



Overview

Theme

“Reaching for the Stars – 100 Years of Encouraging Girls to Shine”

Key Dates

Sept. 1 – Oct. 6:
Hold troop training and
set up Trophy Nut Order-
ing System (TNOS)

Oct. 7 – 23:
Girl order taking

Oct. 24 – 25:
Troop order entry

Oct. 26:
Troop paperwork due to
service unit fall product
program manager

Nov. 17, 18, 19, 20:
Delivery trailer drive-
through sites OR SU
delivery station pick up

Late Nov./Early Dec.:
Incentive delivery (date
determined by vendor)

Troop/Group Fall Product Program Manager Guide

Dear Troop/Group Volunteer,

Our fall product program is an amazing way for girls to jump into their new Girl Scout year with a plan, extra dollars to allocate for those plans, and an opportunity to learn new skills along the way.

This guide will provide an overview of this year’s program and get girls and troops off to a meaningful start to our 100th anniversary year. Please review the material with your troop leader to determine which parts of the program each of you will implement.

The key to a successful fall product program is understanding the flexibility and benefits it offers. We collaborate with our product vendors, Trophy Nut Company and American Publishers Hearst, to offer a wide variety of great-tasting nut and candy products, and a wide variety of magazine products. Girls and troops can review their options and decide how they want to participate. And, thanks to great feedback, we’re bringing back cumulative incentives!

This year girls can promote three great programs that give customers options for making purchases that give something back to others: “Buy 3 – Plant a Tree,” “Support Our Soldiers” and “Care to Share.”

Your enthusiasm for the fall product program is vital and greatly appreciated. Use this streamlined guide to get girls of all ages involved. This skill-building activity for girls is a great way for troops/groups to generate proceeds early in the Girl Scout year. It ensures that lots of girl-driven, girl-led activities happen all year long.

Thank you so much for your dedication and commitment to Girl Scouts! Together we are building girls of courage, confidence and character who make the world a better place. Here’s to a successful program!

***Yours in Girl Scouting,
The Product Program Team***

**Building girls of
courage, confidence,
and character,
who make the world
a better place.**

Theme

“Reaching for the Stars – 100 Years of Encouraging Girls to Shine”

Glossary

The following are used in this guide:

APH = American Publishers Hearst

Buy 3, Plant a Tree = tree will be planted for three magazine orders to same address

Care to Share = nut/candy donations

E-Nuts Plus = nut/candy orders online

E-Connect = online magazine orders

GCNWI = Girl Scouts of Greater Chicago and Northwest Indiana

Gathering Place = formerly regional service centers

SU = service unit

SUM = service unit manager

SUFM = service unit fall product program manager

Support Our Soldiers (SOS) = magazine donations

RV = product program regional volunteer

TFM = troop fall product program manager

TNOS = Trophy Nut Ordering System

Fingertip Facts

Benefits for Girls

Girls learn “Five Skills” they will use throughout their lives:

Money Management ♦ **Decision Making** ♦ **Business Ethics** ♦ **People Skills** ♦ **Goal Setting**

Flexible Ways for Girls and Troops to Participate

In Person:

Nut, candy and magazine orders, “Care to Share” program (nut and candy donations) and “Support Our Soldiers” (magazine donations)

Internet/E-mail:

“E-Nuts Plus” (nut and candy orders); E-Connect (magazine orders)

Mail:

Subscription Connection magazine booklet

Troop Proceeds

Troops earn 15% of the total sales from:

- Nut/candy order cards
- “E-Nuts Plus” Internet nut and candy orders
- Magazine order forms
- “E-Connect” Internet magazine orders

Troops earn \$2 per completed Subscription Connection booklet. (Limit: one booklet per girl)

Vendors, Logins and Passwords

Trophy Nut (Nuts and Candy)

Trophy Nut Order System (TNOS)

www.trophynutorders.com

User Name: (troop manager’s initials + five-digit troop #)

Password: fp2011

“E-Nuts Plus” (online nut/candy orders)

www.nutsforknowledge.com

Access Code: gs430

American Publishers Hearst (Magazines)

E-Connect Magazine Order Website

User Name: your e-mail address

www.aphgirlscouts.com

Password: fp2011

Contacts: Contact your SU fall product program manager first with any questions or needs.

SU Fall Product Program Manager Name: _____

Phone: _____ E-mail: _____

Product Program Regional Volunteer Name: _____

Phone: _____ E-mail: _____

Council Product Program Staff Name: _____

Phone: _____ E-mail: _____

Where to Go for More Information

Check the *Fall Product Program* section of our website at www.girlscoutsgcnwi.org, located under *Girl Scout Info*, for new resources and complete guides, as well as contact information for product program staff.

Featured Items

KEEPSAKE TINS are perfect for holiday gift-giving and are excellent hostess and teacher gifts. Included:

- Commemorative Girl Scout 100th Anniversary Tin (with individually wrapped Mint Trefoils)
- Skating Snowman Tin (with individually wrapped Pecan Supremes)

NEW! These are great for entertaining:

- Gorp Trail Mix – 30 oz Value Size Jar
- Spicy Cajun Mix – 7 oz can

Nut and Candy Order Card Lineup:

Mint Trefoils – Girl Scout 100th Anniversary Tin – 6 oz	\$10
Pecan Supremes – Skating Snowman Tin – 8 oz	\$10
Honey Roasted Peanuts – 30 oz Value Size Jar	\$10
NEW! Gorp Trail Mix – 30 oz Value Size Jar	\$10
Whole Cashews – 8 oz can	\$7
Chocolate Covered Almonds – 10 oz can	\$7
Chocolate Covered Raisins – 11 oz can	\$6
Double Dipped Chocolate Peanuts – 10 oz can	\$6
Cranberry Trail Mix – 7 oz can	\$5
NEW! Spicy Cajun Mix – 7 oz can	\$5
Fruit Slices – 10.5 oz can	\$5
Honey Roasted Peanuts – 9 oz can	\$5
Pecan Supremes – 5 oz box	\$5
Peanut Butter Cups – 5.1 oz box	\$5

Girl Awards

We heard you – incentives are cumulative! Each girl will receive incentives based on her total dollar sales. Incentives are cumulative and awarded based on attaining specific levels of participation. Girl orders must be posted in TNOS when troop order is submitted to receive incentives. Patches are earned at various levels and/or types of participation. Refer to the back panel of the order card for incentive level and item description.

Troop Award

If your troop per-girl average is \$295, your troop will receive ONE FREE COPY of the NEW **Girl's Guide to Girl Scouting** book!

Troop leaders will receive a coupon that can be exchanged for the book at any of our council's Girl Scout shops (locations listed at www.girlscoutsgcnwi.org). Coupon will be mailed to troop leader after the initial order is placed.



Schedule

Sept. 1 – Oct. 6:

- Plan, hold a meeting with girls to set goals and generate excitement
- Set up troop/girl information in TNOS

Oct. 7 – 23:

Girl order taking

- Girls contact family and friends for nut/candy and magazine orders
- Girls send e-mails via "E-Nuts Plus" and "E-Connect" Internet sites

Oct. 24 – 25:

Troop order entry

- Enter orders into TNOS
- Make bank deposits

Oct. 26:

Troops submit all paperwork to SUFM

Nov. 17, 18, 19, 20:

Troop nut/candy order pick-up and distribution

Late Nov./Early Dec.:

Troop incentive pick-up and distribution

Action Item:

Girls must be registered for the current Girl Scout membership year to be eligible to participate in any Girl Scout activities, including the fall product program.

Term

Appointed annually by the service unit manager

Time

Requirement:
August through December

IMPORTANT NOTE

Troop Manager Guide Updates:

There may be updates to this guide and the Internet ordering system instructions after the guide is printed.

Any changes will be communicated to the SUFM and the guide will be updated at www.girlscoutsgcnwi.org.

Position Description

Troop Fall Product Program Manager

Accountability:

Reports to the service unit fall product program manager (SUFM)

Purpose, Related to the Girl Scout Mission:

To inspire and offer the opportunity for individual growth and enrichment for every girl.

Responsibilities:

- Submit the *Volunteer Application* (if not previously submitted).
- Offer every Girl Scout the opportunity to participate in the fall product program.
- Attend service unit fall product program training.
- Verify that every girl participating in the fall product program is a registered member of Girl Scouts of the USA for the current Girl Scout membership year.
- Verify that every adult involved in the fall product program is a registered member of Girl Scouts of the USA for the current Girl Scout membership year.
- Provide fall product program training to Girl Scouts and their parents/guardians.
- Instill goal setting at all levels (service unit, troop/group and girl).
- Arrange for the immediate distribution of all materials, products, and incentives to every girl.
- Secure a signed *Parent/Guardian Permission and Responsibility Form* for each Girl Scout participating in the fall product program.
- Review all girl orders for accuracy.
- Enter and submit girl orders on the Trophy Nut Ordering System (TNOS).
- Prepare deposit slips, make bank deposits, and obtain validated deposit receipts.
- Provide accurate and timely reporting, according to established schedules, guidelines, and due dates.

Qualifications:

- Must be a registered member of Girl Scouts of the USA in the current program year and be committed to the Girl Scout Promise and Law.
- Must be computer literate, have an e-mail account and have accessibility to the Internet.
- Ability to provide clear, concise, and motivational training.
- Ability to work with and motivate girls and adults through the duration of the program.
- Demonstrate respect for all people; ability to work effectively with adults from diverse racial, cultural, social, educational, and economic backgrounds.
- Have no outstanding debt to Girl Scout of Greater Chicago and Northwest Indiana.
- Posses good conflict resolution and problem-solving skills.
- Commitment to meeting deadlines.

Girl and Family Training

Training

Schedule a meeting with girls and parents before girls begin taking orders. It is important that each girl and her family be given the opportunity to participate. Having options ensures girls can participate in ways that work best for their families. All girls in a troop do not have to participate in the same way.

At the Meeting:

- Explain why participation is important to girls, their troops and our council.
- Generate enthusiasm and emphasize the Five Skills that girls gain.
- Collect permission and responsibility forms for each girl (also online at www.girlscoutsgcnwi.org).
- Review dates and deadlines.
- Work with troop leader to encourage girls to set goals and participate in activities that tie to the financial literacy badges featured in the NEW *Girl's Guide to Girl Scouting*.
- Distribute materials from Trophy Nut and American Publishers Hearst to every girl.
- Describe how all the materials are used and how orders are obtained.

Highlight Goal Setting

Explain the "Goal Setting Worksheet" poster and how to track the troop's progress. Lead girls through the process of identifying potential activities, personal goals and troop goals. Click on the purple "Goal Info" tab at www.nutsforknowledge.com to download individual girl goal-setting forms, certificates and resources. Girls who set and meet their goals can be awarded with the "Goal Getter Certificate" which can be downloaded at www.nutsforknowledge.com.

Distribute Program Materials

Program activities complement the journeys and fulfill requirements for several badges, so the fall product program is a great way to jump into the new membership year. Activity sheets are in the "Reaching for the Stars" folder; additional activities are available on the Nuts for Knowledge website.

Magazine packets (one per girl) include magazine catalog, six order forms for catalog orders, "Magazine Favorites" insert (including three additional regular order forms), popular magazine insert with 16 additional titles, and Support Our Soldiers subscription flier (with three SOS order forms).

Explain Nut, Candy and Magazine Orders

Girls take orders from family and friends that are pre-paid; money must be collected at the time the order is taken. Payment is accepted by cash or checks (payable to "Girl Scouts of GCNWI"). Note: customers who want to use a credit card can place their order through "E-Nuts Plus" or "E-Connect."

- 14 nut/candy items are available on the order card. Other varieties are available online.
- Girls deliver the product directly to family and friends who order via the order card.
- Internet orders are shipped directly to customers (shipping fees apply).
- Care to Share orders will be delivered directly by the council to the three military organizations.

Explain Magazine Order Form:

- Press firmly – use blue or black ink pen, not pencil.
- PRINT clearly - use all CAPITAL letters.
- Up to three magazines can be ordered for the same person at one address on each order form, which qualifies for the "Buy Three, Plant a Tree" program.
- Make checks payable to "Girl Scouts of GCNWI"
- Renewal information must be copied exactly as it is on the current mailing label. Do not attach label.
- Certain discount coupons are not accepted; see page 11 of this guide. Attach coupon directly to WHITE copy of order form.
- Give customer PINK copy; submit WHITE and YELLOW copies with payment to TFM.

Training Action Items

- Verify that all participating girls have signed *Product Program Permission and Responsibility Form* on file with the troop leader.
- Help girls understand troop must order a minimum of 12 nut and candy items to be qualified as "participating."
- Girls should fill out their first and last name, organization name "Girl Scouts of GCNWI" and 5-digit troop number on each magazine catalog order form.
- Review dates for undertaking and order submission due dates with girls.
- Hand out "E-Nuts Plus" Internet Program sheets to each girl with detailed instructions on how to participate. Additional copies are on our website at www.girlscoutsgcnwi.org.

NEW Troop Award

Receive a Girl's Guide for FREE

When your troop per-girl average is \$295 or more, your troop will receive ONE FREE COPY of the NEW **Girl's Guide to Girl Scouting** book!

Troop leaders will receive a coupon that can be exchanged for the book at any of our council's Girl Scout shops (locations listed at www.girlscoutsgcnwi.org).

Benefits for Girls

Girls Gain New Skills

Girl Scouts has the financial literacy curriculum that helps girls in their daily lives and in the future. Our fall product program gives girls great opportunities to put their financial literacy skills into practice right at the beginning of the new year.

The "Five Skills" the girls develop when they participate in Girl Scout product programs, like the Girl Scout Cookie program and fall product program, are:














- Money management – girls tally orders and count change
- Decision making – girls make decisions about how to spend their troop/group proceeds
- Business ethics – girls begin to understand how important it is to be honest, meet deadlines and understand how to properly market a product
- People skills – girls learn to interact with people and understand the importance of customer service
- Goal setting – girls set their own goals and contribute to setting troop/group goals

Great Reasons to Participate

- Activities help fulfill requirements for badges featured in the new *Girl's Guide to Girl Scouting*.
- Program gives girls the flexibility to participate with a customized plan: they may take orders in person; they may encourage online orders for nuts and candy for those who want more selections, those who want to pay by credit card, or who live far away; and/or they may encourage magazine purchases through order forms or online options.
- This year's program features increased options for making donations that benefit the community and the women and men serving in the military.
- The troop gets a jump start on building their troop bank account to fund activities and events.

Fall Product Program Links to NEW *Girl's Guide to Girl Scouting*

Girls can fulfill requirements for the new age-appropriate financial literacy badges featured in the *Girl's Guide to Girl Scouting*, the new resource that complements the journeys and forms the backbone of the National Program Portfolio. Help troops understand that participating in the fall product program is a great way to introduce girls at any age to important financial skills they will use throughout their lives.

	Daisy	Brownie	Junior	Cadette	Senior	Ambassador
Financial Literacy	 Money Counts	 Money Manager	 Business Owner	 Budgeting	 Financing My Future	 On My Own
	 Making Choices	 Philanthropist	 Savvy Shopper	 Comparison Shopping	 Buying Power	 Good Credit
				 Financing My Dreams		

Easy Ways to Participate

Nut and Candy Orders

Fourteen nut and candy selections are available on the order card, with additional items available for purchase through the “E-Nuts Plus” program online. Girls accept pre-paid orders (cash or checks) when orders are placed using the order card. Credit cards may be used online. Girls deliver directly to those who order on the order card; Internet orders ship directly to customers (shipping fees apply).

Care to Share Orders (Nut and Candy Donations)

A special place on the order card encourages family and friends to donate nuts and candy to the women and men serving in the military. We are partnering with Yellow Ribbon Support Group, Operation MOMS Cookies, and the U.S.O. Naval Station – Great Lakes Center for this service project. Orders will be shipped directly to the organizations. Donations must be collected at the time of order and must be included in the money submitted with the girl’s order.

“E-Nuts Plus” Internet Nut and Candy Orders

Customers place nut and candy orders on the Internet, choosing from 14 items on our order card PLUS items from Trophy Nut’s entire product line – more than 50 varieties and sizes. Customers may use credit cards. Delivery options are available. It’s great for family members and friends who live far away. Girls have no order forms to track or money to collect.

Magazine Orders by Catalog

Customers may initiate or renew magazine subscriptions using a catalog of more than 800 popular titles with prices up to 85% off cover prices.

Support Our Soldiers (SOS)

Customers can show their patriotism by supporting military personnel and Girl Scouting at the same time through the Support Our Soldiers (SOS) program! American Publishers Hearst provides three special “Support Our Soldiers (SOS)” order forms in each magazine envelope. Customers can select up to three magazines listed on the reverse side of the PINK copy of the order form or the SOS flier.

ID #D1 = Operation MOMS Cookies

ID #D2 = Yellow Ribbon Support Group

ID #D3 = U.S.O., Naval Station Great Lakes Center

NEW! Subscriptions for soldiers can be sent to a specific person with an APO or FPO address; see flier for details.

Buy 3, Plant a Tree! For All Magazine Orders

Troops will have a tree planted in their honor through the non-profit organization “Plant-It 2020” when customers purchase any three or more magazines sent to the same address. Your troop will receive a personalized certificate acknowledging their support of “Go Green”! This program complements the Girl Scout’s Forever Green – Community Action Project running through our 100th anniversary in 2012.

“E-Connect” Internet Magazine Orders

Family and friends across the country can order new subscriptions or renewals online. “E-Connect” offers a convenient credit card payment option, gift subscriptions and Support Our Soldiers (SOS) program. Girls have no order forms to track or money to collect.

Subscription Connection Booklet

Girls can extend their sales by reaching family and friends who live out-of-town or do not have e-mail by completing Subscription Connection booklets. After the fall product program concludes, customers listed in each booklet will receive up to two mailings asking them to support Girl Scouts by purchasing magazines. Troops earn \$2 per correctly completed Subscription Connection booklet.

Action Items

Explain to girls and families the following information:

Orders for fall product are pre-paid. Money must be collected at the time that the order is placed.

In-person orders may be cash or check (payable to Girl Scouts of GCNWI).

Online orders for nuts, candy and magazines may be made by credit card.

Troops may also use troop proceeds to participate in the donation programs.

Trophy Nut Order System

Troop Set Up in TNOS

It is your responsibility to:

- Populate the troop information by adding every girl's name and "E-Nuts Plus" name.
- Set up the girls' access to "E-Nuts Plus."
- Provide girls with instruction sheet for "E-Nuts Plus" and "E-Connect."
- Write access code "GS430" on sheet.

To set up your TROOP information, go to www.trophynutorders.com:

- Click on 2011 – 2012 Order System.
- Enter your User ID and Password.
- Fill in each field on the form – do not leave any fields blank.
- Update the form before exiting.

Add ALL REGISTERED GIRLS into the system:

- Enter each girl's first name and last initial.
- Prior to submitting troop order – modify each girl's information to order patches if she qualified for the E-Nuts Plus or E-Connect patches.
- Select the correct T-shirt size for each girl who qualifies.
- After entering girl's incentives, click "Add" at the bottom of the page. Repeat for every girl.
- Update the number of girls registered on the troop information page if new girls are added to the troop. Click on "Troop," and then "Edit" to make changes.

Entering Girl Orders

Step 1: Edit girl information.

- From the troop main page, scroll down until you see "Girls" then select a girl and click "Edit."
- When the girl sends 15 e-mails (with one or more items sold) in E-Nuts Plus, click the "I Participated" box.
- When the girl sends 15 e-mails (with one or more Web magazines sold) in E-Connect, click the "I Participated" box.
- When the girl sends 25 e-mails (with an additional Web magazine sold) in E-Connect, click the "I Participated" box.
- Click "Update" to save changes and repeat for every girl.

Step 2: Enter the girl's nut/candy and magazine orders.

- Click on "Views" then "Orders" then "Add New Order" next to "Troop."
- Select the girl and her age group from the drop-down menus.
- Enter the total number of magazine catalog orders and SOS orders sold.
- Enter the total dollar amount sold from catalog and SOS orders.
- Enter quantity "1" if a girl qualifies for the Subscription Connection booklet patch.
- Enter the number of Internet magazine subscriptions sold (use E-Connect report).
- Enter the total dollar amount of Internet magazine subscriptions (E-Connect report).
- Enter the nut/candy product quantities for each product from the girl's order card.
- Enter the total number of "Care to Share" donations from the nut/candy order card (not dollars).
- Enter the total number of "Support Our Soldiers (SOS)" orders (for girls to receive the Care to Share patch).
- Click "Add" to SAVE the girl's order.
- Repeat for each girl.

Step 3: Submit Troop Order

- Girl orders will appear alphabetically on the troop order, and each order will be assigned an ID automatically.
- Product submission: Click "Submit Products" to finalize the nuts/candy order.
- Magazine submission: Click "Submit Magazines" to finalize the magazine orders.
- Once the order has been submitted, they become "read only." Contact your SUFM if changes need to be made.

Login Info

www.trophynutorders.com
User Name: troop manager's initials
and 5-digit troop number
Password: fp2011

Step-by-Step Checklist

Sept. 1 - Oct. 6:

Attend SU training and hold troop training for girls and parents/guardians

Oct. 7 – 23: Girls Take Orders

Please be available throughout the program to:

- Communicate with the girls regarding their progress and answer questions.
- Remind girls of deadlines and keep them motivated.
- Use the *Goal Setting Worksheet and Goal Tracking* sheets to show the girls their progress!

Oct. 24-25: Enter Girl Orders into TNOS

Girls must turn in their orders and payment no later than Oct. 24, including:

- Nut/candy order card
- Magazine order forms
- Subscription Connection booklet
- Money envelope with full payment

Review Girl Submissions

Review each girl's submission for accuracy prior to entering the order in TNOS.

- Check calculations on all nut/candy order cards.
- Check magazine order forms for completion.
- Review Subscription Connection booklets for completion.
- Match money to girl orders.
- Fill out summary on back of Envelope 1

E-Nuts Plus Internet Orders:

- Internet orders for nuts/candy will automatically appear on the girl's order in TNOS.
- Log in to TNOS and run the "E-Nuts Plus Sales" report.
- Run "E-Nuts Plus Emails" report to find girls who have sent 15 e-mails. Remember to edit the girl information to order her Shine Bright patch.

Bank Deposits:

- Make council bank deposit (money owed to the council).
- Make troop bank deposit (money owed to the troop for troop proceeds).

Magazine Orders and Subscription Connection Booklet Review:

Use the three *Troop/Group Orders Summary Envelopes* to sort magazine order forms:

- White copy magazine order forms – check "WHITE COPIES" on envelope front.
 - Yellow copy magazine order forms – check "YELLOW COPIES" on envelope front.
 - Subscription Connection booklets – check "SUBSCRIPTION CONNECTION" on envelope front.
- On the back of each of these envelopes is a *Summary Collection Worksheet* to use to record each girl's magazine orders. The worksheet will make entering orders into the system more efficient. Creating a summary of magazine orders will also help the SUFPPM review troop submissions quickly.
- Record the number of subscription orders and money collected from the magazine order forms on the *Collection Worksheet* for each girl.
 - Check the "Sub-Connect" box if the girl submitted a qualifying Subscription Connection booklet.
 - Record the number of subscriptions and dollar value in the "On Line" column from "E-Connect" report.

Action Items

Set up each girl in TNOS before order taking begins.

Girls must turn in orders by Oct. 24.

Ensure troop has a total order of at least 12 nut, candy or magazine orders to ensure that a troop order can be placed.

Ensure that every magazine order is complete to avoid delays in order processing

Verify the amount due and amount received.

Count each girl's money (cash and checks).

Issue payment receipt to each girl.

Contact SUFPM if you need additional program materials

IMPORTANT NOTE Incentives/Proceeds:

Only orders received by Oct. 23 will apply to girl incentives and troop proceeds. Girls should send e-mails early to give family and friends time to place their Internet orders so girls and the troop receive the credit.

Fall Product Program

Material Distribution

The troop fall product program manager will receive the following items between Sept. 1 and Oct. 6 during the fall product program kick-off meeting:

Troop Items (per troop):

- “Reaching for the Stars” folder which includes:
 - Grade level activity sheets
 - Goal setting worksheet poster
 - Super Star Seller game
 - Safety tips
- Order summary envelopes (3)
 - Used to collect white and yellow magazine order forms and Subscription Connection booklets
- Troop “submission” envelope
 - Used to submit 3 troop summary envelopes and bank receipts
- Bank deposit slips (2)
- Troop deposit receipt envelope
- Receipt book

Girl Items (per girl):

- 2011-12 Product Program Permission and Responsibility Form
- 2011 Fall Product Program Girl and Family Guide
- Nut/candy order card
- On-line ordering instructions
- Money envelope
- Magazine envelope contains:
 - Magazine catalog with order forms and money envelopes
 - Support Our Soldiers flier and order forms
 - Subscription Connection booklet

Oct. 26:

Turn in to SUFM:

- Envelope 1: White magazine order forms
- Envelope 2: Yellow magazine order forms
- Envelope 3: Subscription Connection booklets
- Deposit Slip Envelope: Two (2) validated bank deposit receipts (yellow bank deposit receipt and white bank teller receipt)
- Keep pink copy for troop records

Nov. 17, 18, 19, 20:

Troop nut/candy order pick-up and distribution

Late November/Early December:

Troop incentive pick-up and distribution

Review Process for Magazine Orders and Subscription Connection Booklets

Check each catalog order form for:

- Name, address, e-mail and phone number of subscriber
- Correct title, code, and issues of magazines
- New/renewal
- Price
- Girl name, organization (Girl Scouts GCNWI) and 5-digit troop number
- Payment by check or cash

Check each Support Our Soldiers (SOS) order form for:

- Correct title (choose from back of SOS order form or flier only), code and number of issues
- Donation ID number for delivery address
- Price
- Girl name and 5-digit troop number
- Payment by check or cash

Check each Subscription Connection booklet for:

- Full name and address of potential customer
- No duplicate addresses, international addresses, or phony addresses
- Completed custom message (right side of page)

Incomplete booklets may be submitted but will not qualify for patches and troop proceeds.

Review E-Connect magazine orders:

Log in to American Publishers Hearst website at www.aphgirlscouts.com.

- From the main page, click on “Log-Ins” tab.
- Select the troop/group login to get to the troop site.
- Click “Reports” tab.
- Click “Get Report” to run the Summary, Detail and E-Sales reports.
- Print these reports to use to fill in the girl order information in TNOS.

Specifics for Magazines

E-Connect Internet Magazine Orders

After each TFM is registered in TNOS, she/he must register in the APH system. Enter your e-mail address and same password used in TNOS. You will be directed to the troops/groups home page. Click on "Accounts" tab to retrieve your troop/group AP Organization Code. This code must be distributed to each girl for her to register. Select the "Send E-mails" tab to send an e-mail with the code to each girl or write the code on the E-Connect instruction flier (with E-Nuts Plus on the opposite side).

Print reports to get all Internet transaction data to be included on to the final troop order. Please indicate which girls participated in the Internet program and order incentive patches based on their participation of at least one subscription.

Requirements for Filling out Subscription Connection Booklets:

- Girls provide seven VALID names and addresses to complete the booklet.
- Each address must be unique – no duplicate addresses.
- Only one booklet may be submitted per girl.
- Booklets containing complete names and addresses of seven potential customers will count for the incentive patch and troop proceeds

ACTION ITEM: Review Subscription Connection booklets for accuracy and completion and modify the TNOS system to include the patch order for each girl participating.

SPECIAL NOTE: Renewal Discounts and Coupons

From American Publishers Hearst:

Renewal offers that people receive in the mail are considered "coupons." We can accept them for any magazine, EXCEPT those detailed in the "NO COUPONS ACCEPTED" list at left.

To use coupon:

- Have customer staple coupon to the WHITE copy of the paper order form.
- Customer must write in and submit payment for the coupon amount.
- Coupon must accompany order to receive lower price.
- Troop/group totals will be changed to reflect the amount the customer actually paid.

Please note:

- At this time we cannot accept coupons for web orders placed on our website.
- Photocopies of coupons will not be accepted.
- Computer printouts from internet offers are not considered coupons and cannot be accepted.
- We cannot accept coupons for additional years for free that indicate "buy one subscription and get one (or more) free."

NO COUPONS ACCEPTED

Discount renewal offers, referred to as "coupons," will NOT be accepted by the publisher for the following magazines:

All You
Coastal Living
Cooking Light
Entertainment Weekly
Essence
Food & Wine
Fortune
Golf
Health
In Style
Money
Money and Time Combo
People
People En Espanol
People StyleWatch
Real Simple
Southern Living
Sports Illustrated
Sports Illustrated Kids
Sunset
This Old House
Time
Time and Money Combo
Travel & Leisure

Action Items

Ensure that girls and families understand that fall product program orders are prepaid only.

Ensure that girls collect and turn in money with their orders.

When making bank deposits, keep the total proceeds amount from the cash available and deposit it directly into the troop's own bank account.

Return any unused bank deposit slips to the SUFM.

Banking Procedures

Money Envelopes

A money collection envelope is provided to each girl for convenience.

- Count each girl's money (cash and checks)
- Verify amount submitted is equal to the amount due
- Provide a receipt to each girl for every money and/or product exchange

Bank Deposit Slips

Make bank deposits for the amount due the council and the amount due to the troop.

- Verify all orders entered.
- Run troop "Final Report" to determine council deposit and troop proceeds amounts.
- Locate the "Grand Total" line to find the total amount of troop sales and troop proceeds.
- Deposit the amount owed to the council (total "Due Council" line on the report) into the council's bank account using the pre-printed deposit slip.
- Deposit total amount of troop proceeds directly into the troop's bank account.
 - o Troops that overpay the council will receive a refund.
 - o IMPORTANT! Refunds will be processed after complete verification and reconciliation of all troop accounts and may take 6-8 weeks to process.
 - o Give the troop deposit receipt to the troop leader for the purpose of year-end reporting.

Preparing the Bank Deposit Slip

- Endorse all checks "For Deposit only – Girl Scouts of GCNWI."
- Write the date you are going to the bank on the deposit slip.
- Record the amount of currency and coin in the appropriate space on the deposit slip.
- Enter the amount of ALL checks in the first line of "Checks." DO NOT LIST EACH CHECK.
- Enter total number of checks in the box marked TOTAL ITEMS.
- Enter the TOTAL amount of the deposit (currency, coins, checks).
- Print the DEPOSITOR'S NAME, the SERVICE UNIT number, and the 5-digit TROOP number in the space provided. Without this information, your troop account cannot be credited for payment.

Making the Council Deposit

- Do NOT use the night deposit drop box because you need validated receipts.
- Do NOT use the bank's generic deposit slips.
- Use ONLY the provided product program bank deposit slips. Your SUFM has additional slips, and they can be picked up from your nearest Gathering Place.
- Receive from bank: yellow and pink copies of validated deposit slip and white printed bank teller receipt
- Verify validation stamp is legible on the yellow copy of the deposit slip before leaving the bank.
- Keep pink validated deposit slip for troop records and give it to the troop leader.
- Submit the yellow validated deposit slip and white bank teller receipt in the Troop Deposit Receipt envelope to the SUFM.

Making a Deposit or Payment at a Gathering Place

- Troops may make their deposit at any Gathering Place.
- You must obtain a receipt for all checks and cash received at the Gathering Place.
- The troop's payment will be recorded by staff. The SUFM will not receive a copy of the troop's payment receipt so you must notify the SUFM that the deposit was made at a Gathering Place.

Final Logistics, Distribution

Turning in Paperwork

The following paperwork must be turned in to the SUFM on Oct. 26:

- Envelope 1: White copies of magazine order forms
- Envelope 2: Yellow copies of magazine order forms
- Envelope 3: Subscription Connection booklets
- Deposit Slip Envelope: Yellow copy of validated bank deposit slip AND white copy of bank receipt

Submit envelopes 1, 2, 3, and deposit slip envelope and write your troop number on the front of each envelope. Submit all envelopes to the SUFM.

Submit the following to the troop leader:

- Signed *Girl Scout Product Program Permission and Responsibility Forms*
- Nut/candy order cards, subscription forms, Internet reports
- Pink validated deposit slip

Delivery Information

Nut and candy products will be delivered on Nov. 17, 18, 19 or 20. SUFM will inform you of the location, date and pick-up time for the delivery. Once notified, fill in the information below.

Date: (circle one) Nov. 17 Nov. 18 Nov. 19 Nov. 20

Location: _____

Pick-up time: _____

Distributing Girl Orders

Sort each girl's order, schedule a pick-up time and prepare a product pick up receipt for each girl. On the pickup day, you and a parent/guardian will verify the girl's order and both parties will sign the receipt.

- Give yellow copy of receipt to family.
- Once the receipt is signed and the product is in the family's possession, the parents agree that the order has been fulfilled correctly and in its entirety.
- Once the order has been dispensed and the receipt has been signed, the girl and her family are responsible for product distribution to their customers.

Incentive Delivery

SUFM will contact you when incentives are ready for pickup in late November or early December. Check all incentives and report any defective or missing items to the SUFM no later than Dec. 16.

THANK YOU!

Thank you for your dedication to Girl Scouting! Your involvement in this vital program activity ensures that girls of all ages continue to build the courage, confidence, and character they need to make the world a better place!

Action Items

- Turn in paperwork by Oct. 26 to SUFM.
- Submit required forms and receipts to troop leader by Oct. 26.
- Verify the troop's delivery information.
- Schedule pick-up times for girls and families.
- Prepare receipts for each girl upon delivery of product.
- Verify incentive shipment using the TNOS report BEFORE submitting their orders, including all manually entered items such as T-shirt size and participation patches.

COOKIE PROGRAM

Save the date! Don't miss the exciting Girl Scout Cookie Kickoff! Last year's event sold out early, so plan ahead.



THIRD ANNUAL
GIRL SCOUT COOKIE KICKOFF RALLY
WITH THE CHICAGO WOLVES

SATURDAY, JANUARY 7, 2012

Allstate arena



PRESENTED BY:
girl scouts
of greater chicago
and northwest
indiana

GSUSA
COOKIE PIN



Complete and purchase this earned recognition on site!



REGISTER ONLINE: CHICAGOWOLVESSTORE.COM

FOR MORE INFORMATION, CONTACT MARLA FISH • (847) 832-1945 • MLFISH@CHICAGOWOLVES.COM

T-shirt Size(s):

YOUTH: No. of Yth Small ____ No. of Yth Medium ____ No. of Yth Large ____

ADULT: No. of Small ____ No. of Medium ____ No. of Large ____

No. of X-Large ____ No. of XX-Large ____

Name: _____

Troop No.: _____ Circle One: Daisy / Brownie / Juniors / Older Girls

Address: _____

City/State/Zip: _____

E-mail: _____

Phone (H): _____ (C): _____

Check/Money Order No. _____

Please make all checks payable to: Chicago Wolves. Credit card use chicagowolvesstore.com
To ensure your group sits together, please only submit one form for your entire group.

girl scouts
1912-2012

SCHEDULE OF EVENTS

- > Cookie Rally 2 - 4:45 p.m.
- > Entertainment 5 - 5:45 p.m.
- > Doors open to the public 6 p.m.
- > Chicago Wolves Game 7 p.m.

\$15 PER PERSON

(Package includes rally entrance, commemorative 100th anniversary T-shirt and Wolves ticket. Registered Girl Scouts will receive a rally patch and pom-pom. Only those in attendance will receive the items listed above.)

OPTIONAL \$4 FOOD VOUCHER
(Hot dog and soda, limit one per person)



HOW TO REGISTER

BY CREDIT CARD:

Register at ChicagoWolvesStore.com and click on Girl Scout Cookie Kickoff

BY MAIL: Complete the order form and return with check or money order to:
Chicago Wolves, Attn: Cookie Kickoff c/o Marla Fish
2301 Ravine Way, Glenview, IL 60025

**REGISTRATION DEADLINE:
DECEMBER 16, 2011**

This event may sell out prior to deadline so ORDER NOW! Tickets will be mailed to the address the customer provides on the order form below.

SAT., JAN. 7, 2012 AT 2 P.M.

Allstate Arena | 6920 Mannheim Rd., Rosemont, IL

____ Total No. of Registered Girls
(For rally patch and pom pom)

____ Total No. of Tickets
at \$15 = \$ _____

____ Total No. of Food Vouchers
at \$4 = \$ _____
(Limit one per person)

+\$3.00 Service Fee

TOTAL ENCLOSED: