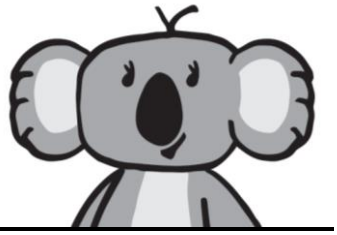
girl scouts

Girl Scouts of the Missouri Heartland, Inc.

Roadmap to Success

Fall Product Program 2016



The Fall Product Program is designed to provide Girl Scout troops an avenue to earn money to start their troop or to provide extra funds for activities. It is also an opportunity to begin teaching girls 5 skills: goal setting, decision making, money management, people skills, and business ethics. *In order for a girl to participate in any product program, she must be registered for the current year.*

Important Dates. Please refer to the 2016 Fall Product Program large white envelope. These dates are permanent, and cannot be changed.

There are several components of the Fall Product Program.

- Nut/Chocolate orders, paper (direct) and online
- Magazine orders, paper (direct) and online
- Photo Keepsakes, online
- Corporate gifts, online

In addition to direct and online sales, email and reach-out programs are available. Each girl can send 15+ emails or 25+ emails (new in 2016!) to friends and family which contains a link to purchase nut/chocolate items, magazines, or photo keepsakes online. Girls will also get credit for online sales. And, each girl can complete a ReachOut booklet so family and friends can receive a packet to order from.

Why friends and family only?

Since the Fall Product Program runs during the United Way blackout period, it is considered a Friends and Family Only Campaign, and **no general public sales (booths) are allowed**. Girls can ask friends and family for their support, or even a neighbor that might inquire about what her Girl Scout troop is doing. Also, if a Girl Scout knows a business owner, she can ask them to purchase corporate nut or chocolate items on the website, or a magazine subscription for their waiting room.

NutE (pronounced "nutty")

NutE is the order system in which all nut, chocolate, paper magazine, and ReachOut booklet orders are entered. NutE can be found at www.ashdonfarmsnute.com. Simple and user-friendly, this system will calculate the sales and troop proceeds for you, and once order is saved you will then be able to verify your recognition order.

Explore Something Different!

How much can you earn?

Troops will earn 20% of the total sales for every magazine subscription order, nut order, and chocolate order placed. Troops can also earn $2.50 for a completed ReachOut booklet (limit: one per girl). First, help your girls determine what they would like to do with their proceeds, and then set a troop goal.

Unique to this program, girls collect money when the customer places the order. This is due to the short timeframe of the program. All money must be collected before the orders are placed in NutE.

The following are a few examples of troop proceeds from the 2014 Fall Product Program.

A troop of 9 girls sold…
119 nuts and chocolate items
8 magazine subscriptions
9 ReachOut booklets
For $222.70 in troop proceeds!

A troop of 11 girls sold…
114 nuts and chocolate items
26 magazine subscriptions
8 ReachOut booklets
For $282.10 in troop proceeds!

A troop of 13 girls sold…
169 nuts and chocolate items
14 magazine subscriptions
3 ReachOut booklets
For $301.00 in troop proceeds!

Earn more troop proceeds with the 2% Option.

Girl Scout Junior, Cadette, Senior, and Ambassador troops can receive an additional 2% (totaling 22%) profit per nut/chocolate and magazine/photo items sold, in place of recognition items!

An example of troop proceeds of a troop that chose the 2% Option in 2015.

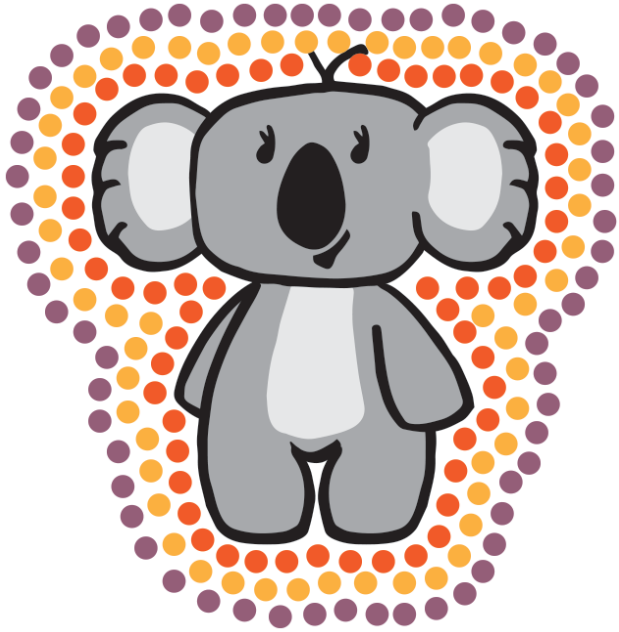
A troop of 9 girls sold…
156 nuts and chocolate items
16 magazine subscriptions
9 ReachOut booklets
For $336.66 in troop proceeds!

To earn an extra 2%, the *entire troop* agrees they will not receive individual recognitions during the 2016 Fall Product Program. (Girls will still receive all earned patches and Fall Funds.) All girls and parents must sign the *2 Percent Option Form* and turn in with your final paperwork.

If you are a multi-level troop, you can still choose the 2% Option for Girl Scout Juniors and older. You must contact your product program specialist by **November 4** to get started.

- Your product program specialist will create a “second” troop in NutE.
- Girl Scout Daisies and Brownies will be tracked under this “second” troop number by adding “0” to the end of their original troop number.
- Juniors and older are tracked under the original troop number. Be sure to choose the appropriate recognition plan in NutE to reflect the troop’s age level.

This method will require additional tracking and paperwork, but will allow older girls the 2% option. The troop still functions as one, holding meetings and activities as usual.



Earn a unique patch, designed by girls!

Girls in your troop can earn a unique patch designed by them! It is earned by selling $160.00 in combined online nut/chocolate and magazine sales! See your Fall Product Program guide for more information.

New in 2016! Volunteers can earn a unique troop patch, too!

You can create and customize your own unique koala patch if your troop has $225 in troop average online sales!

Here are some ideas to increase sales!

1. Girl Scout Fall Product Program "Bundles"
   To encourage multiple purchases girls can bundle several Fall Products together with colorful ribbon and tags. Some ideas include:
   - "Snack Attack" – includes Salsa Mix and Honey Mustard Pretzels for $14.00
   - "Nothing but Nuts" or "Go Nuts" – includes Whole Cashews, Chocolate Covered Peanuts, and Butter Toasted Peanuts for $22.00
   - "Caramel Trilogy" or "Continuous Caramel" – includes Caramel Treasures, Dark Chocolate Caramels with Sea Salt and Deluxe Pecan Clusters for $21.00
   - "Chocolate Critters", "Animal Extravaganza", "Wild Things" or "Flocks and Herds" – includes Dark Chocolate Mint Penguins, Peanut Butter Bears, and Dulce de Leche Owls for $19.00
2. Fall Products make great Holiday Gifts for Girl Scouts, Girl Scout Alumnae, or anyone with a sweet tooth. The holiday tins make great gifts and they are economical because you get a tin and candy too! Don't forget your teacher too!
3. If you have a friend that owns their own business, talk to them about the corporate nut or chocolate items on our website. They are a larger size and in nice decorator tin. A bargain for any business person to show their appreciation to their customers.
4. Girl Scout Fall Product make great ingredients for tasty recipes. Print the recipes off our website at www.girlscoutsmoheartland.org or on the back of this document and give them to your customers. Once they know our products are only available for a limited time, they may buy extra to make their favorite new recipes.

Phase I: Prior to the Program (October 1 – November 1)

Make sure all girls in your troop are registered. Once in NutE, verify girls that are registered to sell by clicking on the 'Girl Orders' button. The council has uploaded girls that are registered to your troop. If you have a girl that is not showing up in NutE, please be sure she is registered by contacting your membership marketing specialist (MMS). The MMS will then provide verification of registration to the product program specialist for your region to have the girl added in NutE.

Complete an *ACH Withdrawal Authorization Form*. Check with your Fall Product SU Coordinator to verify if you need to complete and/or update an *ACH Withdraw Authorization Form*. If needed, please complete the form and promptly return to your Fall Product SU Coordinator no later than November 1st.

Update your troop information in NutE. Using the 'Troop' button to access troop information, update the following information.

- Update the "Product Manager" contact information: name, address, city, state, zip code, phone number, and email address of the Troop Fall Product Coordinator.
- Update the troop level.
- Update the troop leader contact information: name, address, city, state, zip code, phone number, and email address.
- Add any additional troop users needed to enter the orders (must be a registered and approved Girl Scout volunteer).
- Select the proceed plan for your troop; either 'with recognitions' or 'without recognition' (for troops choosing the 2% Option).

Get the parents and families involved. Be sure you have conducted a Fall Product Program training and/or information meeting with girls and parents. These meetings are a great place to collect a permission slip for each girl. *Permission slips need to be collected prior to the program start.*

By November 4 any multi-level troops participating in the 2% Option must notify their regional product program specialist.

Phase II: Paper Orders (November 27-28)

Place your troop's paper orders. To enter paper orders, login to NutE. Using the 'Girl Orders' button, enter the following information.

- Again verify that the number of 'Girls Registered' is correct.
- Add girl orders by clicking the green plus icon (found to the left of the girl's name).
    - Make sure to "Save" all three stages of each girl's order.
        - 1 – **Product Order.** Any orders that are completed through the online store will be automatically entered in NutE. *Do not reenter or add online orders*.
        - 2 – **Recognitions Earned**. At certain levels obtained by the girls, you will need to choose the recognition item the girl wants. These levels are highlighted in yellow.
        - 3 – **Complete Order.**
- When all entries are complete submit the entire troop Nut/Chocolate order by clicking the pink 'Submit' button.

* online orders will automatically upload.

When entering product orders, keep the following in mind.

- Verify that all paper magazine orders are complete with customer address and girl contact information.
- The number of emails that girls send from the online program will be loaded in NutE.
- Enter '1' for any girl that submitted a completed ReachOut booklet (limit of one per girl). Books must be complete in order to qualify, and will be removed if incomplete (including incomplete addresses, duplicate addresses, or blank cards).
- If a recognition item is not selected, the system will automatically default to the first recognition item listed in NutE.
- Please keep the girl order cards to return to the girls at product pick-up.

Phase III: Final Paperwork (November 29)

1. Print only the *T2 Nuts/Chocolate and Magazine Report* and sign in the upper right hand corner.
2. Paperclip the paper magazine orders to the *T2 Nuts/Chocolate and Magazine Report* and turn into your Service Unit Fall Product Program Coordinator.
    - *Do not tear apart the paper magazine orders (white and yellow copies).*
3. Submit your completed ReachOut booklets to your Service Unit Fall Product Program Coordinator.
4. If applicable, include the signed *2 Percent Option Form* for your troops to receive 22% troop proceeds in lieu of recognitions. This option only applies to Girl Scout Junior, Cadette, Senior, and/or Ambassador troops.

Phase IV: Following the Program (November 30)

For your records, run the *Campaign Sales by Troop Report*. At the bottom of the report, you will see an item labeled 'Bank Deposits.' This is the amount of money that will be withdrawn from your troop account on the scheduled date. Please be sure that this amount will be available on the ACH withdrawal date you are given during your training.

Print 'G-1': *Girl Orders Report*. Use this to easily sort girl orders. Have a parent/guardian sign the *Girl Order Report* showing that they picked up the correct items.

Print 'G-2': *Recognitions Report*. This will make it easier to sort the recognitions by girl. Have a parent/guardian sign the *Recognitions Report* showing that they received the correct recognitions.

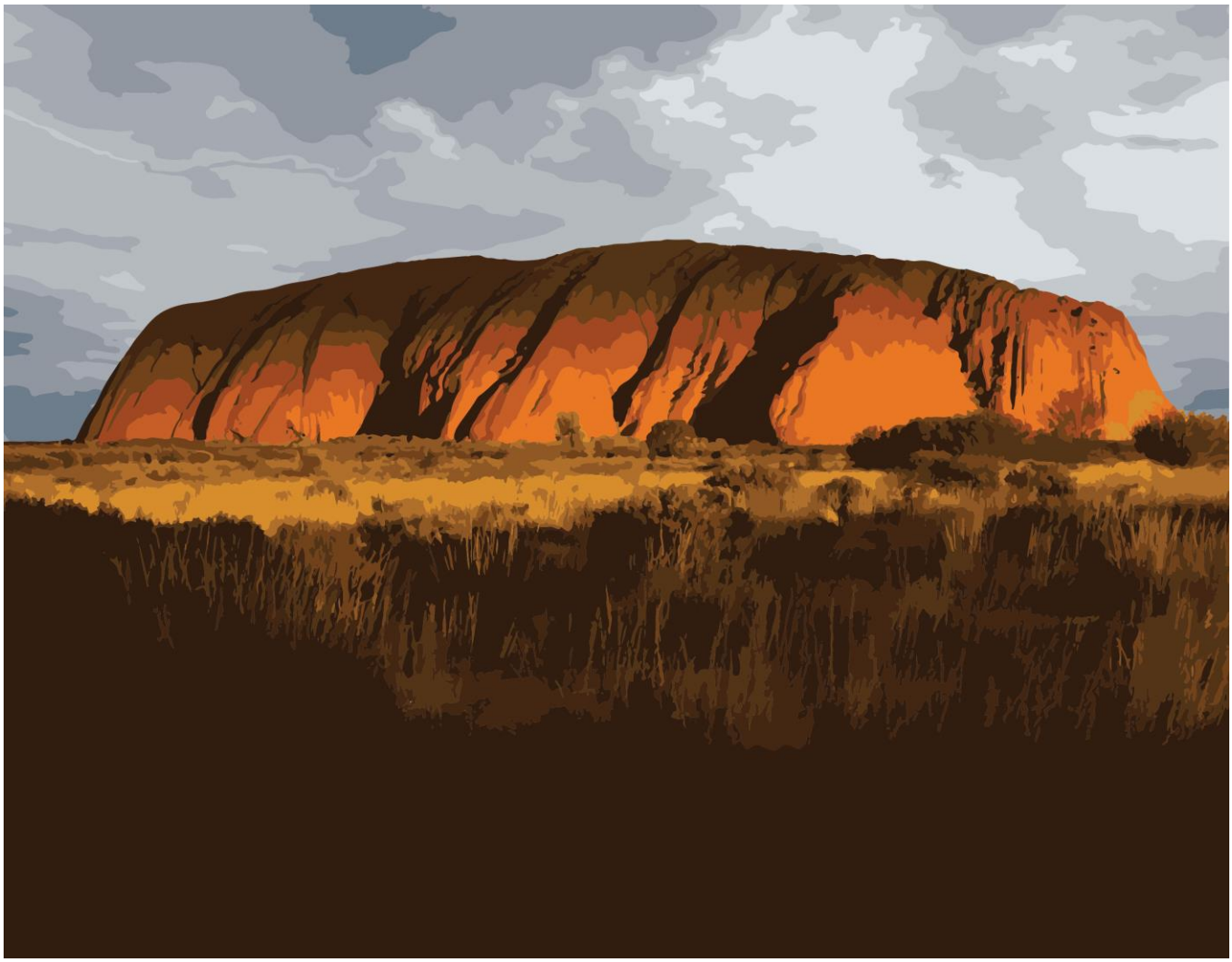
File your paperwork. Attach the *Girl Permission Slip*, signed *Girl Orders Report*, and signed *Recognitions Report* together and keep in your files for one year.

If you have any additional questions, please contact your fall product program coordinator or your regional product program specialist, listed below.

Southwest Region
Karen Taylor, x1126
ktaylor@girlscoutsmoheartland.org

Central Region
Sherrey Young, x1331
syoung@girlscoutsmoheartland.org

Southeast Region
Beth Seabaugh, x1515
bseabaugh@girlscoutsmoheartland.org



Girl Scout Fall Product Recipes

Kala's Brownies

1 box of brownie mix
Ingredients called for on boxed mix
1 box of **Peanut Butter Bears**
3 tbsp. butter or margarine softened
2 cups powdered sugar
3 tbsp. milk
3 tbsp. peanut butter
1 tsp. vanilla
1/3 cup white chocolate chips
1/3 cup chopped **Honey Roasted Peanuts**

Brownies: Line 8-inch pan with foil or parchment. Bake brownies as directed on the box. Top hot brownies evenly with **Peanut Butter Bears**, four rows by three rows; press down slightly. Cool Completely.

Spread: In a large bowl, beat butter and powdered sugar with an electric mixer on medium speed until smooth and creamy. Gradually beat in milk. Add peanut butter and vanilla; beat until spreading consistency, adding more milk if needed. Spread evenly over brownies.

Toppings: Top with **Honey Roasted Peanuts** and white chocolate chips. Press down slightly. Refrigerate 30 minutes. Remove from pan by lifting foil or parchment. Cut into six rows by six rows. Cover and refrigerate any remaining brownies.

Mint Treasure or Caramel Treasure Cookies

1 cup butter
1 cup white sugar
½ cup brown sugar
2 eggs
1 t vanilla extract
3 cups all-purpose flour
1 T baking powder
½ t salt
42 unwrapped candies

Preheat oven to 375 degrees. Prepare 2 baking sheets.

Beat butter, sugars together in a bowl until smooth and creamy. Add eggs one at a time, beating well after each addition. Beat in vanilla extract.

Whisk flour, baking powder and salt together in a second bowl. Gradually add flour mixture to butter mixture until dough is just combined. Transfer dough to zipper bag, squeeze excess air from bag and seal. Refrigerate until dough firms, at least 2 hours.

Divide dough into 43 portions and wrap 1 portion of dough around 1 mint/caramel candy. Repeat with remaining dough portions. Place dough 2 inches apart on prepared baking sheets.

Bake in the preheated oven until edges of cookies are golden, 10-12 minutes.

Optional topping for mint cookies:

Melt 15-20 additional mint candies in a microwave-safe glass or ceramic bowl in 30-second intervals in the microwave, stirring after each melting, for 1-3 minutes. Drizzle melted mint chocolate over mint filled cookies.