

2010 MAGAZINE & NUTS PROGRAM GUIDE



GIRL SCOUTS HEART OF CENTRAL CALIFORNIA

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Girl Scouts Heart of Central California
2010 Magazine and Nuts Program Guide

Dear Service Unit / Troop Magazine and Nuts Program Manager:

Thank you for volunteering to manage your Service Unit's / Troop's Magazine and Nuts Program. If this is your first year you will be surprised at how easy and quick the program is. If you are experienced, thanks for helping out again!

Use this manual as a guide to help you oversee your Service Unit or Troop Magazine and Nuts Program. This manual should help you through the record keeping process, and to follow the policies and procedures of Girl Scouts Heart of Central California (GSHCC) and Girl Scouts of the U.S.A. (GSUSA) as they relate to the Magazine and Nuts Program.

We hope you find this guide informative. Most of the ideas come from volunteers such as you. You may even notice your own suggestions.

Girl Scout Heart of Central California Magazine and Nuts Program Staff:

Product Program Department:

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2010 Be a Reader Program Patches



Welcome to our tree house! Activities this year will focus on the theme of "Construct a Plan". Begin by creating a group "blueprint"(goal setting) and continue with the activities that fit the needs and interests of the girls. Remember to use strategies that allow girls to lead, learn by doing and learn cooperatively. Have fun!

What a Great Way to Promote Reading and Help Girls Learn Important Life Skills!

What are the benefits to the girls?

For many girls, the Girl Scout Magazine and Nuts Program is their first experience in setting goals and working with others as a team. Girls learn to meet and greet people, keep accurate financial records, and follow through on commitments. The program includes a colorful goal poster for the troop to use and enjoy.

In addition to the incentives for the Magazine and Nuts Program, each girl can earn Try-Its, badges, or interest projects, as well as work on patch activity programs according to her age level. This is also an opportunity for girls to work on marketing skills and fair business practices as well as to increase their self-confidence.

What are the benefits to the troops?

Troops who participate in the Magazine and Nuts Program can earn start up funds for their troop activities. Troop proceeds are 10% of the total dollar amount of all orders received. Plus, for each completed booklet (all eleven valid postcards), the troop receives \$3.00. Money earned for the troop through product sales never becomes the property of individual girls. All girls in the troop should determine how it is used as they budget for the year's activities. **Help your troop set a goal! It works!**

Back this Year

A girl and her family can go online to the QSP magazine Web site and complete the interactive learning activity, after which they can submit 12 names to receive magazine order form information via the internet. This program allows customers to use Visa/MasterCard, and to receive their subscriptions within 4 weeks of placing their orders.

How does product program work?

Order packets are sent home with each currently registered Girl Scout. She then asks her family and friends if they would like to help Girl Scouts by placing an order. After deducting the troop's proceeds, the troop forwards orders, completed paperwork and validated deposit slips to the Service Unit Magazine and Nuts Program Manager.

Products Offered

QSP Time Inc., continues to offer its complete selection of published magazines. The program is especially known for its comprehensive selection of children's magazines. Other products included are videos, books and music.

Ten varieties of nuts & candy items will be offered at a price of \$5.00 - \$7.00 per can/package depending on the product.

Patch Activity Programs

QSP Time Inc. provides each troop with literature and activities to encourage Girl Scouts to enhance and learn new skills in the areas of geography, math, sports, technology, nature, science and especially reading. What better place to learn these skills and others than in the Girl Scout troop environment?



The "Be a Reader" activity program provides an activity book. There are no deadlines; the timing is up to the leaders and the girls. The troop leader determines the number of activities needed to earn the "Be a Reader" patch for each age level.



The large "Be a Reader" patch is earned the first year and a smaller embroidered bee is earned in subsequent years.



The “**Address Adventure**” activity program provides activities for all age Girl Scouts and poster of the United States.



This program assists girls in learning geography by completing the activities printed on the flyer/poster.

The “Address Adventure” patch is earned the first year and a small globe is earned in subsequent years.

Recognitions for participation in these patch activity programs are available for purchase through The Girl Scout Shop.

POLICY ON “INTERNET SALES”

Girl Scout Internet Safety Pledge for All Girl Scouts (Revised for 2009)

- I will not give out personal information such as my address, telephone number(s), parent's or guardians' work address/telephone number(s), and the name and location of my school without the permission of my parent or guardian.
- I will tell an adult right away if I come across or receive any information that makes me feel uncomfortable.
- I will always follow the rules of Internet sites, including those rules that are based on age of use, parental approval and knowledge, and public laws.
- I will never agree to get together with someone I "meet" online without first checking with my parents or guardians. If my parents or guardian agree to a meeting, I will arrange it in a public place and bring a parent or guardian along.
- I will never send a person my picture or anything else without first checking with my parent or guardian.
- I will talk with my parent or guardian so that we can set up rules for going online. We will decide on the time of day that I can be online, the length of time that I can be online and appropriate areas for me to visit. I will not access other areas or break these rules without their permission.
- I will not use the Internet to collect money for Girl Scout products, and I will follow all safety guidelines related to Girl Scout product sales.
- I will practice online "etiquette" (good manners) at all times when online.
 - I won't spam others.
 - I will not bully nor will I tolerate bullying (and I will always tell a trusted adult if this is a problem).
 - I won't use bad language.
- I will be guided by the Girl Scout Promise and Law in all that I do online.

Signed,

Girl Name _____ Date _____ Parent / Guardian _____ Date _____

POLICY ON “COMMERCIAL SALES”

Girl Scout Councils “annually conduct only one Magazine and Nuts Sale” with specific starting and ending dates. Girl Scout nuts & candy are not sold year round. According to the rules provided by Internal Revenue Service and Girl Scouts of the USA (GSUSA), Girl Scout nuts & candy cannot be sold in commercial stores. No Girl Scout Council can give permission for Girl Scout nuts & candy to be sold in a commercial setting. If the IRS believes that nuts & candy sales are being carried on as commercial activity, it could take the position that income from nuts & candy sales is unrelated to the mission of Girl Scouting and therefore, the revenue from it would be taxable. Selling nuts & candy in a commercial setting, without any girl involvement, does not support our position with the IRS that this is a girl activity.

FORM GUIDELINES & SAMPLES

Please make sure the order forms are completed and the money is tabulated correctly. Incomplete forms delay the order processing.

For Nuts & Candy orders – make sure that:

- ❖ Customer’s phone number (including area code) is written on order form.
- ❖ Payments are collected from customers when orders are placed.
- ❖ Payment amounts are correctly added on order form.

For Magazine orders – make sure that:

- ❖ The 3-part magazine order form is filled in completely by using blue or black ink. Press hard on form to make sure the writing is visible on the third copy. Avoid using abbreviations in the mailing address. The wrong interpretation of an abbreviated address may delay service to the customer.
- ❖ The code number, title, and price of the selection are written as it is printed in the QSP booklet.
- ❖ Person receiving magazine’s name is written for each magazine selection regardless of whether it is a repeated name.
- ❖ Up to three (3) selections (*delivered to the same address*) may be ordered on one form.
- ❖ Troop number is written in “Room or Group #” space on order form.
- ❖ Payment amounts are correctly added on order form and that payments are collected from customers when orders are placed.
- ❖ The top two copies (white and yellow) are returned to the troop/service unit. NOTE: Renewal magazine orders will simply *extend* the existing subscription, regardless of the expiration date. For renewals, copy the name and address EXACTLY as it is printed on a current mailing label.

Coupons and Special Offers:

- ❖ QSP’s sale offers maximum profit potential. With over 700 magazines, QSP provides customers with a wide selection of both popular and special interest magazines from which to choose.
- ❖ Due to increasing publisher restrictions, QSP is only able to accept certain coupons. Should an order come in with a coupon or special offer, attach the coupon to the order form. If there is a problem, QSP will contact the customer directly.
 - *QSP is not authorized to act as a Library or Media Center Agency.*
 - *Orders may only be taken in the name(s) of individual people; orders may not be taken for businesses.*

GIRL SCOUT SHOP

Girl Scouts Heart of Central California

6601 Elvas Avenue
 Sacramento, CA 95819
 (916) 452-9184 (866) 740-0074
 Fax (916) 452-9185

3621 Forest Glenn Dr
 Modesto, CA 95355
 (209) 522-9001 (800) 834-9899

Email: girlscoutshop@girlscoutshcc.org

Shop online at: www.girlscoutshcc.org

2010 Fall Magazine and Nuts Patch Activity Programs

PLEASE PRINT CLEARLY

Name:	
Address:	
City/State/Zip:	
Phone No:	
Troop #	Troop Level:

Description	Quantity	Unit Price	Total Price
Patches		Each	
Be A Reader – Bee with Book		.60	
Be A Reader – Small Bee		.25	
Address Adventure – Bee with Globe		.60	
Address Adventure – Small Globe		.25	
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p>1-16 oz. packages based on USPS rates \$1.00 & up Patches, Badges, Insignia, Stickers, etc...</p> <p style="text-align: center;">ALL OTHER MERCHANDISE REGULAR SHIPPING AND HANDLING CHARGES For Each Shipping Address</p> <p>Under \$19.99\$3.00 \$20 to \$99.99\$5.00 100 + lbs.\$8.00</p> </div>	Total Ordered:		
	8.75% CA Sales Tax:		+
	Shipping & Handling		+
	Subtotal		+
	Value of: (circle) Cookie Credit/Discount/or Gift Certificate		-
	TOTAL (\$10.00 minimum on all Visa/MC Charges)		

THANK YOU FOR YOUR ORDER!

FOR GIRL SCOUT SHOP USE ONLY			
Date Accepted:	P/O #:	Picked Up:	B/O:
Payment: C CK V/MC	Date:	Shipped:	CAN:
Trans Account #:	Order #:	Date:	Refund Submitted:

Incentives for Girls

All girls registered for 2010-2011, who participate in this year's Magazine and Nuts Program, may combine all the items sold (nuts, candy, and magazine subscriptions), which will entitle them to move into a higher incentive bracket. **These incentives are cumulative.**

<u>Sold</u>	<u>Incentives Earned</u>
4 or more items	<input type="checkbox"/> Nuts & Candy theme patch "Construct a Plan" (must have sold nuts & candy items to earn patch)
1 or more magazines	<input type="checkbox"/> Magazine theme patch "Design your Future"(must have sold magazines to earn patch)
\$75.00	<input type="checkbox"/> Patch (es) <input type="checkbox"/> 20 oz. Aluminum Water Bottle
\$125.00	<input type="checkbox"/> Patch (es) <input type="checkbox"/> 20 oz. Aluminum Water Bottle <input type="checkbox"/> Medium Plush Monkey
\$220.00	<input type="checkbox"/> Patch (es) <input type="checkbox"/> 20 oz. Aluminum Water Bottle <input type="checkbox"/> Medium Plush Monkey <input type="checkbox"/> "Design University" Monkey T-Shirt
\$350.00	<input type="checkbox"/> Patch (es) <input type="checkbox"/> 20 oz. Aluminum Water Bottle <input type="checkbox"/> Medium Plush Monkey <input type="checkbox"/> "Design University" Monkey T-Shirt <input type="checkbox"/> Ribbon Watch Set

Cadette, Senior and Ambassador Girl Scouts only... an alternative to earning traditional incentives

- The Older Girl Alternative will reward these troops with money instead of traditional incentive items.
- All members of troop must choose to earn money instead of individual incentives.
- Girls who qualify will still receive program patches.
- The troop will also receive an additional 10% of the troop's sales.

Additional Incentives:

- For completing one or more Address Booklets, girls earn a Create Opportunity Patch and a Peace Sign Coin Purse.
NOTE: Each booklet contains eleven (11) Address Postcards, which need to be completed with valid addresses. The maximum number of address booklets per girl is two.



- For submitting 12 addresses through the online ordering program, girls will earn the "Capture Your Dream" patch.



Sample of CORRECT Magazine Order Form

SELLER'S NAME SELLER'S FIRST NAME Nombre del vendedor SELLER'S LAST NAME Apellido del vendedor	★ STAR		★ ALMOND		★ 4475		PLEASE PRINT GRADE OR GROUP # # ISSUES Ediciones <input type="checkbox"/> RENEW Renovacion # ISSUES Ediciones <input checked="" type="checkbox"/> RENEW Renovacion # ISSUES Ediciones <input type="checkbox"/> RENEW Renovacion # ISSUES Ediciones <input checked="" type="checkbox"/> RENEW Renovacion # ISSUES Ediciones <input type="checkbox"/> RENEW Renovacion # ISSUES Ediciones <input checked="" type="checkbox"/> RENEW Renovacion
	1. 4230 ★ GOOD HOUSEKEEPING		★ 12		★ \$ 15.00		
	2. 6769 ★ GOLF DIGEST		★ 12		★ \$ 18.00		
	3. 6334 ★ FAMILY FUN		★ 10		★ \$ 10.00		
NOTE Up to 3 selections may be sent to the same address per order form. When renewing magazines, copy name and address as it appears on current mailing label.	MANDY		★ ALMOND				
	AL		★ ALMOND				
	MANDY		★ ALMOND				
	MANDY		★ ALMOND				
ADDRESSES HOUSE # # Decasa CITY-DO NOT ABBREVIATE Ciudad - No abrevia E-MAIL ADDRESS Dirección de email No Canadian or Foreign Address No direcciones Canadiense o extranjero	100 ★ STATE STREET		★ CA ★ 90000		★ \$ 43.00		
	HOMETOWN		★ CA ★ 90000		TOTAL DUE Total de \$ Debito		
	info@girlscouts.org		★ CA ★ 90000		<input checked="" type="checkbox"/> CHECK <input type="checkbox"/> CASH		
	10-15-07		★ CA ★ 90000		ORGANIZATION Organización Girl Scouts Heart of Central California		


Incomplete magazine orders

When an incomplete order slips through the system, the Product Program Department will receive a separate notice with a copy of the original order form(s). Please make sure that magazine orders are filled out properly otherwise there will be at least a 30 day delay in the customer's order. Your attention to making sure the order form is completely filled out correctly will ensure faster service to you customers.

Sample of COMPLETE Address Postcard

Do not complete the order form on back. Please use Blue or Black ink. Do not use pencil.

DO NOT WRITE IN THIS AREA



Girl Scout Council GSHCC Troop/Group# 4475
 Girl's Name STAR Almond

Mail to:
Jane Almond
3005 Girl Scout Way
Anytown USA 00000

From STAR
P.S. Magazines make great birthday gifts!

THANKS!

TO ORDER—Complete Order Form on reverse side.

No Canadian or Foreign Orders
 OUR GUARANTEE: We honor your right to privacy. This FORM is the ORIGINAL and no copy was made or record kept.

SAMPLE MONEY AND PRODUCT RECEIPTS

MONEY AND/OR PRODUCT RECEIPT
 (IMPORTANT: BE SURE TO SHOW TROOP NUMBER ON ALL RECEIPTS)
 TROOP # 4475 SERVICE UNIT Sierra Joaquin DATE 10.15.09

NO. OF CASES	NO. OF ITEMS	PRODUCT	MONEY
	30	Mint Melt - Aways	
	25	Whole Cashews	
	14	Cranberry Nut Mix	\$
	10	Hot Cajun Crunch	(AMOUNT DUE)
	29	Gummie Berries	\$
	34	Deluxe Peanuts Clusters	(AMOUNT PAID)
	16	Butter Toasted Peanuts	\$
	10	Chocolate Covered Raisins	(BALANCE)
	10	Peanut Butter Dreams	
	178	TOTALS	

RECEIVED BY Elena Schwed GIRLS NAME _____
 RECEIVED FROM SU FPP Manager 6/07

MONEY AND/OR PRODUCT RECEIPT
 (IMPORTANT: BE SURE TO SHOW TROOP NUMBER ON ALL RECEIPTS)
 TROOP # 4475 SERVICE UNIT Sierra Joaquin DATE 10.15.09

NO. OF CASES	NO. OF ITEMS	PRODUCT	MONEY
		Mint Melt - Aways	
		Whole Cashews	
		Cranberry Nut Mix	\$ 272.00
		Hot Cajun Crunch	(AMOUNT DUE)
		Gummie Berries	\$
		Deluxe Peanuts Clusters	(AMOUNT PAID)
		Butter Toasted Peanuts	\$
		Chocolate Covered Raisins	(BALANCE)
		Peanut Butter Dreams	
		TOTALS	

RECEIVED BY Elena Schwed GIRLS NAME Starr
 RECEIVED FROM Nandy Almond 6/07

Troop Banking & Money Procedures

- Payments for **both** nuts & candy items and subscriptions are **collected at the time when orders are taken, not when product is delivered.**
- Avoid writing personal checks to replace cash that was collected.
- Checks need to be made payable to **Girl Scouts Heart of Central California** or **GSHCC.**
- The appropriate troop number and girl's initials **MUST** be written in the memo line at bottom of each check.
- Do not leave money in your car or desk. **The troop's Magazine and Nuts Program Manager is liable for all money che or she collects.**

Banking Procedures:

1. Please verify that deposits are correct. Attach adding machine tape to both the bank and the council's copies. If using an excel spreadsheet for deposits, please send a copy with final paperwork.
2.

Make sure all checks have been endorsed with appropriate Council Product Sales bank account #. <ul style="list-style-type: none">• US Bank – 153455037694• El Dorado Savings and Loan – 0043141266• West America - 2350502171

3. List cash and checks on the provided three-part bank deposit slips (your Service Unit name and number is preprinted on each deposit slip).
4. Bank should validate each deposit slip or give Troop Fall Product Program Manager a printed receipt.
5. The bank will keep the top deposit slip; the second copy (or bank receipt) must be submitted with final paperwork; the third copy is for the troop. The validated deposit slip **MUST** be turned into council.
6. If more than one deposit is made, all deposit slips/receipts must be recorded separately in the Ashdon Farms Web site.
7. **REMINDER:** Only deposit the amount owed to the council into the Girl Scouts Heart of Central California's bank account. Overpayment, TOP and Older Girl Alternative checks will be mailed to service unit treasurers in December.

If a parent has not paid in total for all order(s), inform Service Unit Fall Product Program Manager immediately. The parent or girl should not receive any product or incentives until this has been resolved.

Sample of Check & Bank Deposit Slip

Jane Tracy Dell Tracy 354 Main Street 999/555-1212 Hometown CA 90000	1000 October 10 20 09
Pay to The Order Of <u>Girl Scouts Heart of Central California</u>	\$ 53.00
Fifty three and No/100 _____ Dollars	
<h1 style="margin: 0;">Monopoly Bank</h1>	
Hometown	
For (Memo) <u>Troop 4475 Cammie Tracy</u>	<u>Jane Tracy</u>
:123456789: 0123456789 1000	

A. Adding machine tape attached or Excel file (for bank use)

B. Checks listed

DATE 10-2004

	DOLLARS	CENTS
CURRENCY	186	00
COIN		
NET CHECK		
1		
2		
3		
4		
5		
6		
7		
8		
9		
10	1680	00
11		
12		
13		
14		
15		
16		
17		
\$	1866	00

GIRL SCOUTS
 PRODUCT ACCOUNT
 Service Unit # 95670

TOTAL ITEMS 14
 PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSER
 (FOR DEPOSIT BY MAIL)

1866.00

DATE 10-2004

	DOLLARS	CENTS
CURRENCY	186	00
COIN		
NET CHECK		
1		53.00
2		120.00
3		150.00
4		155.00
5		123.00
6		180.00
7		172.00
8		160.00
9		88.00
10		180.00
11		70.00
12		70.00
13		5.00
14		154.00
15		
16		
17		
\$	1846	00

GIRL SCOUTS
 PRODUCT ACCOUNT
 Service Unit # 95670

TOTAL ITEMS 14
 PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSER
 (FOR DEPOSIT BY MAIL)

1846.00

2010 Magazine and Nuts Program Packet Contents

Girl and Parent Packet Contains:

- Family Letter
- Girl/Parent Permission & Financial Responsibility Form
- Envelope featuring this year's incentives which contains:
 - ✓ Nuts & Candy Order Form
 - ✓ Magazine Subscription Forms & Booklets
 - ✓ Address Booklet Postcards
 - ✓ Money Collection Envelope
 - ✓ QSP online ordering program flyer

Troop Packet Contains:

- QSP online ordering program flyer
- Magazines and Nuts Program Volunteer Position Application/Agreement Form
- Council Bank Deposit Slips
- Money and/or Product Receipt Booklet
- Address Adventure Poster
- Be A Reader Activity Booklet – “Design your Future, Construct a Plan”
- Program Patches
- Magazine and Nuts Program Manual (will be found online at www.girlscoutshcc.org)

Service Unit Packet Contains:

- Magazine and Nuts Program Manual (will be found online at www.girlscoutshcc.org)
- Magazine and Nuts Program Volunteer Position Application/Agreement Form
- Money and/or Product Receipt Booklet
- Council Bank Deposit Slips (need to distribute to Troop Managers)
- Program Patches
- Paperwork “Turn In” check list

2010 Service Unit / Troop Magazine and Nuts Program Evaluation

Circle the number that most closely represents your Service Unit's / Troops opinion of this year's Magazine and Nuts Program.
(1 = Less than satisfactory, 5 = Excellent)

- | | | | | | | |
|---|--|---|---|---|---|---|
| 1 | The variety of nuts & candy items: | 1 | 2 | 3 | 4 | 5 |
| 2 | The appearance of the packaging of the nuts & candy items: | 1 | 2 | 3 | 4 | 5 |
| 3 | Delivery procedures: | 1 | 2 | 3 | 4 | 5 |

Comments on the nuts & candy items:

- | | | | | | | |
|---|---|---|---|---|---|---|
| 4 | The Ashdon Farms web site was clear and easy to follow: | 1 | 2 | 3 | 4 | 5 |
| 5 | Your training was beneficial: | 1 | 2 | 3 | 4 | 5 |
| 6 | Girls liked the incentives: | 1 | 2 | 3 | 4 | 5 |

Comments on the incentives:

Any suggestions for future Magazine and Nuts Programs:

Thank you for completing this evaluation which may be turned in with your final paperwork mailed or faxed:
Girl Scouts Heart of Central California, Attn: Product Program Department, 6001 Elvas Avenue, CA 95819, or fax to (916) 452-9182. Please complete and turn in with your final paperwork.