

# Just for Service Units



## Service Unit Information

*The following information pertains only to service units. Troops should refer to guidelines in the Troop Leader Guide.*

### **Individually Registered Girls (IRG)**

Individually Registered Girls may participate in the Fall Product Program. Collection of funds and bank accounts for IRGs are managed through the service unit. This is done for security reasons and to ensure accurate record keeping. In order for IRGs to participate in the Fall Product Program, the service unit must have a bank account with an ACH on file with the council. All monies earned by individually registered girls should be deposited into the service unit bank account.

For more information, see Individually Registered Girl Information on **page 13**.

### **Products and Rewards**

Products and rewards will be delivered to the service unit coordinator(s) designated on the Service Unit Delivery form. Service units can designate a different volunteer to receive product and rewards. If a form is not completed by the deadline, the default will be to ship everything to the service unit coordinator's address. To designate where products and rewards should be shipped, complete the Service Unit Delivery form by **August 17**, found under the **Delivery** tab on the M2 website.

Products will arrive **October 17**. As soon as you know your delivery time, communicate and set up a delivery day or time for your troops. Follow the product storage guidelines on **page 10** to ensure that the product is kept below 72 degrees in a climate-controlled environment, never left in a vehicle and never left in direct sunlight. **SERVICE UNITS AND TROOPS CANNOT RETURN MELTED PRODUCT.**

Products cannot be returned to the council, so make sure the order delivered to you is accurate. Report any missing items to the Product Programs office and note on your delivery ticket. Count the items with the troop and require that the troop volunteer sign a receipt for the products. Once a receipt is signed for the products, the troop is financially responsible for those items.

Girl Rewards will be shipped to each service unit by the end of November or early December. If a troop does not pick up their rewards from you by **January 30, 2021**, return the rewards to the council office.

# Individual Girls

## GSUSA Guidelines for Girl Rewards and Proceeds

- **All Rewards** earned by girls through product activities must support Girl Scout program experiences for girls (ie. camp, travel, and program events; but not scholarships or financial credits toward outside organizations.) Gift cards or tickets to an outside organization would not be within guidance.
- **All Rewards** must be based on ranges and may not be based on a dollar per dollar calculation.
- **Proceeds** may only be allocated to Girl Scout troops/groups for Girl Scout program activities. Cash based accounts may not be kept for or distributed to individual girls within the troop. Proceeds do not follow the girls.

**Individual Registered Girls** are eligible to participate in the 2020 Fall Product Program. Ways to participate include:

- Traditional nuts/candy order card to bring to friends and family.
- M2 program to send emails to those who might live out of town or just prefer the convenience of online ordering.
- Selling magazines to local businesses (doctors, dentist, etc.).

### Checklist to sell Fall Product:

1. Submit a signed parent financial responsibility agreement form and return to the Service Unit Fall Product Coordinator for your service unit. This must be completed or they cannot accept your orders.

**SU Fall Product Coordinator:** \_\_\_\_\_  
**Email:** \_\_\_\_\_  
**Phone Number:** \_\_\_\_\_

2. Enter your nut/candy order form into “manage paper orders” by the deadline specified.

**Order Input Deadline:** \_\_\_\_\_

3. Your candy orders will be picked up from your Service Unit Fall Product Coordinator in your area on the date they specify.

**Date for Candy Delivery:** \_\_\_\_\_

4. All money collected by individually registered girls will be given to the Service Unit Fall Product Coordinator by the date set by the service unit. (Girls do not retain any money up front.) Money given to the Service Unit Fall Product Coordinator must be cash or money order – no checks. (No customer checks are to be deposited into the service unit account).

**Money Due to SU Coordinator:** \_\_\_\_\_

A girl who participates in the Fall Product Program will earn *Program Credits* that can be used within the Girl Scouts of Middle Tennessee council. **Fall Product Program Credits are earned at a rate of 4 Credits for every \$25 sold.** They can be used for membership dues, summer camp fees (excludes deposit), council sponsored programs, Cabin purchases, and service unit events. (You must fill out a request for credits before an event or purchase).

**Program Credits** are not cumulative and non-transferable. **Program Credit** records for Individual Registered Girls will be kept by the council in the Product Programs Department. A request form must be submitted in order to use **Program Credits**. **Contact Tracy Tudder at [TTudder@gsmidtn.org](mailto:TTudder@gsmidtn.org).**

**Program Credits** will be valid for two years from the year of issue and can be redeemed for council-sponsored programs, summer residential camp (does not include deposit for summer camp), trading post, day camps, private horseback riding lessons at Camp Sycamore, Girl Scout Cabin items, Gold or Silver Award projects, and the annual membership registration fee.