


The Council Girl Goal is \$160 in combined sales!

Troops will earn...




Participate in all three parts of the program!

- \$1.00 for each nut/candy item (order card and online)
- \$2.00 for each completed ReachOut booklet
- \$3.00 for each magazine subscription/photo keepsake/ebook/mag. gift card item (catalog and online)



Troop and Girl Training

<p>Weekly Mags/Munchies Newsletter email sent to your inbox during the program and share the news with other troop adults/parents.</p>	<ul style="list-style-type: none"> • The purpose is to provide you with up-to-date program information, next steps, and timeline reminders. • This will help you to stay on target in meeting the needs of the girls and troop.
<p>GSWNY YouTube Training Channel gswny.org/en/cookies/magazines---munchies/resources.html</p> 	<ul style="list-style-type: none"> • View GSWNY YouTube training videos to learn step-by-step instructions on how to navigate in Nut-E (online ordering program). • Troop Information, Girl Information, Girls Selling, Orders, Recognitions, Delivery, Girl Payments, Reports
<p>Webinars for all Volunteers Sept. 28: Topics: Nut-E Navigation, Program Oct. 26: Topics: End-of-Sale Steps, ePayment</p>	<ul style="list-style-type: none"> • Webinars begin at 6:30pm. • Watch the Mags/Munchies newsletter for details on how to join the webinars.
<p>Troop Product Program Manager Instructions Troop Product Program Manager Training</p>	<ul style="list-style-type: none"> • Use these instructions to help you train girls/parents, navigate Nut-E, and stay on target with the program. • Receive your troop training and materials from your service unit product program manager (SUPPM).

Girl Program and Girl Resources


<p>59 Minute Quick Start Program for the Troop</p> <ul style="list-style-type: none"> • 59 Minute - Quick Start is an easy way for troops to earn money quickly. 	<ul style="list-style-type: none"> • 59 Minute - Quick Start is a one-time event that involves girls in your troop spending 59 minutes to reach their goals. You will earn more money per girl in just 59 minutes...than ever before! • Go to girlscouts.gspgao.com/59min and follow the steps (training, supplies needed, and preparation). • In a group setting, girls call family and friends using a phone script to sell magazine gift cards. • Girls participating in the 59 Minute - Quick Start program are eligible to earn the 59 Minute program patch. • The troop will indicate the number of patches earned for those girls in Nut-E on the troop rewards order.
<p>NEW THIS YEAR... TROOP ACTIVITY/GOAL POSTER available online www.ashdonfarmsnute.com Click on the Koala "Explore Something Different!" image on the homepage to enjoy these activities</p>	<p>As a troop, help the girls enjoy the age-level activities featured online.</p> <ul style="list-style-type: none"> • Some of the activities include goals and tracking, safety and selling tips, product knowledge, an activity on the 5 Skills, and Take Action projects. There is also a brief story on what a troop did with the funds they raised from their sale.
<p>Be a Reader Activities Poster</p> 	<p>Help the girls earn a Be a Reader patch by participating in the activities featured on the poster.</p> <ul style="list-style-type: none"> • Some of the activities include troop goals and Take Action projects • The Be a Reader patch is available for purchase at GSWNY Girl Scout shops.
<p>Project Share</p> 	<ul style="list-style-type: none"> • \$5 donations will send the gift of snacks to our military troops in Western New York and overseas and magazines to our veterans' hospital patients. • Items are shipped directly to recipients from Ashdon Farms and the QSP Company.

Online Program and Program Theme Patch






<p>Online Program Opens September 17</p> 	<p>Girl Online Program Steps:</p> <ol style="list-style-type: none"> 1. Go to gswny.org and look for the link to register for the online program. 2. Girls customize their online store by setting a goal, adding a photo/video, creating a message to their customers, and sending links. 3. Send 15+ emails using the online nut store link and online magazine store link to friends and family and earn the online patch. 4. Text the online nut store link and online magazine link to customers. 5. Email the Girl Online Sales Report to the troop volunteer. <p>Troop Leader/Troop Volunteer Online Program Steps: Go to gswny.org and look for the link to register for the online program.</p> <ul style="list-style-type: none"> • You will be able to view the troop and girl progress and online sales reports. • All girl online sales will be automatically uploaded into Nut-E.
<p>Create Your Own Program Theme Patch</p> 	<p>Girls can create their own program theme patch by selling \$175 in online sales!</p> <ul style="list-style-type: none"> • See Family Flyer for details. <ul style="list-style-type: none"> • Email/text both online links; use social media to promote the program • Opening the online program early allows girls time to set up their online stores, experience the program activities, and email/text the online store links. <p>Troop Leader/Troop Volunteer can create a program theme patch by reaching \$350 in online troop sales.</p> <ul style="list-style-type: none"> • Once the troop reaches \$350 in online sales, the troop leader/volunteer registered with the mag/nut online program is eligible to create their own program theme patch. The email will be sent to the first two adult email addresses registered with the mag/nut online program. (Only two per troop are available.)

Create Your Own Program Theme Patch

Troop Login Name/Password and Nut-E Program Support/Features

<p>For Nut-E online tech support call:</p> <ul style="list-style-type: none"> • 1.877.305.4146 	<p>Troop Login Name and Password go to www.ashdonfarmsnute.com</p> <ul style="list-style-type: none"> • Enter: 14GSWNY(plus your five-digit troop number) e.g. 14GSWNY00000 • Select: 2016-2017 Product Sale • For Nut-E login and program support contact: service unit product program manager
<p>Ashdon Farms Nut-E Online Program</p>	<p>www.ashdonfarmsnute.com is the online portal to help you manage the program.</p> <ul style="list-style-type: none"> • Troop Information, Girl Information, Girls Selling, Orders, Recognitions, Delivery, Girl Payments, Reports

Troop Timeline and Step-by-Step Instructions

<p>Online Program Opens Sept. 17</p> <ul style="list-style-type: none"> Troop volunteers register for the online program to view troop and girl progress and girl online sales reports. Girls register for the online program 	<ul style="list-style-type: none"> Encourage girls to visit gswny.org and click the CLICK HERE TO REGISTER ICON on the home page to register for the online program. Online ordering is available for magazines, nut/candy items (featuring 30 products, including corporate gifts), photo keepsake items, ebooks, and magazine gift cards. Opening the online program early allows girls time to set up their online nut store and online magazine store, experience the program activities, and send emails. NEW THIS YEAR: When the troop reaches \$350 in online sales the troop leader/volunteer will be able to “Create Their Own Program Theme Patch”. (See front for details.)
<p>Sept. 28 Webinar (Nut-E Navigation, Program)</p>	<ul style="list-style-type: none"> See the Training section on the front for details.
<p>By Sept. 30 (TRAINING AND NUT-E)</p> <p>Update Nut-E with troop/girl information</p> <p>Train girls/parents using these points:</p> <ul style="list-style-type: none"> Register for online program to sell online magazines/photo keepsake items/ebooks/magazine gift cards/nut & candy items (opens Sept. 17) Email/text both online nut/mag store links Encourage troops to have a kick-off/ 59 minute QS Complete one ReachOut booklet per girl with 9 unique names/addresses/zip codes Sell nut/candy items and promote Project Share using the order card Sell magazines/photo keepsake items/magazine gift card items using the paper order forms Sell \$160 in combined sales Reach \$175 in online sales 	<ul style="list-style-type: none"> At your troop meeting, train the girls and parents together using the family flyer, order card, and online links at gswny.org (look for the link to register for the online program). <ul style="list-style-type: none"> Parents complete, sign, and submit the Parent Permission form to troop volunteer. Troop retains copy for troop records. Set troop program and girl goals Encourage the girls to achieve \$160 in combined sales and \$175 in online sales Show Video: 59 Minute Quick Start (girlscouts.gspgao.com/59min) and pass out flyers In Nut-E, review and update the troop contact information. <ul style="list-style-type: none"> Troop number, product manager information, level, proceeds plan, troop leader, and SAVE all updates. In Nut-E, review and update the girl information. <ul style="list-style-type: none"> Add new girls (first/last names) and delete girls no longer active in the troop. Review and sign the Troop Volunteer Position Description form (troop retains copy). Cad/Sr/Ambassador troops may select to waive the girl rewards program. If the troop selects this option, the troop volunteer must make the selection in Nut-E by updating the PROCEEDS PLAN. All girls must agree and sign the form. The Girl Rewards Program Waiver form is available at gswny.org (form section).
<p>Oct. 1 – 29</p>	<ul style="list-style-type: none"> The order taking program begins October 1 and ends October 29. Girls collect payment when taking orders.
<p>Oct. 26 Webinar (End-of-Sale, ePayments)</p>	<ul style="list-style-type: none"> See the Training section on the front for details.
<p>By Nov. 1</p> <div style="text-align: center;">  </div> <p>Troop:</p> <ul style="list-style-type: none"> Girl Product/Reward Orders are due in Nut-E Review order cards, magazine order forms, ReachOut booklets, Girl Online Sales reports, emails sent, and reward choices. Contact girls for missing orders & information Record girl payments and provide parents with a receipt Troop is locked out of Nut-E on Nov. 1 at midnight <div style="display: flex; justify-content: space-around; margin-top: 10px;">   </div> <p>By Nov. 1 Troop Payment is due (use ePayment)</p> <div style="text-align: center; margin-top: 10px;">  </div>	<ul style="list-style-type: none"> In Nut-E, ENTER the following for each girl: <ul style="list-style-type: none"> Paper Mags Subs and Paper Mags Subs \$ ReachOut Booklet (1 per girl with 9 unique names, addresses, zip codes) Emails (total number of emails sent per girl) Order Card items (including “Project Share Nut/Mag Donations”) Reward Choices (Indicate number of 59 Minute program patches for the girls who participated in the 59 Minute program.) <ul style="list-style-type: none"> Record payments and provide parents with a receipt In Nut-E, VERIFY the following for each girl: (Use the Girl Online Sales Report.) All girl online orders are uploaded directly into Nut-E. <ul style="list-style-type: none"> Online Mags Subs and Online Mags Subs \$ Online Nuts and Online Nuts \$ Use the Campaign Sales by Troop Report and T-2 Recognitions Report to verify your troop product and rewards order. These reports are located under the Reports Icon. Troop payment is due to council (use ePayment). Pay balance due on the T2-Nuts/Candy Mags. Report. <ul style="list-style-type: none"> Troop leader/troop product program manager is responsible to deposit the money into the troop bank account and pay the troop bill on time using ePayment. Troop leader needs to reconcile all payment receipts to the troop balance report and bank statement. Email your ePayment email confirmation to your SUPPM. Hand in to your SUPPM all white magazine/photo keepsake orders and ReachOut booklets. <ul style="list-style-type: none"> Keep the yellow magazine/photo keepsake orders for the troop’s records. Email or turn in to your SUPPM all Delinquent, NSF, Troop Refund forms, plus supporting documentation. <ul style="list-style-type: none"> Without the completed paperwork, the troop is responsible for any outstanding troop balance owed to the council.
<p>Nov. 19 - 20</p> <div style="text-align: center;">  </div>	<ul style="list-style-type: none"> Delivery: Your SUPPM will provide date, time, and location to pick-up product/rewards. No returns or exchanges for product/rewards. <ul style="list-style-type: none"> Print the T2 – Nuts/Candy & Mags report and T-2 Recognition report. Bring them to your SU delivery. Print the G2 – Nuts/Candy & Mags report and G-2 Recognition report. Use these to distribute product and rewards to the girls. Retain a signed parent copy for the troop.
<p>By Dec. 5</p>	<ul style="list-style-type: none"> Last day to report product/recognition damages and shortages to service unit product program manager.

Customer Support

	<ul style="list-style-type: none"> Parents of Girl Scouts that require technical support for the Online Program may call QSP Tech Support at 1.877.305.4146. Customer may call QSP Magazine Customer Service at 1.877.289.6247 or track placed magazine orders at www.gaotrak.com.
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