



Girl Scouts of Connecticut 2011 QSP Program Guide

2011 QSP Program

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This booklet includes information you will need to lead your girls through a successful QSP program. Please refer to it for instructions on training the girls, processing customers' orders, and working with our online program.

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Important QSP Contacts

Service Unit QSP Manager _____

Telephone / Email Address _____

Council Product Sales Manager _____

Telephone/ Email Address _____

Girl Scouts of Connecticut's Product Sales Team is available to assist you with the QSP Program. Please contact your Product Sales Manager or myself for support and answers to your QSP questions.

Ann Nunn-Hacku, Director of Product Sales
(203) 239-2922 ext. 3333 anunn-hacku@gsofct.org

You may also reach Product Sales staff members
by emailing **productsales@gsofct.org**
or calling **1-(800)-922-2770**



www.ashdonfarmsnute.com

QSP Customer Service
for magazine orders
1-(800)-678-2673

Program Overview and Benefits

Our 100th Anniversary year promises to be filled with special activities and memorable experiences. The 2011 QSP Program is part of this unique year.



Through the QSP Program girls will learn five essential skills:

- ◆ **Goal setting**– Girls set QSP goals individually and with their team then create a plan to reach them. Girls develop cooperation and team building skills along the way.
- ◆ **Decision making**– The girls will help decide how the troop/group will spend their money using their critical thinking and problem solving skills.
- ◆ **Money management**– As girls are responsible for taking orders and handling customers' money, they gain valuable and practical life skills around financial literacy.
- ◆ **People skills**– Girls will learn how to talk to, listen to and work with all kinds of people while selling QSP products. These experiences help her develop healthy relationships and conflict resolution skills she can use throughout her life.
- ◆ **Business ethics**– Being responsible and honest throughout the sale will help reinforce positive values that girls will use in all aspects of life.

In addition to the skills that girls learn, the QSP proceeds that they earn will help to support their troops activities such as-

- ◆ 100th Anniversary outings and celebrations
- ◆ Earned recognitions and awards
- ◆ Troop Camping and Service Unit Camping experiences
- ◆ First aid kits, program supplies, and equipment
- ◆ Service projects



**100th Anniversary
Commemorative Tin**

Program proceeds include:

- ◆ 15% of total sales (magazine, nut, and candy orders)
- ◆ \$2.00 for each complete Address Booklet turned in
- ◆ Junior, Cadette, Senior, and Ambassador troops and, individually registered are able to elect an additional 2% (for a total of 17% proceeds) instead of incentives
- ◆ Your troop's participation in the QSP Program helps your Service Unit earn the QSP SU Bonus

The Girl Scout QSP Program provides important revenue to the Council used to offer quality programs for more than 44,000 girls in Connecticut and to provide support, training, and resources to over 18,000 Girl Scout volunteers in our state.



Any questions can be directed to your local Service Unit QSP Manager or a member of the Product Sales team.

QSP Program Timeline

The QSP Program may last just a few weeks, but it provides a great opportunity for your troop to kick off the Girl Scout year! Please refer to the dates below to guide you through the program, and be sure to share these dates with your troop/group parents and guardians.

Please add these dates to your troop calendar.

August/September	QSP Training/Planning
October 14, 2011	QSP order taking starts
November 3, 2011	QSP order taking ends
November 4, 2011 - November 9, 2011	Collect and input all girl orders into the nut-E 2.0 online ordering system. At 11:59 p.m. on November 9, 2011 Troop/Group access will no longer have access to make entries in nut-E 2.0
November 9, 2011	Submit paperwork to SU QSP Manager
December 1-3, 2011	Nut and Candy Delivery – check with your Service Unit QSP Manager for delivery day/time for your Service Unit
January 2012	Incentives received by Service Unit QSP Managers for distribution to Troop QSP Managers
January 28-29, 2012	Mall Overnight event for Troops/ Groups with a \$150.00 per girl average (see page 10 for eligibility details)



Participate in an interactive webinar!

QSP Training Webinar

Learn all about the 2011 QSP Program, from training the girls to using nut-E

Participate in an interactive webinar.

October 4, 2011 at 7:00 p.m.
or
October 6, 2011 at 10:00 a.m.

Contact the Product Sales team at
productsales@gsofct.org
to register for a webinar

nut-E Refresher Webinar

Need an update on how to use nut-E 2.0?

Attend one of these two webinars

October 18, 2011 at 12:00 p.m.
or
October 20, 2011 at 7:00 p.m.

Special Call-in Nights for QSP Program Assistance

November 3 and November 8, 2011 6:00 p.m.– 9:00 p.m.

Call 1-(800)-922-2770 ext. 3333

Product Sales staff will be available during extended hours to answer QSP questions.

4 Ways for Customers to Show Their Support:

1 – Online Magazine Orders

- ◆ Ordering magazines online helps us to “Go Green,” and they arrive at the subscriber’s home quicker than those ordered on paper.
- ◆ Girls, along with a parent/ guardian, go to www.gsofct.org and click on the “QSP program” link, follow the instructions on the QSP page, and complete an interactive learning activity.
- ◆ Girls send emails to family and friends inviting them to shop online for magazines. Customers order magazines through the online site and pay QSP directly via credit card.
- ◆ In addition to offering magazines, the email can also show an order card displaying the nut & candy products available. If the customer would like to **make a promise to purchase** nut/candy items, they enter their selections and submit. This promise is then communicated via email back to the girl. Arrangements for delivery and payment are made by the girls, her parent/ guardian, and the customer. **Payment is not made online. These items must be included in the nut/ candy order card.**
- ◆ Girls must submit a Detailed Order Report to their Troop QSP Manager or Troop Leader by the deadline to receive credit for these sales and to earn the patch for entering 12 or more emails. An email reminder will be sent to the girl via the email address provided.
- ◆ Orders received after November 9, 2011 will be processed but cannot be counted towards girls total sales, incentives, or troop proceeds.

2 – Catalog Magazine Orders

- ◆ Families and friends browse through the catalog and complete the Magazine Order Form(s) with their selections.
- ◆ Troops/ Groups and girls may decide to choose a local organization that would like to receive magazine subscriptions. If customers would like to donate a magazine subscription to this organization, they can order online or with a catalog order form by writing in the organization’s name and address in place of customer name and address.
- ◆ Girls collect the completed forms and full payment at the time the order is placed. She will hand in all money and paperwork to her troop/ group QSP Manager at the end of the sale.
- ◆ Using the new order forms for this year, make sure name, address, and zip code are complete on each form (maximum of 4 separate magazine orders with same address per Magazine Order form).



3 – Nut and Candy Orders

- ◆ Customers fill in order card with their nut and candy selections.
- ◆ Girls collect payment at this time and turn it in with their order card.
- ◆ Troops order only what is needed to fill the orders.
- ◆ Nut and candy orders will be delivered to Service Units December 1-3, 2011.

New treats have been added this year. Customers now have a wider selection!



4 – Address Booklets

- ◆ Address booklets allow family and friends who live away to support a Girl Scout by purchasing and/ or renewing magazine subscriptions.
- ◆ QSP mails the coupons from the booklets by first class mail to each address.
- ◆ Names and addresses are not sold or shared by QSP. QSP will send a second reminder mailing approximately three weeks after the first.
- ◆ Each booklet must have 8 completed coupons with names, mailing addresses, and zip codes to qualify. **U.S. addresses ONLY.**
- ◆ Ordering information is sent directly to the person listed on the coupon.

QSP Training for Girls

Girls, their families, and their troops are most successful in the QSP program when they attend a training, and understand the purpose and benefits of the program. Help your girls get the most out of the QSP Program by using the suggested outline below to train your girls.

Topic	Content	Materials
Program overview 5 minutes	<ul style="list-style-type: none"> ◆ Include activities from the QSP Program resources in your troop/group meetings. ◆ Discuss with the girls why the QSP Program is important and how they, the troop and the council benefit . 	Success for Tomorrow Girl Program Book
Set troop and personal goals 15 minutes	<ul style="list-style-type: none"> ◆ Complete the “Pick It, Plot It, Pursue It” exercise in the Be A Reader Activity Book or other available goal-setting activity. This will help girls to determine what they would like to do, the cost of the activities, and the amount they should strive for through the QSP Program. Set the troop and per girl goals. ◆ Remind girls to share their goals with their families. ◆ Review the program’s individual and troop/ group incentives . ◆ If Junior and older, have the girls discuss and vote on taking the no incentives option. 	Be A Reader Activity Booklet QSP Program Guide Nut and Candy Order Card
Learn about the products 10 minutes	<ul style="list-style-type: none"> ◆ Review the contents of the girl packet with the girls. ◆ Review the nut and candy order card. Discuss what items the girls like most. ◆ Show the magazine catalog and order slips. Remind girls that forms must be correctly completed. Have the girls find their favorite magazines in the catalog. ◆ Discuss the online program and if possible show the girls how to logon and send emails. ◆ Explain how to complete the Address Booklets and discuss the important role they play in the QSP Program. 	Girl Packet Nut and Candy Order Card Magazine Catalog Magazine Order Slip Address Booklet
Safety guidelines 10 minutes	<ul style="list-style-type: none"> ◆ Refer to the “Safety Activity Checkpoints for Products Sales “ found in the Resource and Form library at www.gsofct.org. ◆ Girls should wear Girl Scout identification such as uniform, sash, or membership pins. ◆ Adults must accompany girls when selling. ◆ Girls should only give customers their first name and troop number , never their address or phone number. ◆ If participating in the online portion of QSP, girls, parents/ guardian should refer to Internet Safety Pledge at www.gsofct.org/pages/internetsafetypledge.php. 	Safety Activity Checkpoints for Product Sales Girl Scout Internet Safety Pledge
Tips for successful order taking 15 minutes	<ul style="list-style-type: none"> ◆ Have the girls make a list of potential customers, and share their ideas with the troop/ group. ◆ Girls should explain all sale options to their customers. ◆ Have the girls practice making a sale by role-playing . ◆ Remind girls that when they are sending emails to include an “order by date” as orders received after 11/9/2011 will be processed but cannot be counted for girl total sales, troop proceeds, or incentives. 	Paper, pens, and pencils Magazine Catalog and Order Forms Nut and Candy Order Card
Product delivery information 5 minutes	<ul style="list-style-type: none"> ◆ Nut and candy products will be available for pick-up during the first week in December. ◆ Girls should keep products in a safe place and deliver promptly. ◆ Magazines are delivered directly from publisher to subscriber. 	Calendar

Activities and Patches

There are three great resources available through the QSP Program. You are encouraged to explore these resources with the girls. Completing the activities in these resources provides girls the opportunity to learn through the QSP program and earn the Be A Reader and Address Adventure patches.

Be a Reader Activity Booklet includes activities that focus on the magazine portion of the QSP Program. Girls receive the large Be A Reader Bee patch for the first year they participate in the Be A Reader Booklet activities. Each smaller bee represents a girl's participation in subsequent years.



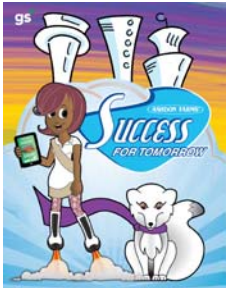
These **new** patches are available at our Council Shops!



Address Adventure Poster focuses on activities related to the Address booklet. The Address Adventure patch is earned the first year girls complete activities from the Address Adventure poster. In subsequent years girls may earn the small world rocker which can be placed near the larger patch.



Success for Tomorrow Girl Program Booklet provides activities the girls can complete individually or in a troop/ group. All activities help girls to develop the five essential skills– money management, business ethics, people skills, goal setting, and decision making– that are the basis for all Girl Scout product sales programs.



More Activities available online

Girls can log in to www.ashdonfarmsgsi.com for more activities. Printable files and interactive activities are available to help girls as they participate in the QSP Program.

Check List for QSP Volunteers

Planning and Training:

- Register for the 2012 membership year. If you are a new volunteer, please complete the volunteer application process.
- Attend Troop QSP Manager training and review all materials for the 2011 program.
- Ensure that all girls are registered and have a signed Annual Consent form.
- Train the girls and parents/guardians on the QSP Program, specifically reviewing safety guidelines.
- Determine troop deadlines and communicate with girls and parents/ guardians.
- Assist the girls in setting individual and troop goals – a troop that sets a goal will be more successful.
- Distribute the QSP packet to all girls , even if they are unsure if they will participate in the program.
- Work with the leader to incorporate the “Investing in Today= Success for Tomorrow” activities in the troop/ group meetings and events.

Don't forget, there are new magazine order forms this year.

Collecting and Processing Orders:

- Collect payments, nut/candy order form, magazine orders, address booklet, and detailed summary report of online orders from each girl.

Check each Magazine Order for:

- ◆ Girl's name and troop number, magazine ID number, and title under each subscription.
- ◆ Complete customer information with name, mailing address, city/town, state, and zip code (go to www.usps.com for assistance with missing zip codes).
- ◆ Organization is GSOFACT.
- ◆ Keep white and yellow copies together (Pink copies are returned to customer).



New Order Forms

Check each Address Booklet for:

- ◆ At least 8 completed coupons with names, mailing address, city/town, state, and zip code
- ◆ All written messages are POSITIVE.
- ◆ Cross out any duplicate addresses or addresses that are out of the US - these do not count toward the 8 needed for a complete booklet.
- ◆ Completed cover, with girl's name, Council (GSOFACT), troop #, and # of forms completed.

Check each Nut and Candy Order Form to ensure:

- ◆ Calculations are complete and accurate.
- ◆ Girls have selected choices for incentives.

Online Magazine Orders:

- ◆ Check with each girl and ensure a “Detailed Order Report” is printed for each girl that participated in the online QSP Program.
- ◆ Online orders will have been paid directly by the customer via credit card.

Check List for QSP Volunteers (Continued)

[] Ashdon Farms System nut-E 2.0 System Entry:

- ◆ Your troop orders must be entered in the Ashdon Farms Girl Scout Ordering System (nut-E 2.0). Go to www.ashdonfarmsnute.com to access the system. See the nut-E 2.0 instructions in this booklet (beginning on page 10) for directions on how to complete the entries. Note: troops will only have access to make entries in nut-E 2.0 until 11:59 p.m. on, November 9, 2011.

Finalizing Finances:

- [] All customer payments must be received when orders are taken. Online orders will be paid directly by the customer via credit card. The nut-E 2.0 system will take these payments into account when calculating the amount due to Council.
- [] Pay the troop's QSP bill to Council by banking online or at Webster Bank.
- [] If you have a bounced customer check, contact the Product Sales Dept. for assistance at productsales@gsofct.org.

See page 14 for instructions on how to make an online payment to Council

Nut and Candy Delivery:

- [] Arrange to pick up the nut/candy products on the day specified by your SU QSP Manager.
- [] Make arrangements for the girls' parents/guardians to pick up the nut/candy products from you.
- [] Have parents/ guardians sign a receipt, which can be printed from nut-E 2.0, to acknowledge they have received the product.
- [] Remind girls to deliver to customers ASAP. It's a great opportunity for girls to practice following through on a commitment.
- [] Report any shortages or damages to your Service Unit QSP Manager.
- [] **Important:** If you have not received the nut and candy products by December 7, 2011, contact your Service Unit QSP Manager as soon as possible, if she/he is unavailable, contact the Product Sales Dept. at productsales@gsofct.org.

Incentives

- [] Your Service Unit QSP Manager will contact you when the incentives arrive; please pick them up promptly and distribute to the girls.

Congratulate yourself and the girls on a job well done!



2011 Incentive Program

Girl Incentives

Girls earn incentives as outlined below.

Incentives earned are cumulative.

Girls will have a choice of incentives at 3 different levels – \$200, \$275 and \$500.

Girls should indicate their choices on their nut/candy order cards.

You are encouraged to borrow Service Unit samples to show to girls and parents.

Please contact your SU QSP Manager to reserve the set of incentives.

Incentives may also be viewed in color on the Council website www.gsofct.org.

Two magazine orders earns an Investing in Today patch



5 nut & candy orders earns a Success for Tomorrow patch



Completed address booklet earns the Together to the Top patch



12 online email addresses on QSP site earns an Online participation patch



\$75.00 in total sales earns a cool cupcake bookmark



\$125.00 in total sales earns a groovy pencil case



\$200.00 in total sales earns the choice of a Ribbon Tote or all plush Arctic fox



\$275.00 in total sales earns an Arctic fox T shirt or music download certificate



\$350.00 in total sales earns a book certificate



\$425.00 in total sales earns a set of multi colored peace lights



\$500.00 in total sales earns the choice of a towel tote or large plush Arctic fox



Incentives (continued)

100th Anniversary QSP Patch

Juliette Gordon Low once said,
 Girl Scouting “rises within you and inspires you to put forth your best”.
 In celebration of Girl Scout’s 100th Anniversary, girls can earn a specially designed commemorative QSP patch which recognizes excellence in the QSP Program.



There are two ways girls can earn this special patch!

1. Participate in all four parts of the QSP program (send 12 or more emails, have catalog orders, have nut sales, and completed address booklet).
2. Have \$200 or more in total sales.

This is an excellent way to stand out in the QSP Program during the 100th year of Girl Scouting!

Back by popular demand... Special Troop Incentive



QSP Mall Overnight!

Westfield Meriden Mall
 470 Lewis Avenue
 Meriden, CT 06450
 January 28-29, 2012



Troops who have a \$150 per girl average are invited to attend the overnight

There are two ways for troops to earn this troop incentive

1. Divide the total sales for the troop by the number of girls who participated in the QSP Program, (including girls who only completed an address book and /or sent emails), if the average per girl sales are \$150.00 or more, all the girls who participated in the QSP Program are invited to attend.
2. Divide the total sales by the number of girls who had actual sales, if the average is \$150.00 or more all girls with sales are able to attend. Girls who only completed an address booklet and/or sent emails would not be eligible to attend.

This is a Troop event, troop volunteers need to accompany girls according to Safety Activity Checkpoint guidelines.

Note–The web address for nut- E 2.0 is www.ashdonfarmsnute.com

Nut- E 2.0 is the web based QSP Program management system Girl Scouts of Connecticut uses to record and track all information from the QSP Program. Every troop/group uses nut-E 2.0 to enter their contact information, enter the girls' orders, track and select incentives earned by the girls, review the QSP bill and record their payment to the council.

New for 2011, troop QSP Managers will be able to enter girl payments in nut-E 2.0.

New and returning users are encouraged to participate in one of the webinars being offered on the nut-E 2.0 system. See page 3 for dates and times.

Log-In and Navigation Information

Login/Password

Enter the nut-e 2.0 system by going to www.ashdonfarmsnute.com

At the login page, enter your **Login Name** and **Password**. Your login name is **CT (in caps) plus your 5-digit troop number** (e.g. **CT33333**) and your password is the same (e.g. CT33333).

Make sure the **2011 Fall Product Sale** campaign is highlighted and click "**Sign-in**." The system will open to the Home Page.



Home Icon

This is the page you will see when you log into the system. You may see a message from the Council and/or Service Unit. You should check this area often as important information will be posted in the message area. Your Service Unit QSP Manager's and the Council's contact information are also listed on this page.



System Navigation & Help

Nut-E 2.0 features icons that will make finding information easy. Click the icon to enter each page. As you navigate through the system you will find useful help icons. When you click on these icons a box will open with additional instructions.

Troop Set Up

Nut-e 2.0 is where Service Unit QSP Managers and council staff look for the most up-to-date information about your troop's QSP sale. Please take the time to update your troop's information by clicking on the Troop Icon and Girl Orders Icon. If required fields are not completed nut-e will issue a message requesting that the information is submitted.



Troop Icon

All information under the Troop Icon should be updated prior to the start of the sale. **Please enter your troop's information by November 1, 2011.**

Clicking on the Troop Icon will take you to the Troop Detail Page. This page is where your troop/group's information is updated. When you open this page it is ready to edit.

Update the information in the **Troop Edit** Section. Returning troops may see information from the prior year.

- ◆ Update or enter current information for the Troop Product Manager (Troop/ Group QSP Manager). Please include area codes. Also, be sure to enter an email address for the Product Manager (Troop/Group QSP Manager) and Troop Leader as email will be the primary means of communication from the Council Product Sales Team.
- ◆ Update or enter current information for the Troop Leader. If the Troop Leader and Product Manager (Troop/Group QSP Manager) are the same person, click the "Use Product Manager's Name and Address" bar. Troop Leader AND Product Manager information is required.
- ◆ Select a Level: Next to "Level" click the down arrow to the right of "select level" and highlight your troop/group's Girl Scout level.
- ◆ Select a Proceeds Plan: Daisy and Brownie level troops must choose "with incentives." Junior and Older level troops may choose "with incentives" or "without incentives." **Troops who elect to take the extra 2% in proceeds must select "without incentives" PRIOR to entering any girl orders.**
- ◆ Click "Save" when information is complete to save your entries.



Instructions (Continued)

Troop Detail Page (continued)

Council Bank Accounts: This is read only information entered by the council staff.

Troop Bank Account: You may wish to record your bank information here to ensure that it is available when your troop makes payment to the council, but entering your troop/group's information here is not required. Click "Save" when information is complete to save your entries.

Troop Users: This area will show the users that have been assigned to this troop.

It is important that you change your password to something special to you and easy to remember.

To change your password, click on the pencil near your name– this will open the "Troop User Edit" box.

Enter/ update your First and Last Name and your personalized password.

DO NOT CHANGE YOUR LOGIN NAME. Be sure the **role selected** remains on the top option "**Troop**

Administrative (access to all Troop functions)." Then click on "Submit" to save your information.

If you wish to add users that will have access to make entries to your troop/group's information, click the "Add" button on the Troop User box. Enter the information for the new user, using a log in name and password that is at least 5 characters in length. Click "Submit" to update the information.



Girl Orders Icon

Clicking on the Girl Order Icon will take you to Girl Order Page. The "Troop Order Instructions" box outlines the 4 steps for entering information on this page. The first two steps can be completed while the girls are still participating in the sale. **Please complete the information requested in Step 1 and Step 2 by November 1, 2011.**

Step 1 When you first enter this page, complete the registration information by entering the number of girls registered in your troop/group and clicking "Save." The number of girls selling will automatically fill in as you enter and save their orders.

Step 2 Enter in the girls names by clicking on the "Add Girl Name" button. Type in the girl's first and last name and click on "Add Girl Name." Repeat this process to enter each girl into the system. To delete a girl's name, click on the red X next to her name.

Order Entry

Troop QSP Managers use nut-E to record the nut, candy and magazine orders, as well as address booklets, for each girl. Girls and their troops will only receive credit for the products sold that are entered into nut-E by the order deadline. **Troop QSP Managers must have their orders entered into nut-E by 11:59 p.m. on Wednesday, November 9, 2011.** Please follow the remaining steps from the "Troop Order Instructions" box to enter the girls' orders.

Step 3 When you are ready to enter in a girl's sale information, click on the green plus icon next to the girl's name. This will open up the order line and you can enter in the sales information for the girl. Enter:

- ◆ # Paper Magazine subscriptions (catalog orders)
- ◆ Magazine dollars sold (catalog orders)
- ◆ # Online subscriptions (from the girl's detailed order report)
- ◆ Online dollars sold (from the girl's detailed order report)
- ◆ # of address booklets (if girl submitted a booklet enter a 1, this equals 1 Booklet with 8 or more addresses)
- ◆ Enter "1" Emails if 12 or more emails were sent
- ◆ Enter the number of each nut/candy item sold

Note– if your troop/group has elected to take the additional 2% proceeds, you must make that selection on the Troop page before entering any girl orders.

Click "Save" at either end of the "Product Order" blue bar. **This is important– don't forget to click "SAVE."**

nut-E Instructions (Continued)

Girl Order Page (continued)

After the girl's order has been saved, the "Incentives Earned" box will be highlighted in yellow. Although the girl's incentives will have calculated automatically, you will need to enter her choice of incentives if she sold at the \$200, \$275, and \$500 levels.

- ◆ If the girl reached these levels, select the item she has indicated on her nut/candy order card by clicking the button near the item. The system will not let you move forward until a selection has been made.
- ◆ Then click "Save" to submit the incentives.
- ◆ A box will pop up asking if you would like to save this girl's order, click "Yes". If you click "No" it will cancel the order and bring you back to the Girl Order page. You will be able to modify the order even if you click "Yes."
- ◆ Check each girl's order to see if she meets the requirements for the 100th Anniversary Patch. Girls who participated in all 4 parts of the sale or who had \$200 or more in sales should receive the patch. Enter in a "1" in the first box labeled "100th Anniversary Patch Connecticut" if the patch was earned. If a girls did not earn the patch then the box should be left empty.

If your troop opted for additional proceeds (Junior and Older) only patches will show in incentives section.

Continue to add girls' orders by clicking the green plus icon next to each girl's name.

After you have saved an order for a girl, you can change her order by clicking the pencil next to her name and making your changes. You can make these changes up until the time you submit the entire troop/group's order.

Step 4 – When you are confident that you have all of the girls' orders entered and are ready to submit the entire troop/group's order– click the pink "Submit Nut/ Candy Order" button. **You can only use the submit button once. Be sure you have completed all of your girl orders.** If you have submitted your troop's order and need to make changes, contact your SU QSP Manager or productsales@gsofct.org.

Note– although the system may allow you to add QSP orders to the girls order after you have submitted, DO NOT make these entries. If you need to change a girl's order after you have submitted, contact your SU QSP Manager, or the Product Sales Dept. at productsales@gsofct.org.

NEW! The "Girl Payment" is a new feature that helps to keep track of the girl's payments. To see what a girl owes the troop and to record her payment to the troop clicking on the button will open a window that lists the girls in your troop and the amount due for each. You can record payments made by each girl and nut-E will calculate the remaining balance. Please note that the amount due is for nut/candy and paper magazine orders only. Payments for online orders will have been made at the time of purchase.

Do not use the option "Add Troop Special Order," GSOFACT does not use the Troop Special Order option.

Record Your Payment

Troops must make a deposit to Girl Scouts of Connecticut through the Webster Bank online portal on the Council's website or at a Webster Bank. For directions on making an online payment please see page 13.

Bank Deposits Icon

After your troop/group has made payment to the council, you will need to record that payment on the Bank Deposit page.

To record a deposit

- ◆ The "Bank Summary" box on the right will recap the Monies Due, Troop Proceeds, Total Deposits, and Balance Due.
- ◆ Click "Add Bank Deposit" in the upper right corner of the bank deposit box.
- ◆ Enter the Transaction Date.
- ◆ Select a Bank Account—either Online Payment if it was an online payment, or Webster Bank if you brought the deposit to a Webster Bank.
- ◆ Enter the amount.
- ◆ The "Transaction ID" is optional and can be used for comments.
- ◆ The "Received Date" is only accessible by the Council.
- ◆ Click Save to keep the entry.

nut-E Instructions (continued)

Helpful Information and Reports

Information in this section explains where to access facts on the products as well as reports specific to your troop.



Council Products Icon

This page lists all the QSP, nut/candy and incentive items with retail prices, proceeds (with or without incentives), and incentive rules.



Reports Icon

There are many useful reports on this page. The following are most commonly used by troops/groups.

- 1. T2—Nuts/Candy** - totals the nut and candy orders for the troop, accounts for the online orders, shows the amount of proceeds, and the Balance Due Council. The system will automatically account for online orders for which payment was made by customers. The Balance Due Council is the amount to be paid to Council.
- 2. T2— Incentives** - totals the number of incentives the troop will receive. Please note, troops who choose the additional proceeds option will only receive patches (if earned).
- 3. G1—Girl Order** - gives the summary of a girl's order, including her order totals, and amount paid.
- 4. G2—Incentives** - produces an individual report for each girl showing the incentives earned. Please note, girls in troops/groups who chose the *without incentives* option for additional proceeds will receive patches only (if earned).

LOCK OUT: On November 9, 2011 at 11:59 p.m., troops will no longer have access to make nut-E 2.0 entries. Troop/Group QSP Managers will still be able to view and print reports. Any corrections must be made through your Service Unit QSP Manager or the Council Product Sales Team at productsales@gsofct.org.

Making an Online Payment to the Council

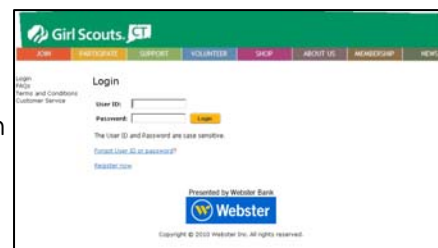
Making an online payment to the Council is quick and easy. Begin by depositing all the money collected into the troop/group account. After the checks have cleared and the money is available in the account, follow the steps below to make your payment online. If you have a bounced customer check, contact productsales@gsofct.org for assistance.

Step 1 - Go to www.gsofct.org and from the home page of the Council's website, click on the link under the Online Banking title.

Step 2 - If you have never used the system to make a payment, select **"Register now."** If you are a returning user select **"Login."** If you have forgotten your password select the **"Forgot User ID or Password?"** link on the site log-in page for assistance.

Step 3 - (New Users Only)

- ◆ Complete your Profile and accept the Terms & Conditions by clicking on **"I accept, Create my account."** You will need to create a User ID and Password; select something that you will remember for future use. You will use it to make payments for other Product Sale Programs.
- ◆ Add a "Payment Instrument" (the troop account that you use to make the payment) by filling in your account information. Use your Troop number for the account "Nickname".



Step 4 - Make a payment by selecting "QSP Nuts & Sales" from the Sales drop down menu, enter your payment amount, and click **"Add a Sale."** The next page allows you to make changes if needed or select **"Continue"** to move forward.

Step 5 - Verify payment by selecting **"Continue"** and the transaction will be processed.

Step 6 - Print the Payment Confirmation Page. Please write the **first and last name of the person making the payment** and submit to the Service Unit QSP Manager with your final paperwork. This is your proof of payment to the Council. Be sure to submit this to your Service Unit QSP Manager.

The Girl Scout Leadership Experience

Focus of Girl Scout Activities also known as our "Three Keys" to Leadership

Discover

Girls develop a strong sense of self.
Girls develop positive values.
Girls gain practical life skills.
Girls seek challenges in the world.
Girls develop critical thinking skills.

Connect

Girls develop healthy relationships.
Girls promote cooperation and team building.
Girls can resolve conflicts.
Girls advance diversity in a multicultural world.
Girls feel connected to their communities, locally and globally.

Take Action

Girls can identify community needs.
Girls are resourceful problem solvers.
Girls advocate for themselves and others, locally and globally.
Girls educate and inspire others to act.
Girls feel empowered to make a difference in the world.

Girl Scout Processes

How to do Girl Scout Activities

Girl Led

Learning by Doing

Cooperative Learning

When the *Three Keys to Leadership* and *Girl Scout Processes* are combined:

*Girls gain specific knowledge, skills, attitudes, behaviors, and values in Girl Scouting.
Girls lead with courage, confidence, and character to make the world a better place.*

Mission

*Girl Scouting builds girls of
courage, confidence, and character,
who make the world a better place.*

The Girl Scout Promise

*On my honor, I will try:
To serve God and my country,
To help people at all times,
And to live by the Girl Scout Law.*

The Girl Scout Law

*I will do my best to be
honest and fair,
friendly and helpful,
considerate and caring,
courageous and strong, and
responsible for what I say and do,
and to
respect myself and others,
respect authority,
use resources wisely,
make the world a better place, and
be a sister to every Girl Scout.*

Misión

*Girl Scouts ayuda a las niñas a desarrollar el valor, la
confianza en sí mismas y los principios para hacer del
mundo un mejor lugar.*

La Promesa de las Girl Scouts

*Por mi honor, yo trataré:
De servir a Dios y a mi patria,
Ayudar a las personas en todo momento,
Y vivir conforme a la Ley de las Girl Scouts.*

La Ley de las Girl Scouts

*Yo me esforzaré por:
ser honrada y justa
cordial y servicial,
considerada y compasiva,
valiente y fuerte, y
responsable de lo que digo y hago,
y por
respetarme a mí misma y a los demás
respetar la autoridad
usar los recursos de manera prudente,
hacer del mundo un lugar mejor, y
ser hermana de cada una de las Girl Scouts.*