



2019 Fall Product Program **Family Guide**

Create
YOUR
Path



Welcome to the Fall Product Program!

This short, fun, and engaging program is a great way for girls to learn important life skills and to earn money for their Girl Scout activities early in the troop year.

The nuts and chocolates are delicious and designed specifically for Girl Scouts. The magazine program is a great opportunity for friends and family to renew existing subscriptions or try out that new magazine they've been interested in, all while supporting Girl Scouts. This year, there is a wide variety of candles, along with the designer Tervis® tumblers and water bottles. There really is something for everyone!

One of the most important elements of the program is the opportunity for girls to set and achieve goals while earning money for troop activities. Like the iconic Girl Scout Cookie Program, the Fall Product Program teaches important life skills including goal setting, decision-making, money management, people skills, and business ethics.

Thank you for supporting your girl and Girl Scouts through participating in the Fall Product Program. Every dollar raised stays right here in our council to provide quality council events, provide training for volunteers, maintain two camp properties, and provide service to our members.

Fall Contact Information

Troop Fall Product Program Manager

Name

Phone

Email

Girl Scouts of Utah

801-265-8472

info@gsutah.org

Phone

Email

The Girl Scout Promise

On my honor, I will try:

To serve God* and my country,

To help people at all times,

And to live by the Girl Scout Law.

*Girl Scouts makes no attempt to define or interpret the word "God" in the Girl Scout Promise.

We look to individual member to establish for themselves the nature of their spiritual beliefs. When making the Girl Scout Promise, individuals may substitute wording appropriate to their own spiritual beliefs for the word "God".

Girl Scouts of the USA Mission

Girl Scouting builds girls of courage, confidence, and character who make the world a better place.

The Girl Scout Law

I will do my best to be
honest and fair,
friendly and helpful,
considerate and caring,
courageous and strong, and
responsible for what I say and do,
and to
respect myself and others,
respect authority,
use resources wisely,
make the world a better place, and
be a sister to every Girl Scout.

Why Participate in the Fall Product Program?

The GSU Fall Product Program is an optional council-sponsored program that combines educational activities with money-earning opportunities for troops. The Fall Program is directed toward family and friends—those closest to Girl Scouting, and enables troops to earn start-up funds by selling magazine subscriptions as well as nuts and chocolate.

Five skills girls learn through the program:

- Goal Setting
- Decision Making
- Money Management
- People Skills
- Business Ethics

In addition to these important business and life skills, girls will also learn philanthropy through the **Gift of Caring** program.

Benefits for Troops: Earn Funds for Activities

The GSU Fall Product Program is the perfect opportunity for troops to kick-off the Girl Scout year with a fun team-building activity that also generates essential funds to support troop activities. Also, new troops that have no resources in their treasury can quickly earn money to fund uniforms, Journey Books, and Girl's Guide to Girl Scouting books.

Troops retain a full 10% of the purchase price of all Ashdon Farms products as well as 10% of all Magazines and More products purchased through QSP. Plus, girls can earn patches and other fun rewards. Make sure your troop is participating in the NEW Fall Product Program this year!

Key Dates

Early September	Plan a troop meeting to set goals with girls and train parents on dates and their responsibilities
September 27	Order taking begins for nuts, chocolates, and magazines. Go to www.girlscouts.gao.com/utah to set up your online store
October 13	Order taking ends (order cards and online)
October 14	Nut orders due to Troop Fall Product Manager
November 11-14	Nut & chocolate items delivery to service units and distribution to troops (dates/locations vary)
November 14-24	Girls deliver nut & chocolate items to customers
November 24	Fall Product Program ends
November 25	All money due to troops
December 9	Rewards begin shipping to Service Unit Fall Product Managers

This Year's Product Line Up

\$7.00



Deluxe Pecan Clusters



Dark Chocolate Caramel Caps



Fruit Slices



Chocolate Covered Raisins



Barbeque Flavored Snack Mix



Peanut Butter Bears



Dulce de Leche Owls



Dark Chocolate Mint Penguins



Butter Toasted Peanuts

\$8.00



Thin Mint Almonds



Whole Cashews with Sea Salt

\$10.00

Girl Scout Tin with Mint Treasures



\$12.00

Honey Roasted Mixed Nuts



Magazines & More



Girl Scout Collectible Candle

Price: \$30

Fragrance: Gourmet Sugar Cookie



Stainless Steel – 10 oz.

Price: \$18

Stainless Steel – 30 & 20 oz.

Price: \$25



Share Kindness Soy Candle Tin

Price: \$20



Tervis Tumblers

Price: \$25

Set Her Up for Success!

- Attend her troop's Fall Product Program training; sign and return the *Parent/Guardian Permission & Responsibility Agreement Form* to the troop. This must be submitted before she participates in the program.
- Review the Fall Product Program information together so that she understands it and help her to set her sales goal.
- Help her to set up and complete the UNIFY Online Program. Show an interest in her efforts, help her to think of prospective customers, and perhaps practice her "sales pitch."
- Help her to meet her deadlines by taking orders no earlier than September 27 and submit her nut & chocolate orders by the date set by her Troop Fall Product Manager.
- Promptly pick up her nut & chocolate orders and assist her in the delivery of orders to her customers.
- Submit full payment for all nut & chocolate orders on the dates set by her troop.

Nut & Chocolate In-Person Order Taking

People love to support Girl Scouts! If your Girl Scout wants to take in-person orders she can use the Nut & Chocolate Order Card to take orders from customers for nuts & chocolate only. Candles, magazines, and drinkware are online only.

Girls can submit their orders online or submit the "Nut Order Card" by the deadline set by your Troop Fall Product Manager. Deliveries will be made to Service Units/troops between November 14 - 17. Once girls receive their product, they can immediately begin delivering items and collecting payment.

All Products are NON-RETURNABLE. Damaged items can be exchanged at the Salt Lake City council office.

Girl Scout Safety

Your girl's safety is of utmost importance. Please remember the following when she is selling in-person:

- Have your Girl Scout wear her vest, pins, or Girl Scout shirt when selling – something that will identify her as a Girl Scout!
- Never let her sell alone – always have an adult with her.
- Do not go out near or after dark.
- Never, for any reason, approach a parked automobile.
- Never enter a home when asking for orders. If invited to go in, politely refuse and explain that it is against the Girl Scout safety rules for you to go into anyone's home.

Online Order Taking

UNIFY Online Program

Girls, and their parents, will be able to create custom pages for customers, enter nut & chocolate card orders and select their own rewards with the UNIFY Online Program! Plus, your troop fall product manager will be able to send you messages and keep track of your goal!

UNIFY is a safe, fun and interactive website where girls can send emails to customers, earn the “Online” and “2019-2020” patch, easily grow their sales and learn about goal setting through career exploration!

Girls can create and customize their pages, set goals, track their progress, submit in-person nut/chocolate orders, and select reward options, all while learning the five skills: goal setting, decision making, money management, people skills, and business ethics.

Throughout the UNIFY Online Program, girls, parents and volunteers will have an easy time participating in the Fall Product Program. No items to deliver and no money to collect! Customers can easily shop for their favorite magazine, chocolate covered treats, candles, or drinkware, then place and pay for their orders all online!

Girls can send out emails to customers inviting them to shop, order, and pay for their items online.

- Shipping and handling charges will apply.

Their emails are safe with us. Promise!

Email addresses are ONLY used for this program and NEVER rented or sold!

Benefits of participating in the UNIFY Online Program:

- People receive their orders faster!
- Orders can be shipped straight to the customer!
- No need to collect money for orders.
- All major credit cards and debit cards accepted.



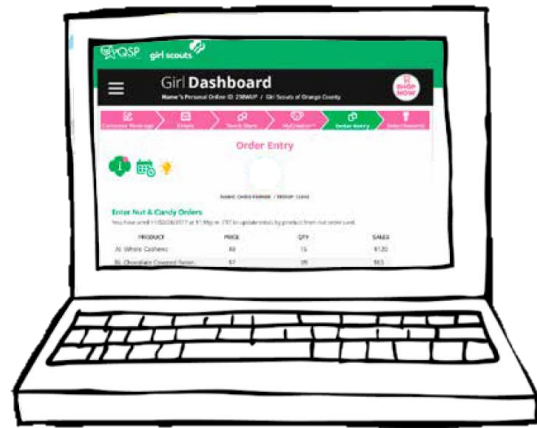
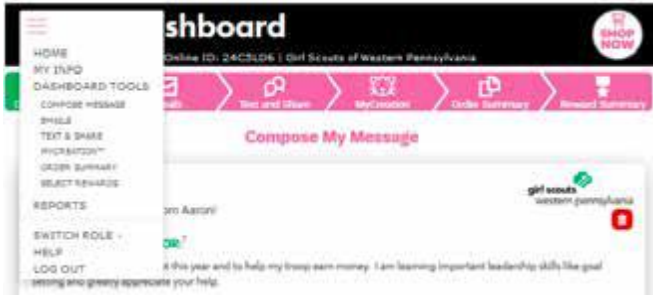
Safety First!

The internet is an exciting place and opens up a whole new world to us. As girls explore online we want them to be safe and informed. GSUSA created the Internet Safety Pledge based upon the Online Safety Pledge developed by the National Center for Missing and Exploited Children.

All girls, as well as their parent/guardian, must read, agree to, and sign the Girl Scout Internet Safety Pledge before girls go online and participate in Girl Scout related activities. Take the pledge at www.gsutah.org.

Dashboard Quick Reference

The UNIFY Girl Dashboard is a simple solution to manage the Fall Product Program. Girls have all their tools in single software to customize their business experience.



Burger Menu

MY INFO – Location of Girl Scout’s troop, membership, and login information to UNIFY. This is where a girl can change her password and update her name.

COMPOSE MESSAGE – Girls have the ability to personalize their email messages, set a goal, include a video, and select an image or add a selfie.

EMAILS – Girls can email those they would like to offer the opportunity to support them.

TEXT & SHARE – Girls can text, Facebook, or Tweet the opportunity to support them. There is also the ability to print business cards.

MYCREATION™ – Girls can build their own MyCreation™ with the opportunity to unlock categories and earn their very own MyPatchCreation™ at the council set level.

ORDER SUMMARY – Girls are able to enter their nut order taker totals.

SELECT REWARDS – Girls are able to select their rewards.

REPORTS – Access to girl level reports.

SWITCH ROLE – Since all Dashboards are accessible from one email address, a user has the ability to switch between Dashboards. If the user has more than one Girl Scout, they can change between girls under this menu.



Trefoil Icon – Girls are able to view program stats, messages from their Troop Fall Product Manager, view the nut order taker, and access council program information.



Calendar Icon – Girls can see important upcoming dates/deadlines.

Ready? Let’s get started!

- Create an account with the UNIFY Online Program site using the link on the council’s website, www.girlscouts.qspgao.com/utah
- Be sure to select Girl Scouts of Utah.
- Link yourself to your troop when prompted. You can search by your last name or by your troop number.
- Girls complete the online learning activity.
- Upload or enter email addresses of family members and friends.
- Personalize part of the message that will be emailed.
- Send at least 15 emails to earn the “Online” patch.
- Send at least 30 emails to earn the “2019-2020” Patch.

Each email address entered will receive three emails with links to: Magazine Online Site and Nut & Chocolate Online Order Card, where customers can place orders and pay for their items online.

You can periodically log into your account and check the online system for any orders.

Gift of Caring

With our council-wide Gift of Caring program, Girl Scouts make a difference in our community by thanking those who already make a difference. Girls who sell seven or more items to donate qualify for a special Share patch. Participation means the girls take Gift of Caring orders and collect the money. Delivery of the items to the Utah Food Bank on behalf of the girls who participated is completed by the council.



Girl Recognitions

In-Person and Online Nut and Chocolate Orders

# of Items Sold	Recognition Item
15+	"Create Your Path" Patch & Confident Bracelet
25+	Squishy Keychain or Adjustable Headband
30+	Super Seller Patch & Fuzzy Fawn Pouch
35+	Fawn Charm or Liquid Glitter Journal
50+	Small Fawn Plush or Star Marquee Light
75+	Woodland String Lights or Fawn Cross Body Bag
100+	100 Club Patch & Large Fawn Plush or Sequin Pillow
135+	Inflatable Confetti Chair or Fawn Hooded Blanket



Magazines and More Orders

# of Items Sold	Recognition Item
2+	"Leap Ahead" Patch
4+	Mag Super Seller Patch & Leap Ahead Necklace
6+	Small Fawn Plush or Star Marquee Light
12+	Large Fawn Plush or Sequin Pillow



Online Emails

# of Items	Recognition Item
15+ Emails	Online Patch
30+ Emails	2019-2020 Patch
5+ Online Items Sold	Goal Achiever Patch
\$200 in Online Sales	MyPatchCreation Patch
\$375 in Online Sales	Personalized T-Shirt

MyPatchCreation™






















Create & Earn Your Own Personalized Patch!

Gift of Caring – donating product through in-person sales or online to the Utah Food Bank

Gift of Caring Donations	Recognition Item
7	Care to Share Patch

Earn your *Financial Literacy Badges* with the **Fall Product Program!**

GRADE LEVEL	BADGE	WHAT GIRLS LEARN
daisies 	 	<p>Money Counts Money Basics - recognizing different coins and bills and know what they're worth.</p> <p>Making Choices The difference between needs and wants, how to save for something they want, and how to help others with what they need.</p>
brownies 	 	<p>Money Manager How much common items cost and how to make change.</p> <p>Philanthropist Philanthropy basics, including how to help others by giving money, items, or time.</p>
juniors 	 	<p>Business Owner The basics of running a business - coming up with a business idea, offering great customer service, and doing consumer research.</p> <p>Savvy Shopper An advanced look at "needs vs. wants" that include figuring out what triggers their "wants" and making a savings plan.</p>
cadettes 	  	<p>Budgeting How to create a budget that reflects their values.</p> <p>Comparison Shopping How to be a safe and savvy shopper online.</p> <p>Financing My Dreams How to finance their big dreams for the future.</p>
seniors 	 	<p>Financing My Future How to build a plan for their future education, which includes researching ways to pay for it.</p> <p>Buying Power How to make big purchases that require an ongoing financial commitment (i.e. car payments, monthly cell phone charges, inc.)</p>
ambassadors 	 	<p>On My Own How to create a "future budget" to determine the costs of living on their own.</p> <p>Good Credit How to establish good credit and compare different ways to borrow money.</p>

Product Program Policies & Standards

(Policies uniformly enforced and applicable to all troops/girls – MUST be followed)

1. All volunteers and girls must be registered to participate in any council product programs.
2. All Daisy, Brownie, Junior, Cadette, Senior, and Ambassador Girl Scouts are encouraged to participate in council sponsored product programs.
3. Training is mandatory for all Service Unit Product Sale Managers, Troop Product Sale Managers, and/or Troop Leaders. Training is mandatory for at least one parent/guardian for each girl participating and the Girl Scout herself.
4. Troop Product Sale Managers are responsible for payment of products ordered and/or received by members of their troop (unsold product included). NO PRODUCT MAY BE RETURNED TO THE COUNCIL.
5. A signed *Troop Product Sale Manager Agreement Form* and *ACH Authorization Form* must be on file with the council for any troop participating in product programs. These forms outline the Troop Product Sale Manager's financial responsibility to the council.
6. A troop financial report must be submitted to the council for any troop participating in the product programs.
7. A signed *Parent/Guardian Permission & Responsibility Form* must be on file with the troop for any girl participating in product programs. This form outlines the parent/guardian's financial responsibility to the council. Troops must collect this form before giving order cards and program materials to girls.
8. Misappropriation of funds by any person in a volunteer role could result in reassignment or dismissal. Examples of misappropriation of funds is defined as, but no limited to: product program debt, mishandling of troop/Service Unit funds and/or products, etc.
9. A *Troop Financial Discrepancy Report* for each parent who still owes money, along with proper documentation (signed permission forms, receipts, etc.) must be submitted to council by deadlines set for each program. If proper documentation is not received, then the Troop Product Sale Manager will be held liable for those funds.
10. Any girl, parent, or volunteer who has an outstanding balance from a prior program will not be allowed to participate in any future product programs until the balance including any processing/collection fees are paid. The Troop Product Sale Manager will be issued a list of ineligible persons prior to the start of a program and it will be strictly enforced. If a person questions their placement on the list they must take the matter up with council personnel.
11. Any Troop Product Sale Manager and/or Troop Leader who has an outstanding balance from a prior program will not be allowed to participate in any future product programs until the balance including any processing/collection fees are paid. These troops must designate a different registered volunteer as the Troop Product Sale Manager. The Service Unit Product Sale Manager will be issued a list of ineligible persons prior to the start of the program and it will be strictly enforced. If a person questions their placement on the list they must take the matter up with council personnel.
12. Any person withholding money for any reason from Girl Scouts of Utah, in connection with the sale of any product, is subject to litigation for recovery of all money due and payable, as well as all costs incurred in the collection process.

13. Girl Scouts of Utah does not accept personal checks for any products sold by girls, parents, and/or volunteers. Troop payments are deducted from troop bank accounts via ACH debit.
14. Extenuating circumstances, which will impact a troop or parent's ability to successfully fulfill their responsibilities, should be communicated to council staff promptly. Circumstances that may require special arrangements for payment will be handled on a case-by-case basis. These may include serious illness or death in the family, fire, theft, and auto accidents. They will be required to provide proof and/or documentation in these instances. In the case of theft documented by a police report, the council would expect the loss to be covered by personal insurance and additional time will be allowed to collect from insurance. If not covered by insurance and not properly documented, payment in full is expected by the due date.
15. Any report of a girl, parent, and/or volunteer selling product for more than the official selling price could result in the girl losing all rewards, their ability to participate in future programs, and/or dismissal of volunteer roles. Each report will be dealt with individually. The person observing an incident should complete and submit a *Product Program Complaint Report* (who, when, where, selling price, etc.) to the council in writing with information and means to verify details.
16. Troops and girls may only sell products provided by licensed vendors currently under contract with GSU during the Fall Product and Cookie Programs.
17. A booth sale is a troop activity and requires a parent/guardian permission slip, attendance by a minimum of three girls and two adults (one of whom is a registered member of GSUSA) as designated by the troop leader, and cannot take place prior to council booth start dates. Girls make all the sales, except in cases where volunteers are helping younger girls with money.
18. A troop not participating in the Cookie Program will not receive permission for other money-earning projects.

Social Media and Email Policies & Standards

Consistent with national guidelines, girls may use Facebook, Twitter, Instagram, text messages, IMs, and emails as online marketing tools to market the Girl Scout product programs to friends and family (for clarity, "friends and family" are people whom the girl or her family personally know).

Girls and troops may use private social networking sites (e.g. Facebook, Twitter, Instagram, Pinterest, etc.) to message family and friends about the Fall Product Program and/or Cookie Program. Troops and girls who are at least 13 years old and have parental permission may set up a troop or group social networking site in accordance with the United States Child Online Privacy and Protection Act [COPPA] and the Child Online Protection Act [COPA]. We ask that girls, families, and troops not advertise or post messages or requests on web-based public groups and pages, such as Facebook Yard Sale sites, Marketplace pages, eBay, Angie's List, Craigslist, or KSL. This also includes social media groups that are labeled as "closed" but include members of the general public. This ensures the safety of our girls and adherence to the product program guidelines, as well as the numerous posting guidelines on websites and social media.

The purposes behind the annual product programs are to help girls develop important life skills and to provide them with the means to participate in great learning experiences. Although we sincerely appreciate the support of our Girl Scout families, we want to ensure that the girl is the one making contact with customers and filling their product orders. If a girl is 13 years old or older, she may use her private social networking accounts to reach out to family and friends about the product programs. Girls under age 13 may reach out to family and friends using their guardians' social networking sites.

However, the girl must be the one to send the messages and make contact with potential customers. This helps her to really be a part of the largest girl-led business in the world and it keeps her safe while doing so.

CUSTOMERS

Girls can market to, collect indications of interest, and take orders from customers within their councils' zip codes. EXCEPTION to this zip code rule are family members, friends, former customers, and Digital Cookie sales (see below).

ONLINE SALES

UNIFY and Digital Cookie are the only approved online sales tool available for girls to use when selling (exchanging money online) products. Outside of UNIFY and Digital Cookie, girls cannot setup online sites where products are sold and money is exchanged via the internet. See the guidelines specific to Digital Cookie below.

Girls must sign the Girl Scout Internet Safety Pledge before doing any online activities, and all online activities must be under the supervision of adults.

EMAIL

Girls cannot expose their own or any other girl's email address, physical address, or phone number to the public. When writing email messages or online announcements girls should sign with their first name only along with their troop number, or first name and council name. Girls may also use a group account, monitored by an adult; or an adult's email account, which is supervised by that adult.

ADVERTISING AND AUCTION-TYPE SITE

Girls and adults cannot post messages, requests or advertisements on Facebook Yard Sale groups or pages, eBay, Craigslist, KSL, or any type of classified or auction-type site.

GUIDELINES SPECIFIC TO DIGITAL COOKIE

1. Girls must read and accept the Girl Scout Digital Cookie Pledge before they can participate in Digital Cookie
2. Volunteers must read and accept the Digital Cookie Terms and Conditions for Volunteers before they can participate in Digital Cookie
3. Girls may only post about their participation on Digital Cookie on social media that allows them to restrict access to friends and family (e.g. Facebook)
4. Friends and family of a girl participating in the cookie program must not market or share a girl's contact information, sales links, or sales information on public-facing online sites
5. Parents/guardians must approve the content of a girl's Digital Cookie web page before it goes live
6. For girls under 13 years old, a parent/guardian must manage the girl's web site and be responsible for all content. In other words, girls under 13 are not allowed to post anything to their websites; it must be done by their parent/guardian

Should any online marketing activities be identified as "in violation of guidance," GSUSA or the council reserves the right to intervene and request removal or remove the post.



Product Program Proceeds Standards

- Troops/groups should be financed by troop/group money-earning activities and by a share of money earned through council sponsored product programs.
- Girl Scouts engage in troop budgeting activities that help them to learn money management. The girls are part of the decision making process in determining troop dues, troop money-earning projects, and uses of collective funds. The funds are for Girl Scout activities and are not to be retained by individuals as their property.
- Girl Scouts may not earn money for other organizations. However, girls may contribute a portion of their troop treasury to organizations or projects they consider worthwhile (for example, local or international service organizations or environmental projects).
- Girls should be encouraged to designate a portion of their troop treasury for the annual membership dues of all troop members. This is a sound and efficient practice that enables girls to meet membership dues and lessens the burden to individual members.
- All proceeds earned by the girls through product programs must support Girl Scout program experiences for girls (such as camp, troop/group travel, and program events; but not scholarships or financial credits toward outside organizations). Individual gift cards or individual tickets to external establishments would not be within guidance.
- Example:
 - Accepted: Tickets for a troop/group trip to the zoo
 - Not Accepted: Tickets given to an individual girl or her family to the zoo
- Do not reimburse girls for experiences – travel and event rewards should be Girl Scout hosted and funded. If a girl is unable to attend an event sponsored by the troop/group, she is not to be reimbursed for the funding that would have been spent for her experience.
- Proceeds received by a troop/group are non-transferrable. Girls who leave the troop or leave Girl Scouting are not entitled to proceeds earned while in the troop/group they leave. Proceeds do not follow the girls.
- Proceeds may only be allocated to Girl Scout troops/groups for Girl Scout program activities. Cash-based accounts may not be kept for or distributed to individual girls. Do not track proceeds for individual girls in any pathway – either by council or troop/group.
- All reward events offered by the council are non-transferrable. If a girl is unable to attend an event sponsored by the council, she is not to be reimbursed for the funding that would have been spent for her experience.

