

## Service Unit Product Sale Manager (SUPSM) 2016 Fall Sale Checklist

### Complete by September 1, 2016

- Attend in-person or online SUPSM Fall Sale training.
- Signed Product Sales Position Description turned in to Council to obtain User ID and Password for Nut-E.

### September 1 – 11, 2016

- Log in to Nut-E to verify/update account information.
- Notify SU Troops and Individual Girls (IGs) of upcoming Fall Sale and training dates.

### September 15 - 30, 2016

- Hold a Service Unit Rally.
- Sept. 20** – Deadline to submit SU Event Rally form (must be completed AND approved prior to holding Rally).

### Complete by September 30, 2016

- SU bank account MUST be entered into Nut-E if IGs plan to participate.
- Turn in Rally attendance form to [productsales@gsmists.org](mailto:productsales@gsmists.org).
- Double check that all Troops have entered their bank account information.

### October 1 – 23, 2016

- Fall Sale order taking.
- Collect and deposit any IG money into SU account as received.

### ***Troop Packets (one per Troop):***

- Large white envelope
- Fall Sale Manual
- Receipt booklet
- Girl packet(one per girl in Troop)
- Money envelope (one per girl in Troop)

### October 23 – 26, 2016

- Collect paper order forms/magazine orders/address booklets from IGs.
- Input IG paper orders into Nut-E.
- Collect any IG money not already deposited and place in SU bank account.
- Double check ALL addresses are filled out for EACH IG who turns in an address booklet. ***DO NOT put into Nut-E unless complete!***
- Double check ALL information is filled in on IG paper magazine order forms and be ready to turn in white & yellow copies for each.
- Double check all IG order information added to Nut-E is correct.

### Complete by October 27, 2016

- Submit entire SU order in Nut-E.
- Collect all **COMPLETED** paperwork from Troops, i.e. address booklets along with white & yellow magazine order forms. ***Double check paperwork is fully complete prior to accepting.***

### Complete by October 28, 2016

- Turn all **completed** paperwork in to Council.

### November 15 – 18, 2016

- Receive Product.
- Receive Girl Rewards.

### November 15+, 2016

- Distribute Product and Girl Rewards as soon as possible. Obtain signed receipts for all distributions.

### Complete by November 21, 2016

- Deadline to submit any bounced check information to Council.
- Return all unclaimed Product and Girl Rewards to Council.