

## nut•e Online Ordering System

(see Step 5.)

### 4. Print Report

On the **Troop Tab** under **Troop Reports**, click **Troop Order (T-2)**. A new window with the **Troop Order (T-2)** will appear. Print the **Troop Order (T-2)** report and submit it to your Service Unit SPSM.

## Troop SPSM Paperwork Checklist

### Pre-Sale:

- Attend Spring Product Sale training as scheduled by the Service Unit SPSM.
- Sign a Troop SPSM Position Description/Agreement Form and turn it into the Service Unit SPSM by the deadline.
- Conduct Troop meeting to explain theme and details of the Spring Product Sale. Be sure to discuss:
  - Spring Product Sale Benefits
  - Dates and Deadlines
  - Selling Information
  - Sale Guidelines
  - Safety-Wise Procedures
  - Spring Product Sale Recognitions
- Collect signed Spring Product Sale Permission and Responsibility Forms.

### Post-Sale

- Collect completed QSP Magazine Order forms, Ashdon Farms Girl Order Cards, MagNut payments, and Detailed Order Reports.
- Check completed QSP Magazine Order Forms for accuracy.
  - Separate top copies (white and yellow) of the completed QSP Magazine Order Forms.
- Check completed Ashdon Farms Girl Order Cards for accuracy.
- Check Detailed Order Reports to ensure that 12 or more e-mail addresses were entered on each report.
- Fill out the 2009-10 Spring Product Sales Report (T-3 Form) **OR** enter girl orders into nut•e.
- Deposit customer payments into Troop account.
- Turn into your Service Unit SPSM by deadline:
  - Signed Spring Product Sale Permission and Responsibility Forms
  - Separated copies (white and yellow) of the completed QSP Magazine Order Forms
  - Detailed Order Reports
  - 2009-10 Spring Product Sales Report (T-3 Form) copies (white and yellow) **OR** Troop Order (T-2)
  - GSSI Payment

## Nut/Candy Delivery

Nut/candy products will be delivered to Service Unit SPSMs sometime during April 12-16, 2010. Your Service Unit SPSM will notify you with a location and estimated pickup time for your Troop's nut/candy order.

Please distribute nut/candy products to Girl Scouts in your Troop as soon as possible. Remember to complete a Money and/or Product Receipt every time a money and/or product transaction takes place.

## Girl Scouts of Southern Illinois 2009-10 Spring Product Sale Troop Packet

### Theme and Program



The 2009-10 Spring Product Sale will encourage girls to *Discover, Connect, and Take Action to make a world a better place* by participating in a thematic program called **Unlock the Mystery, Solve It Together!**

Troops will be supplied with grade level appropriate program materials that offer fun and enriching activities for girls.

### Dates and Deadlines

Spring Product Sale Begins	Saturday, February 20, 2010
Spring Product Sale Ends	Saturday, March 13, 2010
Spring Product Sale Paperwork/Payments Due to Troop	Sunday, March 14, 2010
Spring Product Sale Paperwork/Payments Due to Service Unit	Thursday, March 18, 2010
Nut and Candy Delivery	April 12-16, 2010
Recognition Delivery	April-May 2010

## Spring Product Sale Benefits

The Spring Product Sale Program is an opportunity for Troops to earn:

- 15% from magazine (including online orders) and nut/candy sales.

Proceeds from the Spring Product Sale provide the Girl Scouting program to over 15,000 girls in 40 1/2 counties in Southern Illinois with girl focused program and camping experiences.

The Spring Product Sale Program is an opportunity for girls to develop valuable LIFE SKILLS such as: responsibility, communication skills, financial and math skills, entrepreneurial skills, self-reliance/self-confidence, teamwork, goal-setting and planning, honesty and integrity.

## Spring Product Sale Information

### Troop SPSM Position Description/Agreement Form

Troop Spring Product Sale Managers (Troop SPSMs) must sign a Troop SPSM Position Description/Agreement Form in order to coordinate and conduct all aspects of the Spring Product Sale for their Troop.

### QSP Reader's Digest Be a Reader Activity Booklet

The QSP Reader's Digest Be a Reader Activity Booklet features fun and enriching leadership activities for girls that are great for anytime during the year. Girls can *Discover, Connect, and Take Action* to Make Our World a Better Place.

### QSP Be a Reader Poster

Girls can have fun unlocking the mysteries of our nation by completing the activity side of the QSP Be a Reader Poster. Additionally, girls can set a goal to include an investigation project as a part of their Troop activities for the year.

### Ashdon Farms Activity Sheets and Teamwork Puzzle Piece

Girls from Daisies to Ambassadors can use these activity sheets to sharpen their senses while learning about teamwork.

Groups can work together to create a puzzle piece that represents a service project that they did as a team. These pieces will fit together with other groups' pieces to create a "Big Picture" helping the girls realize the effect their group has on others.

### 2009-10 Spring Product Sales Report (T-3 Form)

Troop SPSMs must fill out the 2009-10 Spring Product Sales Report (T-3 Form) at the conclusion of Spring Product Sale. Troop SPSM information should be completed at the top with girls' magazine and nut/candy orders/totals and earned recognitions accurately calculated in the rows and columns below. Rows and columns should be double-checked for accuracy. Troop profit and GSSC payment calculations must be completed at the bottom. The top two copies (white and yellow) from the Troop 2009-10 Spring Product Sales Report (T-3 Form) should be turned into the Service Unit SPSM while the bottom copy (pink) should be kept by the Troop SPSM as a record.

### Money and/or Product Receipt

Troop SPSMs must complete a Money and/or Product Receipt every time a money and/or product transaction takes place. The top copy (white) should be kept by the Troop SPSM as a record and the bottom copy (yellow) should be used as a receipt.

## nut•e Online Ordering System

nut•e is an online ordering system used by many councils to help manage many of the tasks associated with the Spring Product Sale. nut•e is very easy-to-use and virtually anyone can learn to navigate the system. Troop SPSMs can use nut•e to input magazine/nut orders, recognition orders, and deposits. GSSI strongly encourages all Troop SPSMs to use the nut•e online ordering system for the 2009-10 Spring Product Sale.

### General Information

To access the nut•e online ordering system, please visit: <http://gsorders.ashdonfarms.com> (no "www")

#### 1. Login

At the Home Page / Login Page, enter your Login Name and Password. Make sure you are in the **2010** campaign and click **Sign-In**. The system will take you to the Troop Tab. **Important:** Logins and passwords are assigned to you by your Service Unit SPSM. Therefore, if you have problems logging into the system please contact your Service Unit SPSM directly.

#### 2. Update Troop Information

The **Troop Tab** is the page that will appear when you have logged into the system. From here, you can access the Troop Detail Page to update your Troop information. Just click the pencil icon to the left of your Troop Name to get started.

Click **Begin Edit** to start updating your Troop information. If the Product Manager information is the same as the Troop Leader information, check the checkbox in the middle of the page and then click **Apply Edit**. All of the same information will automatically fill in.

#### 3. Adding Girl Orders

To begin entering girl orders for your Troop, click the **Girls Orders Tab** then click **Edit** in the pink **Girl Order** column. This will take you to the order entry page for girls. **Note:** Make sure to enter **Girls Registered** in the Troop Total row. Click **Edit**, enter numbers and click **Save**. Girls Selling will automatically calculated after girl orders have been entered.

Click **Add New Girl Order** for each individual girl. (Any # of letters or numbers can be used for the Girl Identifier.) Enter all QSP and/or Nut/Candy totals and click the pink **Save** button on the left. Incentive totals will automatically calculate based on each girls total order.

If no choice is required and no manual quantities need to be entered, just click the pink **Add Product & Incentive Order** button. If an incentive choice is required, the system will ask you to make a selection. If an open field appears with a "0", that means this is an elective item and a manual quantity can be entered. (An example of an elective item is the RD promo item.) After your selection has been made and/or your manual quantity entered, you must click **Save** on the left before clicking the **Add Product & Incentive Order** button. You will receive a confirmation message that your girl order has been accepted into the NUT-E system with each girl order entered.

#### 4. Enter Deposit

On the **Troop Tab** under **Bank Deposits**, click **Add/Edit/Delete** and this will take you directly to the Bank Deposit Manager page. You can also access Bank Deposits directly from the Troop/Girl Order page. Select the **Spring Product Sale General Account** from the drop box. Click **Add Deposit**. This will take you to the Bank Deposit Details page.

Enter the date of the transaction and the deposit amount. Click **Apply Add** to save. You will receive a confirmation message that your bank deposit has been accepted into the NUT-E system. **NOTE: To calculate your Troop Deposit (Amount Due to Council), access the Troop Order (T-2) report**

## Troop SPSM Position Description/Agreement Form

I acknowledge and agree to the terms listed within the position description for Troop Spring Product Sale Manager:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**For Council use only:**

I approve the appointment of \_\_\_\_\_ for Troop Spring Product Sale Manager for the Girl Scout year \_\_\_\_ - \_\_\_\_.

\_\_\_\_\_  
Sign

\_\_\_\_\_  
Date

\_\_\_\_\_  
Council Staff Title

## Troop SPSM Position Description/Agreement Form

Girl Scouts of Southern Illinois  
Position Description

Title: Troop Spring Product Sale Manager

Purpose: To provide support to the Troop by coordinating and conducting all aspects of the Spring Product Sale.

Requirements: Accepts the principles and beliefs and is a registered member of the Girl Scouts of the U.S.A.; ability to work with adults, knowledge of the Girl Scout organization; knowledge of communities within the Service Unit; sufficient time to fulfill duties; attend training for position.

Qualifications: Possess excellent planning, organization and coordination skills.  
Excellent money management skills.  
Ability to work well as a team member.  
Strong sense of fiscal responsibility.  
Willingness to promote good leadership practices and has sufficient time to fulfill duties.

Appointment: Appointed by the Service Unit Director for a term of one year. May be reappointed.

Training: Basic Leadership Development and Spring Product Sale training.

Responsibilities: Ensure that each girl's participation helps her achieve the program goals of the Spring Product Sale.

Train girls in the Troop through activities that include Troop planning and goal-setting, safety training, product information, and a description of the ordering and delivery process.

Attend Spring Product Sale training as scheduled by the Service Unit Spring Product Sale Manager.

Ensure that each girl is a registered member of GSUSA and has written permission of a parent/guardian before she participates in the Spring Product Sale.

Collect order cards and forms. Compile the Spring Product Sale order and place the order with the Service Unit Spring Product Sale Manager by the deadline date.

Arrange for products to be picked up and distributed to girls in a timely manner.

Maintain accurate and complete records of products received and money paid for all girls in the Troop.

Distribute recognitions to girls upon receiving them from the Service Unit Spring Product Sale Manager in a timely manner.

Accountability: Accountable to the Service Unit Product Sale Manager and the Product Sales Manager.