

Fall Product Program

Service Unit Manager 2008 Schedule of Events

Girl Scouts of Greater Chicago and
Northwest Indiana
Lisle Regional Service Center
2400 Ogden Avenue, Suite 400
Lisle, IL 60532-3933
T 630 544 5900 F 630 544 5999
www.girlscoutsgcnwi.org

Order taking period: October 1-19, 2008

Delivery Date: November 15, 2008

<u>Date</u>	<u>Event</u>
Sept. 1-30	Program materials distributed to leaders at the service unit meeting Includes order cards and goal posters
Sept. 17	Attend the Service Unit Manager Kickoff Meeting Place: Program Center, 71st Street, Woodridge Time: 10-12 a.m. or 7-9 p.m. R.S.V.P. required
By Sept. 22	Register with the Online order entry system www.girlscoutsgcnwi.org/ordering Register as SERVICE UNIT MANAGER
Sept. 22-26	Schedule and facilitate a fall product program kickoff meeting for troop managers; Have troops sign up for delivery time
Oct. 20	Patch contest entries due to Lisle Service Center
Oct. 24	Last day for troops to enter orders on the Online Order Entry System by 11:59 p.m.
Oct. 25-Nov. 14	Print the service unit order report from the Online Order Entry System; Prepare the quick-pick tickets for each troop's order
Nov. 15	Fall Product delivery
Nov. 19	Last day for delivery corrections
Dec. 5-7	Receive validated Chase bank deposit slips from troop managers Enter the exact amount paid by each troop into the Online Order Entry System
Dec. 8	Bring all validated Chase bank deposit slips to the Lisle Service Center in numeric order
January	Fall product patches/recognitions will be distributed to the leaders at the service unit meeting