

Fall Product Program

Troop Manager 2008 Schedule of Events

Girl Scouts of Greater Chicago and
Northwest Indiana
Lisle Regional Service Center
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www.girlscoutsgcnwi.org

Order taking Period: October 1-19, 2008

Delivery Date: November 15, 2008

<u>Date</u>	<u>Event</u>
Sept. 22-26	Attend Troop Manager Kickoff Meeting. Troop managers are required to be registered with Girl Scouts Turn in membership registration form and fee to troop leader Sign up for a delivery time at the kickoff meeting
Oct. 1-19	Collect permission slips from each girl who plans to sell – girls must be registered Distribute order cards to the girls – no permission slip – no card! Money is collected upon delivery of product – never collected in advance
By Oct. 20	Register with the Online Order Entry System through the Lisle Service Center web site www.girlscoutsgcnwi.org/ordering Register as a TROOP MANAGER
Oct. 20	Collect girl order cards Patch Contest entries due to the Lisle Regional Service Center
Oct. 20-24	Enter girl orders on Online Order Entry System
Oct. 24	Orders due on the Online Order Entry System by 11:59 p.m.
Nov. 15	Pick up troop order at the delivery site - be prompt Call the Lisle Service Center on the next business day (Monday) to report delivery discrepancies or to replace damaged product Damaged or missing product will be replaced – <u>DO NOT ADJUST THE TROOP ORDER</u>
Nov. 16-30	Girls deliver products and collect money from customers
Nov. 21	Last day for delivery corrections
Dec. 1	Girl money due to troop manager
Dec. 1-5	Enter exact amount paid by each girl on the Online Order Entry System

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<u>Date:</u>	<u>Event:</u>
Dec. 5	Deposit the entire troop earnings amount directly into the troop bank account Get a deposit slip from the leader for the troop bank account Do not give the troop leader cash – give her the troop account validated deposit slip Make the council deposit; Write troop number on each check in the memo section of the check Endorse each check with “FOR DEPOSIT ONLY” Fill in the grand total only for checks on the deposit slip – do not list checks separately Write the troop number on the Chase Bank deposit slip Deposit the total amount due to Lisle Regional Service Center's Chase Bank account Get a validated receipt – DO NOT LOSE IT! Make a copy of the validated receipt for troop records
Dec. 5-7	Turn the Chase Bank validated deposit slip into the service unit product sales team
January	Patches/recognitions distributed to the troop leaders at the service unit meeting