

CHECKLIST FOR FALL PRODUCT (FP) TROOP CHAIRS

Pre-Sale: Meet with the girls and the parents/guardians of your troop/group to encourage participation in the fall product program.

_____ Explain the importance of the program. (It generates funds for troops/groups at the beginning of the year when they need it most. In addition, the funds raised for the council maintain our camps and programs. It enables girls to learn new skills in working toward goals, finances, interacting with the public, and marketing.)

_____ Parents may take order cards to their work. Suggestion: The Girl Scout writes a note that includes her sales goal and what the troop/group is planning to do with the proceeds. She may include a photo. Many doctors and hospitals order magazines for their waiting rooms. Unfortunately, QSP cannot process orders from libraries.

_____ Explain the online order-taking process and the fun activities available to them.

_____ Distribute all forms **to each girl** in the troop/group.

- Permission Slip
- Order Card
- Step Two Booklet
- Information on the QSP Online Program
- Money Envelope
- “Your Check is Welcome...”
- Receipt Books

_____ Collect parent/guardian-signed permission forms for each participating Girl Scout.

_____ Specify when and where you would like the girls to return their orders, completed Step 2 Booklets, and money. When setting your date, remember to give yourself time to meet the deadline of your service unit FP Coordinator. Do not wait for late orders as your service unit FP Coordinator still has time to enter these for you, if necessary.

_____ Fill in the order card with your contact information and deadline for return.

_____ **Payment is due at the time of the order. Do not enter any order without the correct payment amount.**

Post-Sale: Each troop/group enters every girl’s order into the Ashdon Farms Website (www.ashdonfarmsnute.com).

_____ Collect magazine orders, nut and candy order cards, completed Step 2 Booklets, Detailed Order Reports from the QSP Online Program, and all money. Check for possible errors and count the money in case of discrepancy. Issue hand-written receipts for money turned in to you.

_____ Use your personal login and password to enter the Ashdon Farms Website-ordering portal. Make sure the first and last name of each girl from your troop/group are entered correctly, making any necessary changes. **Enter the troop checking account and bank routing numbers into the system.**

_____ Enter all order and incentive information, making sure that:

- Magazine and nut/candy totals match those on the order forms and that the ‘dollars sold’ amount is correct.

- You include the Detailed Order Reports that any girls may have received from online magazine sales. These have been paid by credit card, and troops/groups will receive credit for these sales if entered before the end of sale.
- Each magazine order has the full name and troop number of girl, full name and address of recipient, correct magazine code and title, and the correct amount of money due.
- The number of completed Step 2 Booklets is correct. Do not detach the pages from the booklet. Check each booklet to make sure that the Girl Scout's first and last name and her troop number is on each page.
- You enter all incentive choices correctly.
- The total dollars in sales and each girl account balances.

_____ Deposit all checks/cash into the troop checking account for an automatic withdrawal of funds by GSNi on the specified date.

_____ Return the white and yellow copies of subscription orders (the customer keeps the pink copy), all online orders, all completed Step 2 Booklets, and the evaluation to your service unit FP Coordinator by the deadline.

Incentives are cumulative. Please ask the girls to circle her choice when offered two items.

- ❖ 1 Magazine order = Success for Tomorrow Patch
- ❖ 5 Nut/Candy orders = Investing in Today Patch
- ❖ Completed Step Two Booklet = Together to the Top Patch
- ❖ Completed On Line Program = Online Patch
- ❖ Earning All Patches = Goal Achiever Patch

Bonus Items

- ❖ \$100 - \$174 in Sales = Pink Hairy Pen (Giant Size!)
- ❖ \$175 - \$224 in Sales = Small Fox Plush OR Pencil Case
- ❖ \$225 - \$299 in Sales = Choice of Book Certificate or Music Download Certificate (8 Downloads)
- ❖ \$300 - \$399 in Sales = Peace Sign Lights
- ❖ \$400 in Sales = Choice of Large Fox Plush or Towel Tote
- ❖ Over \$400 in Sales = \$10 Gift Certificates to the Girl Scout Shop for each additional \$100 sold.
- ❖ **Selling two (2) online orders earns an adorable Extra Large Cupcake Paperclip!**

When the nuts and candies arrive:

_____ Pick up the nut and candy items from the service unit FP Coordinator. Check that your order is correct. If your order is not correct, please make the necessary changes at this time as any overage may belong to another troop.

_____ Arrange with the parents/guardians to receive their product from you, returning their order card to assist them in making their deliveries. Girls should deliver their orders as soon as possible.

_____ Print two copies of each girl's order from the Ashdon Farm Web site and place it with her completed order items. Parents will sign one copy for your records, and keep the other as a receipt for the products they receive from you.

_____ Follow the same procedure for incentives. These will arrive separately. Distribute incentives to each girl with her order or at a troop/group meeting.

_____ Keep copies for at least one year after the sale. If magazine delivery problems occur, please direct calls to QSP Customer Service at 800-678-2673. For other concerns, contact the Product Sales Hotline at Extension 7250.

**Thank you so much for supporting the fall product program and
Girl Scouts of Northern Illinois!**