

2013 Fall Sale Handy Hints

Community Chair: Laura Desmarais

KEY DATES

Monday 9/23 9:30 am or 7:00 pm	Troop Chair training at Desmarais house. <i>Training is optional for experienced chairs; you can pick up troop sales materials during training times or after 9/23 in the stone shed.</i>
Before Friday 9/27	Distribute and explain sale materials to scouts, highlight important dates, try fun troop activities, and set a troop goal. <i>All participating scouts must be registered with GSHH and have signed permission slips. Troop Chair must be registered, too.</i>
9/27 - 10/25	Take orders. Checks made out to GSHH. Troop chairs and leaders might choose to pay in cash so troop proceeds can be taken out.
10/25 - 11/1	Chairs collect sale materials from scouts, check orders for accuracy, enter orders into Nut*E, and deposit the MONEY DUE GSHH in Chase bank. Validate deposit slip; save receipt. KEEP TROOP PROCEEDS SEPARATE. Print out Incentive and Nut/Candy Reports to help with distribution later.
11/1	Deadline for returning paperwork to Laura Desmarais.
Early December	Candy and nut orders arrive. Chairs distribute orders to scouts.
January	Incentives arrive. Chairs distribute to scouts.

GIRL ENVELOPES

1. Label with girl's name, your name/contact info, return date, checks payable to GSHH.
2. Envelopes have everything the scout needs to participate in the sale.

TROOP CHAIR ENVELOPES

1. This has lots of helpful information printed on both sides.
2. Inside are deposit slips, permission slips, and troop activity materials.

MATERIALS GIRLS MUST RETURN TO YOU

1. Paper order forms (white & yellow copies). PINK COPIES ARE GIVEN TO THE CUSTOMER; they include a toll-free number (800-251-1542) to call in case of problems.
2. Girls Online Sales Report (formerly known as the Detailed Order Report) for on-line orders, best if printed at end of sale.
3. Completed Step 2 Address Booklets (10+ names and unique addresses)
4. Nut/Candy order forms (keep these to return to scouts when nuts/candies delivered)
5. Signed permission slip
6. All checks and cash in money envelope

MATERIALS YOU MUST RETURN TO LAURA DESMARAIS BY 11/1

1. Paper order forms (White & yellow copies, *separated and clipped (not stapled) to T2 Report showing a zero balance.*)
2. Girls Online Sales Report for on-line orders
3. Completed Step 2 Address Booklets (10+ names and unique addresses)
4. Validated bank deposit slips and bank receipts.
5. Signed Parent Permission Slips for all participating scouts.

HANDY TROOP CHAIR HINTS

1. **ALL GIRLS MUST BE REGISTERED SCOUTS WITH SIGNED PERMISSION SLIP.**
2. Encourage your troop to sell magazines using **THE ON-LINE ORDERING SYSTEM**. On-line ordering is a smoother, cleaner, environmentally friendlier, more trackable, and faster process than the old paper forms. The system is accessed via www.girlscoutshh.org. After clicking the link, the scout and her parent/guardian will be prompted to register and create a personalized webpage with a message and photo. These pages are viewable only to those customers the scout provides emails for and will be deleted at the end of the sale. **Email addresses are NOT SOLD or REUSED**. At the end of the sale, girls who sell on-line must provide you with the Girls Online Sales Report so you can enter their order info into Nut*E. These should be printed at the end of the sale. Those printed earlier may not show all orders; those printed later may include sales that cannot be applied toward troop profits and incentives. Girls earn incentives and troops earn the same profit as with the paper system. In addition, girls earn a special patch for entering 12+ email addresses.
3. There are 12 different candy and nut products being offered. There are many magazines to choose from – traditional as well as digital.
4. There are lots of recognitions scouts can earn. See back of candy/nut form. Nut*E will calculate incentives earned. The G2 Recognitions Report provides a list of the incentives earned for each scout in the troop.
5. Troops earn \$1 for every candy/nut order, \$2 for every magazine subscription, and \$3 for every complete address book. Nut*E will calculate troop profits.
6. You have two bank deposit slips for depositing the money due Council. **Don't forget to collect some of the order money IN CASH so that you can REMOVE THE TROOP PROFITS BEFORE DEPOSITING THE MONEY DUE COUNCIL.**
7. **CHANGES FROM LAST YEAR:** Are you an experienced Chair? Then you'll be glad to know that very little has changed from last year. Key differences are that Caramel Treasures have been replaced with Double Chocolate Truffles and Deluxe Pecan Clusters have been replaced with Dulce de Leche Owls. There are a few other minor changes; feel free to email or call if you have any questions.

NUT*E in a nutshell (groan)

1. NUT*E is the website for Troop Chairs to enter the troop's order info.
2. Access: www.ashdonfarmsnute.com or through www.girlscoutshh.org
3. Highlight "2013 Fall Product Sale". Login Name: GSHH7**** (where **** is your troop number); Password: fallsale
3. Click on TROOPS icon. Your name and contact information may already be there. If you edit or add, be sure to SAVE.
4. Click on GIRL ORDERS icon to add girl names and to input sales data. Step-by-step instructions are provided right on the page.
5. Click on REPORTS to generate the T2 and G2 reports.
6. Click BANK DEPOSITS to enter your bank deposit information.