



# 2019 Fall Product Program in a Nutshell

A quick guide to the Fall Product Program – see full program details in the Troop Fall Product Program Guide at [www.gsutah.org](http://www.gsutah.org)

## Key Dates

Early September	Plan a troop meeting to set goals with girls and train parents on dates and their responsibilities
September 1	Troops must submit <i>Troop Fall Product Manager Agreement Form</i> and <i>ACH Debit Authorization Form</i>
September 10	7:00 p.m. - Troop Fall Product Program Training Webinar
September 14	9:00 a.m. - In-Person Troop Fall Product Program Training
September 27	Order taking begins for nuts, chocolates, and magazines. Send parents email to remind them to go to <a href="http://www.girlscouts.qsp.gao.com/utah">www.girlscouts.qsp.gao.com/utah</a> to set up their online store
October 13	Order taking ends (order cards and online)
October 14	Nut orders due to Troop Fall Product Manager
October 15	TFPM to enter and finalize nut orders in UNIFY by 10 p.m.
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 Deposit money into troop account, complete, and submit <i>Troop Financial Discrepancy Form</i> if you have parents who still owe money
November 27	<i>ACH Debit Adjustment Forms</i> due to council by 3:00 p.m. <i>Troop Financial Discrepancy Forms</i> due to council by 3:00 p.m.
December 4	ACH debit from all troop accounts
December 9	Rewards begin shipping to Service Unit Fall Product Managers

# Before Placing an Order

- Submit your *Troop Fall Product Manager Agreement Form* and *ACH Debit Authorization Form*
- Attend mandatory training provided by GSU and/or SUFPM and receive program materials
- You will manage your troop's sale through UNIFY. You will receive an access email and can click the link to set up your password
- Hold a girl and family training to teach your troop about the Fall Product Program
- Collect signed *Parent/Guardian Permission and Responsibility Agreement Forms*, distribute girl order cards, money envelopes, family letter, and QSP Online Flyer
- Enter initial orders in UNIFY by 10:00 p.m. on October 15, 2019

## Troop UNIFY Set-up

Troops will need to set up online access to UNIFY. This powerful online sales program will power up the girls' fall campaigns and support big goals by marketing their sales via email.

- The TFPM will receive an email with a link to get the troop started and enables password set up
- Once logged in, you can manage your troop's sale through the dashboard. This dashboard provides a snapshot of the participation and sales for the entire troop
- Girls registered by September 20 will be automatically uploaded to UNIFY. If a girl is not in the system, please email council at [info@gsutah.org](mailto:info@gsutah.org) with the girl's name and troop number, and Fall Product Program in the subject line

## Inviting Girls to Participate

Copy the message below and email it to all of the parents/guardians of the girls in your troop:

*It's time to kick off our troop's Fall Product Sale. It's easier than ever to participate online. To get started, go to [www.girlscouts.qspgao.com/utah](http://www.girlscouts.qspgao.com/utah) and follow the simple instructions.*

1. *Girls create their very own MyPatchCreation avatar and can earn a personalized patch with their MyPatchCreation avatar and their name (or their camp name)*
2. *Send emails to friends and family and share posts on social media to ask for support*
3. *Supporters can pay with a credit card (magazines and shipped nut products) and the troop earns money for activities*
4. *Participating takes as little as 10 minutes and the girls will have so much fun. Thanks in advance for helping our troop!*

## What to do next.....

- Pick up your troop's nut order and distribute the products to the girls/parents. Have the parents sign receipts for all products received
- Collect money from girls, receipt, and deposit it in the troop's bank account promptly and frequently, well before the due date
- Contact council with questions and/or concerns at [info@gsutah.org](mailto:info@gsutah.org) or 801-265-8472

## Money Handling Procedures

All council proceeds will be collected from troops via ACH (Automatic Clearing House) debit. ACH is a nationwide electronic funds transfer network which enables banks to distribute electronic charges (debits) to bank accounts and to settle such entries.

1. All troops will submit an *ACH Debit Authorization and Troop Product Sales Manager Agreement form*
2. Troops will deposit all Fall Product Program funds into their troop bank accounts promptly and frequently, and in time for funds to be available on the debit date
3. Troops with payments due to council that are still unresolved by the time the cookie initial order is due will forfeit all girl and troop rewards, and their participation in the 2020 Cookie Program will be impacted
4. Council will upload the troop's payment into the UNIFY online sales program after the bank has completed the ACH debits

## Critical Dates and ACH Debit Schedule

Beginning Wednesday, December 4, 2019, council will automatically withdraw the amount owed from each troop's account.

1. Make final deposit into troop account by November 25 for the funds to be available for the ACH debit
2. The full balance of council proceeds will be debited from troop accounts beginning **Wednesday, December 4, 2019**
3. Additional ACH Debits will occur to accommodate missed troops, troops with collection issues, and ACH returns, etc. Council reserves the right to process additional ACH debits without the troop's express knowledge
4. ACH debits will continue until all council proceeds have been collected. Delinquency may require certified checks, subject to the PSM's discretion
5. Troops will not be allowed to participate in the 2020 Cookie Program if financial obligations are not complete by published due dates

# Wrap-up the Program

- ◆ Online sales data will automatically populate UNIFY. For nut orders that were shipped to the customer, there is nothing to do here except watch the sales and troop proceeds roll in
- ◆ Make sure all Gift of Caring donations have been recorded and allocated to girls so they will receive credit
- ◆ Verify that all nut products ordered and delivered to the troop have been completely allocated to a girl. You cannot opt out of fall rewards so every item needs to be allocated to a girl. There is no “Submit” button. You are finished when all units are allocated to the girls
- ◆ In the event of an NSF check, make every attempt to contact the issuer and collect payment. If you are unsuccessful, forward the original or bank copy of any NSF (non-sufficient funds) with the *Troop Finance Discrepancy Report* to GSU by due date for collection attempt
- ◆ All money should be deposited into the troop bank account promptly and frequently, in time for the funds to become available for the ACH debit
- ◆ Submit a *Debit Adjustment Request* form to GSU if the ACH debit cannot be processed for any reason on the due date. Bank fees are charged back to the troop. Don't spend your nut proceeds on a bank fee!
- ◆ If you have a parent with money outstanding to the troop, DO NOT WAIT! Make sure you turn in the *Troop Financial Discrepancy Report* to council by the due date. Troop leaders should be great troop leaders and not a collection agency. We want you focused on the girls' troop experience and not diverted by a negative situation. Let us help you
- ◆ Girl rewards for your troop will be distributed by your Service Unit in December. Please pick up and distribute promptly! Rewards not picked up by March 1 will be forfeited
- ◆ Celebrate your girls' successes. Learn from your planning and start the conversation about setting girl and troop goals for the 2020 Cookie Program

