



Girl Scouts of the Green and White Mountains 2009 FALL PRODUCT SALE

Unlock the Mystery

TROOP FPS MANAGER FACT SHEET & CHECK LIST

Get ready, get registered, and kick off a great year!

Sept. 18th – Oct. 25th – Order Taking

Nov. 14th – Delivery to Troops

LOTS OF OPTIONS - Choose one, two or try all 3 of these options for lots of fun and lots of troop proceeds.

1. Nuts and Candy - Each product counts as one item toward incentives. NO MONEY IS COLLECTED when the order is taken – MONEY IS COLLECTED when items are delivered to the customer.
2. QSP Address Booklets – Each girl may complete ONE Address Booklet (at least 7 pages completed) which counts as one item sold toward incentives. NO MONEY IS COLLECTED - The girls fill in the addresses and QSP will send each addressee a catalog and order form, and if they place an order, QSP will invoice them for their payment directly.
3. Buy Now / Pay Later Magazine Subscription Sale – Girls collect magazine subscription orders. Each subscription counts as one item toward incentives. NO MONEY IS COLLECTED - Customers will be billed by QSP for their subscriptions.

Before Order Taking Begins on Sept. 18th:

- Access the NUT-E computer system – <http://gsorders.ashdonfarms.com> (no www needed) using your Login Name and Password. (Drop-Down Menu should say: “2009 Fall Product Sale”.) Following your NUT-E Instruction Sheet, update YOUR Troop Information.
- Confirm that your troop (Leader, Troop FPS Manager, and all girls selling) is registered for the 2009-2010 membership year.
- Attend your Service Unit (SU) FPS Troop Managers Training to receive the information that will allow you to train your troop parents and girls, and help your troop have a successful Fall Product Sale.
- Conduct a FPS Parent & Girl Training for your troop. Introduce the program, discuss troop goals and plans, procedures, rules, safety, sale deadlines, and distribute materials. Have each parent complete a Parent Permission Form. (In the case of divorced parents, girls may be taking orders in two separate locations. Have each parent sign a separate permission form, and give each a separate Order Card. On delivery day, separate Mom’s order and Dad’s order, and have each parent sign their own pick-up receipt.)

After Order Taking Ends on Oct. 25th:

- By your SU Deadline**, enter your Girl Orders into the NUT-E computer system.
- By your SU Deadline**, submit your troop's completed paper T1 Form (White Copy) to your SU FPS Manager so she may use it to check for data entry accuracy. Unwanted product received by a troop because of a data entry error may not be returned.

Delivery Time and after:

- Contact your SU FPS Manager for Delivery Date and specific time to pick up your troop's products.
- Print out your troop's T-2 Form from NUT-E to use to confirm and accept your troop order. Sign for the troop order directly on the T-2 Form, which will be saved by your SU FPS Manager and submitted to the Council with the Final SU Paperwork.
- Accept the delivery of Fall Products for your troop. Arrange with your troop parents for them to pick up their girl's orders. Encourage your parents and girls to delivery the products promptly.
- Make troop deposits into the Council Product Sale Account for the amount "Due Council" on the T-2 Form from NUT-E, and enter your Direct Deposit payments into NUT-E. Confirm that each of your deposit slips is bank validated. If your troop has outstanding money at sale's end, due to non-payment from a parent, be sure to complete an Alert Form for that money, and submit it with your final paperwork to your SU FPS Manager. **DO NOT** pay for this non-paying parent from troop funds – leave a balance due on the T-2 in the amount of the Alert Form. Be sure you do not over-deposit any of your Troop Proceeds into the Council Product Sale Account. Over-deposits of \$25.00 or less will not be refunded, and will be donated to the Girl Assistance Fund.
- By your SU Deadline**, submit your troop's completed Address Booklets, and Magazine Subscription Forms - White Copies, to your SU FPS Manager. The customer keeps the Pink Copy, and the troop keeps the Yellow Copy of each form.

End of Fall Product Sale – Final Steps:

- By your SU Deadline**, print out a final T-2 Form from NUT-E to use as an invoice for how much you have deposited to pay to the Council, and how much you have deposited into your troop checking account as Troop Profit. This will be submitted to your SU FPS Manager, along with copies of your validated deposit slips for deposits you made into the Council Product Sale Account.
- Be sure you have finished all entry into NUT-E.
- By Dec. 15th** submit your Final Paperwork (T-2 Form, copies of validated deposit slips, any Alert Forms for outstanding money) to your SU FPS Manager.
- Receive your troop's Girl Incentives from the SU FPS Manager, and distribute them to your girls. These incentives should be given to the girls promptly, not held for end-of-year ceremonies.



For more information, or questions, contact:

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