2019 Fall Product Program

Thank you for participating in the 2019 Product Program. This is a council-sponsored money earning opportunity geared toward family and friends and enables Girl Scout troops to earn funds early in the Girl Scout year. Girls develop essential entrepreneurial skills including: **Goal Setting, Decision Making, Money Management, People Skills and Business Ethics.**

This is a great way for girls to kick-start their membership year, and earn program patches and rewards based on their individual accomplishments, while helping out their troop with much needed funds. The products are fabulous and make a wonderful gift for the holidays!

**Program Dates**

**August**: Fall Product Kickoff

**September 14**: In-person/Online sales begin
- **Important**: Product Participation form must be submitted to troop prior to starting in-person sales

**Payment is collected at the time the order is taken**

**October 14**: In person sales end

**October 15 - November 14**: Online Sales Only continues. **No** Girl Rewards, **No** Girl delivery option.

**By October 16**: Submit to troop or electronically enter your in-person nuts, candy orders and/or magazine orders. Submit payment to troop for all in-person orders

**November 11 – 15**: Troops receive product and rewards

**Online Program Instructions**

- **Girls may participate online individually or as a troop. No training necessary**
- Our online nut program allows girls to receive online orders for nuts, candy, magazines and more
- Try our 59-Minute Quick Start to kick-start your sales and earn a patch
- Just send emails to family and friends and see your sales grow. Also, earn a patch!
- Emails should be sent the first week of the program to allow time for your customers to place their order prior to the end of the program
- Earn the **Online Patch** by sending **25 or more emails** and earn the **Goal Achiever Patch** by **uploading a photo** to your online store AND sending **36 emails**
- Troops who earn $350 in online sales, the troop leader can make their own custom patch!
- Online sales will automatically count toward earned troop sales, proceeds and rewards
- Customers who live locally will have the option to request girl delivery for their nut and candy order product. Selections will be limited to those listed on the order card only.

Just look for your registration link in your parent's email or visit [www.girlscouts.qspgmo.com/gateway](http://www.girlscouts.qspgmo.com/gateway) and set up an online account.

**In-Person Order Taking Instructions**

- For girls to conduct in-person sales (whether individually or with a troop), a parent or troop volunteer does not have to attend training. Online tutorials are available on the Unify site.
- Girls take orders for nuts, candy, magazines and more, as well as including Gift of Caring donations. **Payment is collected at the time the order is taken**
- Sixteen (16) nut and candy items are available on the order card. Girls will receive the product in November for delivery to their customers
- Gift of Caring (GOC) donations are delivered directly to the council-designated GOC partner
- Each magazine order will now be an online order. There will not be paper magazine orders
**Money Matters**

*Payment Up-Front*
- Girls will collect payment at the time the order is taken for in-person sales
- Orders will not be processed without full payment, which will affect girl rewards and troop proceeds

*Accepting Checks*
- Please make checks payable to Girl Scouts of Gateway Council
- Checks must be pre-printed with customer’s name and address
- Only accept checks from local banks
- Caregiver must write the following on the front of the check: customer’s driver's license number, state and phone number
- On the memo line the following must be written: Troop number, first name and last initial of Girl Scout

***The caregiver may be held responsible for returned checks if they have not followed these procedures***

**Nuts & Candy Order**
- Prior to taking orders write your girl’s name, troop number, TPSM’s name and phone number on the Nuts & Candy Order Card
- To ensure that each order is completed properly, you will need the following information:
  - Customer’s name, address and phone number or email
  - Total number of items for each choice marked in the designated column
  - Total number of items for their entire order and dollar amount sold
  - Payment has been accepted for the order in advance
- After you have completed your sales ensure that you have totaled your nuts and candy order correctly

**Troop Product Sales Manager Forms**
- **Nuts & Candy Order Card**
  - Turn in either a copy of your form or the totals of each variety
  - Include full payment for all in-person orders

**TROOP INFORMATION**

TPSM NAME __________________________________________ PHONE NUMBER __________________________________________

EMAIL __________________________________________

DATE PRODUCT PICKED UP FROM TROOP __________________________________________