



2016 Nuts About Reading Program

Troop Nuts About Reading Manager Guide

Contact Information:

Service Unit Number: _____

SU Nuts about Reading Manager (SUNAR): _____

SUNAR Phone: _____

SUNAR Email: _____

Important Dates:

Beginning of September	Check out the Troop Nuts About (TNAR) Manager on www.gsep.org , then schedule and facilitate troop training for girls and parents
Sept. 26 through Oct. 24	Girl order taking period with the paper order card, catalog order forms, and Reach Out Booklets.
Sept. 26 through Nov. 20	Girls participate in the online portion of the program
By Oct. 28	Collect girl order cards, magazine/photo keepsake catalog order forms, and Reach Out Booklets. Review each magazine/photo keepsake order form and Reach Out Booklet for completion and legibility (no patch/proceed credit for incomplete booklet). Enter troop orders and magazine subscriptions/photo keepsakes in Nut-E at www.ashdonfarmsnute.com .
Oct. 28	Submit to SUNAR: White and yellow copies of magazine /photo keep sake, all valid Reach Out Booklets, and a copy of the T2 Nuts/Candy & Magazines report from Nut-E. (Pink copies of magazine order forms are the customer's copy)
Nov. 14-18	Troop Product Pick Up. Your SUNAR will notify you of the date, time and location for pick-up. Order discrepancies <u>must</u> be reported to the SUNAR no later than 48 hours after delivery
Nov. 14-18	Girl Product Pick Up. Schedule product pick-up times after the troop order has been delivered. An adult must sign the G2 report or receipt acknowledging the product order is correct. The G2 report can be found in Nut-E.
Dec. 5	Deposit all money into troop bank account. Submit any Parent Debt Forms (T-5) to ach@gsep.org . The form can be found at www.gsep.org .
Dec. 8	ACH Sweep -100% of amount due council will sweep automatically out of your Troop Bank Account.
Mid Dec.	Troop recognition pick-up and distribution. SUNAR will notify you when recognitions are ready for pickup. Use the G2 Recognitions report found in Nut-E to distribute each girls recognition order. Report any recognition discrepancies to the SUNAR no more than 48 hours after receiving your recognition items

Girl Recognitions

Girl recognitions are cumulative. Recognition items are detailed on the back panel of the order card. **Once the troop's recognition order is submitted, no changes can be made.** Report any missing/damaged recognitions immediately to your SUNAR. Unclaimed recognitions will be returned by the SUNAR to GSEP by December 22.

Project Thank You

There are two separate columns on the order card allow family and friends to donate nuts and magazine vouchers for the women and men serving in the military. GSEP is partnered with several military support groups such as Operation Gratitude and the U.S.O. Donated nut items and magazine vouchers will be delivered by GSEP to the organizations. Payment for all donated items collected is due at the time the donation is made and submitted with the girl's order card to the Troop Nuts About Reading Manager. Troops receive \$.75 in proceeds; girls receive credit toward recognitions, and earn the Share patch if they receive five or more \$6 donations (any combination of nuts or magazines).

Older Girl Troop Proceeds

Girl Scout Cadette, Senior and Ambassadors may choose to receive additional troop proceeds by selecting no recognitions for the entire troop. Troops will receive \$.80 per nut/chocolate item sold and 11% of the total value of all magazines/photo keepsakes orders. If this option is selected, girls in the troop will only be eligible to receive patches and forgo all other recognitions.

The program will begin on September 26, 2016 and end on November 20, 2016. There are three ways for your Troop to participate! Pick one, two, or all three!

Participate by Email and Online:

- Log on to www.gsep.org and check out the 'Nuts About Reading' web-page. Click on the button for the QSP/Nut Online Program. 
- New for Fall 2016! Friends and family can order tumblers and organic veggies online from Girl Scouts to make the perfect combination or gift set with magazines.
- Send emails inviting family and friends to order online, pay with a credit card and have delivered to their home/business.
- Girls must send 15 emails by November 20 to earn the Online patch.

Your troop will earn \$.75 for each nut/chocolate item sold and 10% for magazine/gift orders (purchased online by Nov 20)

Participate In Person:

- Nut/Chocolate Items** – there are sixteen different items available on the girl order card. Girls deliver items directly to customers who purchased product and collect payment upon delivery
- Magazine /Photo Keepsake Orders by Catalog** –there are over 600 magazines offered to customers at up to 90% off the newsstand price. Family and friends can renew or purchase new full year subscriptions on the magazine order form. The customer will turn in the white and yellow copy of the form, and the money is collected by the girl at the time the order is placed
- Project Thank You Nuts & Magazine Vouchers** – there are two separate columns on the order card which allows family and friends to donate nuts/candy and magazine vouchers to the women and men serving in the military. Donated items will be delivered by GSEP. Payment for donations is collected at the time the donation is made
- Checks are made payable to "GSEP Troop xxxxx"*

Your troop will earn \$.75 for each nut/chocolate/Project Thank You Nut & Magazine Voucher item sold and 10% for magazine/photo keepsake orders (submitted by Oct 24)

Participate by Mail:

- Reach Out Booklets**- Girls complete the Reach Out Booklet with unique, individual, valid names and addresses.
- Limit one booklet per girl!
- There will be only one mailing.** QSP guarantees that address information will never be rented, sold or used for any other purposes.

Your troop will earn \$2.00 for each valid completed Reach Out Booklet

Some of the most successful women entrepreneurs got their start by participating in the Girl Scouts Product Programs. Through the program, girls learn about The Five Skills: Goal Setting, Decision Making, Money Management, People Skills, and Business Ethics. The Nuts About Reading (NAR) program is one of two product programs offered by GSEP. By participating, troops get a jump-start on earning proceeds to support their program year by selling nuts, candy, magazine subscriptions, and photo books and personalized calendars!

The program will begin on September 26, 2016. The paper program ends on October 24, 2016. Girls will have additional time to participate online! The online portion of the program ends November 20, 2016. Here are the Top Ten Reasons for your Troop to participate:

1. It's quick, easy and fun
Enough said!
2. Earn start up money for your troop
NAR provides great planning money for future trips, events and parties.
3. Strengthen your business skills
NAR is a fun and important part of the Girl Scout Leadership Experience.
4. Snack on yummy nuts and chocolates
25 high quality Girl Scout branded nut and candy items that make great snacks and gifts.
5. Earn Journey Books
No need to purchase Journey Books, get them as part of NAR
6. Give back to those who serve
Collect donations towards nuts and magazines for servicemen and women.
7. Check out the Online Nut Store
There are 16 great items available for purchase on the Nut Order Card, but there are even more things available in the Online Nut Store!
8. Support reading initiatives
Friends and family can purchase subscriptions to over 600 magazines (digital and print) while simultaneously supporting their favorite troop!
9. Participate 100% online
Participate without ever leaving your home with the QSP/Nut Online Program.
10. Earn amazing recognitions and patches
Cumulative patches and girl recognitions are available, in addition to troop proceeds and other bonus recognitions

Entering your troop orders in Nut-E

- Log in to Nut-E at www.ashdonfarmsnute.com
- Your user ID is 16GSEP and your 5-digit troop number (i.e., 16GSEP12345) and your password is TP and your 5-digit troop number (i.e., TP12345).
- From the drop down menu Select **2016-17 Fall Sale** and click **Sign In**.
- Click **Troop** in the top navigation bar and complete required information. Do not leave any fields blank. If your Girl Scout Cadette, Senior, or Ambassador troop has decided to earn higher proceeds, update your Proceeds Plan to read "Without Recognitions" before placing girl orders so the troop proceeds and girl recognitions calculate correctly. Click **Save**.

Click **Girl Orders** icon in the top navigation bar

Note: Girls will automatically be updated via the Troop Hub on a weekly basis. Check your troop roster regularly to ensure accuracy.

Add Girl Orders

- Online nut and magazine sales are uploaded on a nightly basis to Nut-E. Troops no longer have to enter this information by girl or number of emails the girl sent.
- For non-online sales, click the green plus (+) icon in front of a girl's name
- Enter the quantity and dollar amount of paper magazine subscriptions/photo keepsakes.
- Enter "1" if she submitted a Reach Out Booklet
- Enter quantities for all nut/chocolate items (ordered in single units, not full cases) based on the nut order card
- Click **Save**
- Recognitions populate based on girl's order. Reference the back of nut order card to select girl recognitions when there is a recognition choice. Review the recognition order for accuracy and click **Save**. Changes cannot be made to the Recognition Order once everything is submitted.
- If the girl's product AND recognition orders are correct click "Yes" in the "Is this order complete?" box. This will take you back to the Girl Orders screen; repeat the above instructions for all girl orders.
- Troop orders may not be edited after final submission

Banking Procedures

Overview

- All troops are required to have a troop bank account. Deposit all money (cash and checks) into the troop bank account no later than December 5, 2016.
- Girls/parents will submit to you:
 - Payment in full for:
 - Nut/Chocolate Orders
 - Magazine/Photo Keepsake Catalog Orders
 - Project Thank You Donations
 - Reach Out Booklets
 - Magazine/Photo Keepsake Catalog Order forms (white/yellow copies)
- The council will activate an ACH Sweep from the troop bank account for 100% amount due to the council, less troop proceeds.

T-5/Parent Debt Form

- Prepare a T-5/Parent Debt Form for each girl who has a balance due.
- Submit to ach@gsep.org by December 5, 2016.

The ACH Sweep

- **The ACH sweep will take place on December 8, 2016**
- Troops who have girl money outstanding must submit an ACH Extension Request form no later than December 4, 2015 to avoid bank overdraft charges to the troop. ACH Extension Request forms submitted after December 4 will not be accepted. GSEP will not reimburse bank overdraft fees.
- Once the bank has completed the transactions, NUT-E will be updated accordingly. This may take 5-7 days.

Questions about the Nuts About Reading Program?
Contact GSEP at:

nutsaboutreading@gsep.org
610-933-7555

Customers with questions regarding their magazine subscriptions should contact QSP/GAO directly at 1-877-289-6247. Magazine/photo keepsake catalog orders may take 8-10 weeks to process after council submission.