



**2018 CANDY, NUTS & MAGAZINE PROGRAM**

**Service Unit Product Sales Manager Handbook**

**2018 CANDY, NUTS & MAGAZINE PROGRAM CALENDAR:**

<b>Sept. 7</b>	Deadline for SU PSMs to have delivery info entered into UNIFY
<b>Aug.- Oct. 7</b>	Order Taking. <i>Troops may begin the program anytime in August following training by the SU PSM in that month. This timeframe allows for later-trained or later-starting troops to participate.</i>
<b>October</b>	SU Delivery Schedule announced.
<b>Oct. 9 -10</b> <i>*or date set by troop leader</i>	Girls turn in orders and money to troop leaders.
<b>Oct. 11</b>	Troop Leaders enter girl orders into UNIFY and run the (T2) Troop Order Report. The deadline to enter orders is October 11 at 11:59pm.
<b>Oct. 12-15</b>	Troop leaders turn in white and yellow copies of magazine orders and Product Sales Account deposit receipts to SU PSM.
<b>Oct. 16-18</b>	SU PSM Turn-in to council (Kansas City, Topeka, and St. Joseph).
<b>Nov. 16 -18</b>	Product delivered to SU PSMs and distributed to troops. Girls may begin delivering upon receipt during this time period.
<b>Mid to late Nov.</b>	Recognitions delivered to SU PSMs.
<b>Early Dec.</b>	Complete Candy, Nuts & Magazine Online Survey.

***Thank you for all you do for Girl Scouts!***

# Setting Up for Success

- 🐾 **Your login is your email address.** You will receive a registration email directing you to login and create your own password. If the email you used to register for Girl Scouts isn't your correct email, please update the email address we have on file so you can receive your registration email for UNIFY.
- 🐾 The phone number you enter will be used to communicate important information to you regarding deliveries, so please make sure to include a cell phone!
- 🐾 **Enter your SU Contact and Delivery Info into UNIFY by Sept. 7, 2018.** This is where your candy/nut order will be delivered. This delivery must be met by you or your representative and signed for.
- 🐾 **Troops and girls will be uploaded into UNIFY.** Information from their Girl Scout registration will be uploaded into UNIFY. Troops and girls will receive a launch email on August 1<sup>st</sup> inviting them to login and create their own password.
  - If a troop is registered but didn't receive their registration email they should contact the SU PSM or [candy@gksmo.org](mailto:candy@gksmo.org).
  - Regular uploads of troops and girls will continue throughout the fall program so new members will have the ability to participate as they get registered.
- 🐾 **Present Troop Training at your August and/or September Service Unit Meeting.** Fifteen minutes has been scheduled for the SU PSM to present training to the troops. Troops may participate up until October 7<sup>th</sup>, just as long as they are done by October 7, 2018 and prepared to turn in orders and materials to you by the date you set. This turn-in date should occur Oct. 12-15.
- 🐾 **Troop materials.** Troop materials arrived in July; should you need more email [candy@gksmo.org](mailto:candy@gksmo.org). These materials are handed out to troops at training. At the end of the program sale, any dated extra materials should be recycled. Please return money envelopes, permission slips and banking materials at turn in.
- 🐾 **Confirm all troops have Product Sales Account Deposit Slips and/or Deposit Cards** (only troops in a Bank of America service area will, potentially, have a deposit card). All checks should be deposited into the council account; all cash into the troop's account.
- 🐾 Direct your troops to the "Product Sales Banking" section of our website. Go to [gksmo.org](http://gksmo.org) > Cookies+ > Resources > Product Sales Banking. At this page, troops in need of Bank of America deposit materials will complete the "Deposit Material Request Form." Deposit cards arrive in a plain, white envelope and take 14 business days to arrive to the troop. Paper deposit slips will be delivered to you at the SU meeting. For non-Bank of America Service Units: The SU PSM will receive the physical deposit slips to hand out to troops.
- 🐾 **Schedule Troop Turn-In.** Remind troops to deposit all owed funds into the Council Account before turn-in. Troops should request two deposit receipts or make themselves a copy; we need the original.
  - Mark the SU and Troop numbers on the original; this will be turned into council as proof of deposit.
  - Troops are responsible for making ALL deposits BEFORE they meet with SU PSMs to turn in orders. Please do not bring checks or cash to the council turn-in.
- 🐾 **Host Troop Turn-In on any preferred date Oct. 12-15.** Collect deposit receipts, T-2 report and white and yellow in-person QSP forms. Cross-reference deposit receipts with deposit entries in Nut-E for each troop.
- 🐾 **Sign Up for Council Turn-In.** An email will be sent during the program inviting SU PSMs to sign up for Council Turn-In at one of three locations: Kansas City, Topeka or St. Joseph. Bring all materials from Troop Turn-In.

**🐾 Prepare for the product delivery from the agent and recognition delivery from UPS/FedEx.**

- Ashley will send you an assigned delivery date/time for your product delivery.
- NOTE: you (or your representative) must be present to accept the delivery when it's scheduled to assure accuracy and to store it. The agent is not allowed to leave the order on your doorstep.
- When recognitions arrive (delivered separately from product), check what's in the box against the packing slip. If something is missing contact Ashley immediately (816-759-3024).

**🐾 Schedule troops to pick up their orders** as soon as possible from you, ideally within 24 hours of the delivery.

- Both you and the troop representative should count out product together and for the troop to sign a receipt. You can use the T2 report in UNIFY.

**🐾 Sort recognitions and schedule troop pickup time.**  
Our partners attempt to ship recognitions at the same time as product; however, they are coming from a different vendor and may arrive at a different time.

If you have any shortages or damages, call the toll-free customer service number on the packing slip for assistance.

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## TROOP TURN-IN TO THE SU PSM

The SU PSM should collect the following from each troop:

- White and yellow copies of the in-person magazine orders.
  - Place into two stacks: white and yellow. If you have the pink copy, return to troop; it should remain with the customer.
- Original bank deposit receipts.
  - Each should be marked with the SU and troop numbers.
- T-2 Report

## SU PSM TURN-IN TO COUNCIL

If you're prepared, this meeting can last less than 15 minutes! You will meet with a Product Sales Team member who will review each troop's financials and orders. To expedite your turn in:

- Keep troop paperwork separated by troop for turn in.
- Do not bring cash or checks to turn in—all deposits should be completed by the troop. All receipts/deposit slips need the SU/Troop number written on each one.
- Have magazine paperwork separated in separate white and yellow stacks.

## TURN-IN CHECKLIST

- Sign Up for Council Turn-In.

You will receive an email with a link to sign up for a date, time, and place to do your turn-in. If you have a conflict, contact us ASAP at [candy@gsksmo.org](mailto:candy@gsksmo.org).

This is where you will bring receipts from each troop and online and paper magazine orders collected from the troops.

- Communicate deadlines to troops and provide details on when/where they will be attending turn-in meetings with you.
- Confirm all troop orders and deposits have been entered into UNIFY. Orders will not be placed for orders that are not paid in full.
- Confirm recognition order is completed.

## FAQs

**? Who do customers make checks out to?**

Girl Scouts

*Checks written to GSUSA, GSA, Girl Scouts of America and/or the troop may also be deposited.*

**? Do we have to endorse checks?**

Yes. Write 'deposit only'

**? Can we order more product after deadline?**

Maybe; we will not know if we have extras until the middle of December. Orders must be picked up at our office.

Email requests to [candy@gsksmo.org](mailto:candy@gsksmo.org).

**? Where can I get more girl packets?**

All of our brick and mortar offices have supplies on hand. If the office is not convenient please email [candy@gsksmo.org](mailto:candy@gsksmo.org).



# Program Proceeds, Credits & Events

- 🐾 Troops earn **\$1.00** for every nut and candy item sold (online and in-person ordering)
- 🐾 Troops earn **\$2.00** on every magazine subscription, tumbler, cup, candle and organic plant item sold (online and in-person ordering). Combo magazine subscription offers count as a single item.
- 🐾 Girls who send 45+ individual emails by September 30, 2018 are eligible to attend a special event at COCO KEY Waterpark in Kansas City on Sunday, October 14<sup>th</sup>. Girls who meet this requirement will be emailed more information at the email address on file with their registration. Girls must be registered Girl Scouts for the 2018-19 year to attend.
- 🐾 Our Girl Recognition plan is cumulative. If a girl chooses to earn Fall FUNds (where that option is available) she may use Fall FUNds for any of the following:
  - 🐾 GSKSMO Adventure Programming
  - 🐾 GSKSMO sponsored travel
  - 🐾 Purchases in the GSKSMO Shop in Kansas City
  - 🐾 Online purchases
  - 🐾 GSKSMO Service Unit Day Camp
  - 🐾 Resident Camp at sister councils
  - 🐾 GSUSA Destinations

More information on how to redeem FALL FUNds can be found on our website, [www.gsksmo.org](http://www.gsksmo.org), under Cookies+

- 🐾 **Troop Camping Credit:** For every \$500 of sales made by girls by/on October 7, 2018, troops earn \$50 of GSKSMO camp credit.
  - Credits may be used for overnight and daytime camp rental (trail centers, DeWitt, Owl's Nest, permatents, tent camping sites) at Camp Prairie Schooner and/or Camp Tongawood.
  - Troops may also use Troop Camp Credits to check out STEM tubs at Camp Tongawood.
- 🐾 **Service Unit Bonus.** SUs earn .25¢ per item sold by girls by/on October 7, 2018 when sales for the current 2018 program are exceeded by three percent (3%) or more over sales from Fall 2017.

## NEED ASSISTANCE?

### Your Council Contact:

Ashley Guillen,  
Manager, Product Sales  
[candy@gsksmo.org](mailto:candy@gsksmo.org)  
816-759-3024



