | | ▶ NY | | ▶ 12345 | | TOTAL DUE Total de \$ Debido |
| CITY-DO NOT ABBREVIATE | | Ciudad - No abrevia | | ST | | ZIP CODE |
| E-MAIL ADDRESS | | Direccion de email | | DATE | | ORGANIZATION |
| No Canadian or Foreign Address | | No direcciones Canadienses o extranjerio | | Fecha | | Organizacion |
| | | | | 9-21-07 | | GIRL SCOUTS |

SUBSCRIPTION RENEWAL

Copy the name and address exactly as it appears on the mailing label of the current subscription, or tape the mailing label on the order form.

Special Notice: Due to increased publisher restrictions, QSP is no longer accepting coupons or special offers for magazines.





CANDY & NUTS



- Using their “Candy & Nut Order Form” girls take orders from customers for nut and chocolate items. **Payment is collected at the time of the sale.** Checks should be made payable to Girl Scouts of Rhode Island.
- Products ordered will be able to be picked up at the Paul Arpin Warehouse in West Warwick, November 16th-18th. Your PSC will schedule a time for you to pick-up product. Some Service Units may be able to schedule local deliveries.

STEP 2 ADDRESS BOOKLET PROGRAM

- Encourage the girls to complete a Step 2 Address Booklet with their parent/guardian. Using their family address book girls can fill out names and addresses of friends or family anywhere in the USA who have not ordered a magazine. **One postcard per address.**
- Remind the girls to write neatly and clearly and include the **FULL** addresses including zip code. She should include her name, and troop # on the **FRONT** of the booklet **and** on each postcard. **One booklet per girl.**
- Information regarding magazines will be mailed to each person listed in their booklet. Our Council pays the postage for Step 2 Address Booklets. Please remind girls/parents that Council pays the postage and only valid addresses should be submitted.
- Approximately three weeks after the first mailing, a reminder will be sent by Reader’s Digest to each recipient.

QSP guarantees that no names or addresses will be distributed to any other agency.

Do not complete the order form on back. Please use Blue or Black ink. Do not use pencil.

Dear Aunt Sue,

Please order or renew your favorite magazines today. Your order will help support activities and special projects for my Girl Scout troop/group and Girl Scout Council. You receive significant savings off newsstand prices! Thank you for helping the Girl Scouts. Where Girls Grow Strong!

Thanks!

From Jane
P.S. Please help my troop to go to Washington DC

DO NOT WRITE IN THIS AREA

Girl Scout Council Nassau County Troop/Group# 120
Girl's Name Jane Smith

WRITE COMPLETE NAME & ADDRESS IN BOX BELOW

Name Susan Smith
Address 123 Main Street
City Anytown State NY Zip 12345

TO ORDER- Complete Order Form on reverse side. No Canadian or Foreign orders. OUR GUARANTEE: We honor your right to privacy. Addresses will NOT be rented or sold.



Please note: No additional funds or incentives are earned for any subscriptions ordered through the Step 2 Address Booklets.

GET EXCITED ABOUT THE 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 Girl Scout 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!

TROOP PROCEEDS

The Troop receives:

- **\$1.50 Profit for EVERY** magazine subscription or renewal sold (not including sales from the address booklet in Step 2).
- **\$1.00 Profit for EVERY** Candy/Nut item sold !!
- Each completed Step 2 Paper Address Booklet with 7 or more legitimate addresses earns **\$2.00 proceeds for the troop.**



PROGRAM ENDS

After October 28th

Collect and check for accuracy of the following items from the girls in your troop:

1. All magazine orders forms (yellow and white copies)
2. Candy/Nut order forms
3. Payment for all magazine and Candy/Nut orders
4. Detailed Order Report for all orders placed through the "QSP Online Program"
5. Completed Step 2 Paper Address Booklets

BANKING INSTRUCTIONS

1. Checks **MUST** be made payable to Girl Scouts of Rhode Island, Inc. or GSRI. TROOP NUMBER Must Be Written on the Memo Section of each Check. Endorse each check "**For Deposit Only.**"



FINAL PAPERWORK

The following is due to your Product Sales Coordinator on or before **October 30th.**

1. All magazine order forms (yellow and white copies)
2. Detailed Order Report for emails submitted by girls and orders placed online
3. Completed Step 2 Address Booklets
4. All Candy/Nut Order Forms.
5. Troop Reports for Magazine and/or Candy/Nuts.

Note: In late-November the Fall Products Sales Coordinator will contact you to pick up the girls' Candy/Nut products. Incentives will arrive early-December.

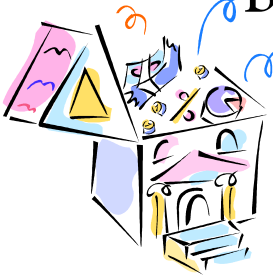
- Bring a copy of your troop order when picking up Candy/Nut products and incentives.
- Count Candy/Nut products and incentives before signing for them.
- Have each parent count and sign for Product and Incentives.
- Return Nut Order form to girl/parent so they can deliver to their customers.
- Orders placed for military donations do not need to specify a variety. These will be assorted and distributed to the military by the council.



Remember: Families may be planning to give the Ashdon Farms products to family and friends for the holidays. Do not disappoint them!

THANK YOU FOR YOUR HELP AND SUPPORT

Because of YOU, the Girls' Dreams are that much Closer !!



IF YOU HAVE ANY QUESTIONS ABOUT YOUR ROLE:

Please call..... **GINGER LALLO**
401-331-4500 ext. 1310
Tuesday thru Friday
8:00am – 5:30pm
giallo@gsri.org

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



Magazine Order QSP Customer Service

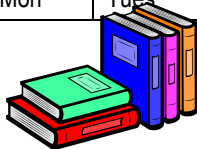

800-678-2673

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 18th : 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 |
| Girl Order-Taking Continues | | | | | | |
| 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 |
| 10-30 Troop Leaders Turn-In Orders to Area PSC | | | | | | |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| Candy & Nuts Delivered to PSCs 11/16-11/18 | | | | | | |
| 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 for</u> <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 |
|  | | | | | | |