

Girl Scouts of Sierra Nevada
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FALL PRODUCT TROOP INSTRUCTIONS



Welcome to the Fall Product Program. This year we are again selling Nuts and Candy and QSP magazine subscription/renewal program. We want to encourage every girl's family and friends to order their favorite magazines and nuts and candy from their favorite Girl Scout. Part of every dollar they spend supports Girl Scouts.

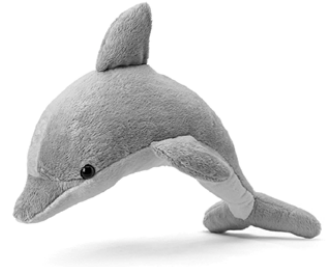
QSP Magazine Subscription/Renewal Program (Reading Rocks)

1. Each girl will receive a magazine envelope that contains the following:
 - a list of all the magazines available for either renewal or first time subscriber
 - a list of available CD's
 - an easy pick pamphlet of the most popular magazines
 - 5 order slips. Each slip has room for three subscriptions from the same customer. Use a **different** slip for **each customer**. The girl's name and troop number should appear on each slip turned in. The check must be made out to the **girl's troop**.
 - One address booklet. The **girl's name, council 661, troop number and number of completed postcards** is placed on the front.
 - Each card includes a name and address and an area for a special note. Please do not tear out any cards. If you do not want one used, put an x through it. The troop will earn \$2 for every 7 completed addresses.
2. The Parent Permission slip must be completed and turned in **before** a girl can start selling. This is a two part form. The first part is turned into the council; the troop leader will keep the second part.
3. Each troop receives two **Fall Product Turn In Forms**. One is for the **September 28th** turn in date and one is for the **October 26th** turn in date. The following information should be completed for the subscription and booklets that are turned in with that form:
 - The number of slips (the blue perforated form, one per customer with up to 3 subscriptions on each slip).
 - the number of subscriptions on those slips
 - the number of booklets
 - the total number of completed mailing postcards in address booklets.
 - the total dollars collected – **ex: \$120.00**
 - less your troop profits(10% of total sales) – **ex: -\$12.00**
 - less \$2 troop profit for every 7 mailing postcards – **ex: 14 postcards = - \$4.00**
 - Total dollars turned in by Troop Check – **ex: \$104.00.**
 - The first and last name of each girl that sold, total dollars sold for magazines, and number of labels turned in.

The first page is turned into council with a check, the subscriptions and the booklets. The second copy is for troop records. The third copy is for the Service Unit. Follow the same procedure for the second turn in date. **Note: Each form is for just the items that are being turned in on that date. Kathy McCarthy will combine the numbers for incentives.**

4. Please review each slip and postcard to make sure it is filled out completely, including the girls name, troop number and council. (Use 661 for the council ID.) If this information is missing or incomplete the troop will not receive credit for orders placed.

5. Money procedures:
 - The customer check should be made out to your troop and deposited in your troop checking account.
 - Collect money for both magazines and nuts at time of sale.
 - The troop then will write a check for the total amount they owe; payable to: GSSN.
 - If your girls did not sell any subscriptions, but filled out address booklets that qualify for the \$2.00, you will receive a check if the amount due is over \$25 or a voucher if the amount due is between \$24.00 and \$5.00 in November. If the amount due is less than \$5, it will be credited to your service unit trust account.
6. Incentives: Each girl who qualifies will receive
 - A bright “Treasure Your Mind” patch for one subscription
 - A colorful stuffed dolphin for \$150 or more in sales
 - A “Light UP” pen and Patch for at least ten address postcards completed
 - A radio space game for each Reader Digest subscription.



Nuts and Candy Just in time for the Holidays!

1. Each girl will receive:
 - A nut and candy order form
 - A money envelope
2. Girls take orders from friends and family. Girls collect the money at the time of the order. The check should be made out to the girls troop number.
3. Nuts and Candy will be ordered by the council after the October turn in date.
4. Total each of the order cards. Add all of the order cards and place the unit total by type on the Troop Fall Product form. You will not have to order full cases, just what you need to fill the orders that you have. This is a pre-order sale only. There will not be any additional units available. Fill in the girls’ first and last name and total dollars sold in nuts on the bottom of the Troop Fall Product form.
5. Nuts and candy will arrive the second week of November. **They will be shipped to your Service Unit Product Sales Manager.**
6. Girls deliver the nuts as soon as possible.
7. Incentives: Each girl who qualifies will receive
 - An “Treasure Your Health” patch for selling 1 unit
 - A stuffed dolphin for \$150 or more in sales (this can be combined with magazine sales).

Note: Every girl that sells \$550 in sales receives a stuffed Seal

Note: Every troop that averages \$90 per girl in sales, will receive a copy of Readers Digest “Eye Can’t Believe It”. This average is based on number of girls registered.

If you have any questions, please call Kathy McCarthy at 322-0642 Ext. 242. Thank you for your support.



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