



## 2010 Troop Fall Product Program Manager instructions

Below is an outline of the steps in River Valleys' Fall Product Program. For detailed instructions on the nut-E system, access the online troop manual at [www.ashdonfarmsnute.com](http://www.ashdonfarmsnute.com). Visit the Fall Program page for forms/documents/troop information/Fall Product Program links and more at [GirlScoutsRV.org](http://GirlScoutsRV.org). Watch for e-mail updates from the service unit fall product program manager with reminders and important updates on the Fall Product Program.

### WHEN

**September 2010**

### WHAT AND HOW

Complete self-study Fall Product Program training, receive link from service unit fall product program manager.

Troop and girl materials obtained by the troop fall product program manager from the service unit fall product program manager.

Distribute program materials and discuss information with girls and parents.

- Cumulative awards and recognitions
- Troop proceeds
- Service unit important dates
- Delivery Information
- Ordering steps
- Online ordering
- Money timeline

Receive troop specific encoded Wells Fargo deposit slips from service unit fall product program manager and review banking procedures.

**Prior to October 9, 2010**

New for 2010! Troops may complete the goal activities found in the "Construct a Plan" activity booklet and the online activities found at [www.ashdonfarmsgsi.com](http://www.ashdonfarmsgsi.com) to create a blueprint of their troop goals. Upon completion of the activities, girls in the troop can earn the "Goal Achiever" patch. Patch is ordered in nut-E and arrives with the troop award & recognition order.

**October 9, 2010**

Girls begin taking orders and sending e-mails. Girls collect money for paper magazines when orders are placed. Nuts/chocolate money is collected upon delivery of product.

**October 25, 2010**

Receive from each girl:

- Magazine orders and money
- Detailed Order Report for online magazine orders
- Nut/chocolate orders

Log in to the nut-E system using the log in name and password assigned by your service unit fall product program manager. Enter information by girl on the nut-E online ordering system. A troop manual is available in nut-E as well as "Help" icons to assist troop fall product program managers with the online ordering system.

**WHEN****October 25, 2010****WHAT AND HOW**

In nut-E: Complete the magazine information columns with totals from the magazine order forms and Detailed Order Reports (for online orders).

Complete the information required in the nut/chocolate area. Submit nut/chocolate order on girl order page. Award and recognition items will automatically calculate according to orders placed by girl. Save order. Check for a mailing address on all paper magazine orders.

**October 27, 2010**

Deadline: Troop order completed in nut-E.

**October 27-28, 2010**

Turn in paper magazine orders (yellow and white copies), troop order report and Detailed Order Reports for online magazine orders to service unit fall product program managers. Deposit magazine money collected from paper magazine orders. Troop deposits troop magazine proceeds in troop account, deposits council proceeds in River Valleys Wells Fargo account using troop encoded deposit slips.

**November 11-13, 2010**

Nut/chocolate items delivered to service units. Connect with service unit product program manager for delivery information.

**December 1, 2010  
or earlier**

Money for nut/chocolate items due to troop fall product program manager.

**December 6, 2010**

Money collected for nut/chocolate items due from troops in River Valleys' Wells Fargo bank account. Troops deposit council proceeds using troop specific encoded deposit slips received for the service unit fall product program manager. Troops deposit troop proceeds into troop bank account.

Product/Money Problem Reports completed and e-mailed to service unit fall product program manager as necessary. A troop should submit a Product/Money Problem Report if they have not received all the money owed by a family, has damaged product, or if the troop has received a non-sufficient funds (NSF) check. E-mail forms to [productsales@girlscoutsrv.org](mailto:productsales@girlscoutsrv.org). Product/Money Problem Reports can be found on the River Valleys Fall Product Program page at [GirlScoutsRV.org](http://GirlScoutsRV.org)

**December 2010**

Receive award and recognition items from service unit fall product program managers and distribute to girls.

**January 3, 2011**

Deadline to Submit Product/Money Problem Reports for NSF checks to [productsales@girlscoutsrv.org](mailto:productsales@girlscoutsrv.org).

Service unit fall product program managers will distribute the **"Be a Reader, Design your future!"** activity booklet to troop fall product program managers with the troop materials. This booklet offers Girl Scout grade level appropriate activities for girls. Upon completion of the activities, girls may earn the Be a Reader patch. The troop fall product program manager and troop leader may work together on implementing the activities of the booklet into troop meetings. Girls receive the "Be a Reader" patch the first year of participation. An additional bee patch is earned for each year of completion after the initial year. "Be a Reader" patches are available for purchase at River Valleys' Girl Scout Shops.

**Contact Information:**

Girl Scouts of Minnesota and Wisconsin River Valleys  
800-845-0787 • [productsales@GirlScoutsRV.org](mailto:productsales@GirlScoutsRV.org)  
[GirlScoutsRV.org](http://GirlScoutsRV.org)

QSP Customer Service (for magazine subscription questions/inquiries)  
800-678-2673  
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