



2019 Fall Product Program Participation Agreement

Thank you for participating in our fall product program! It provides troops the opportunity—in advance of the Girl Scout Cookie Program—to earn funds early in the membership year for local Girl Scout experiences including troop activities, volunteer training, and programs like camp. Girls learn five key skills that will last a lifetime: goal setting, decision making, money management, people skills, and business ethics. The family’s encouragement and guidance in the fall product program are essential to foster a positive, safe experience. In order for girls to participate, parents/guardians are required to read **both sides of this agreement** and sign below, then give it to the troop fall manager (TFM).

Girl Scout eligibility

- Girls must be registered for the 2019-2020 Girl Scout membership year with a signed Participation Agreement submitted to troop fall manager.
- Families with parents/guardians in more than one household must provide separate signed Participation Agreements. Each household will share the same login for the UNIFY digital ordering tool, but handle its own product and money to protect both parties from incurring each other’s fall product program debt.
- Girls/families must be in good standing with our council and have no unresolved business matters.

Safety first!

- Adult supervision is required when girls take orders, collect money, and deliver product.
- Girls and families must follow all online/email marketing guidelines (see next page).
- This is a friends-and-family program; no booths or canvassing neighborhoods are allowed; however, asking immediate neighbors is okay.

Important dates

Wednesday, Oct. 2—Girls receive an email with a link to create their personalized digital account in UNIFY (see next page). Girls may communicate with friends, family, and former customers to let them know the start date.

Monday, Oct. 7—**Fall product program starts!** This is the first day girls may take orders or collect money.

Sunday, Oct. 27—**UNIFY closes at 9:59 p.m. for girl delivery orders.** All order card orders must be entered by this time.

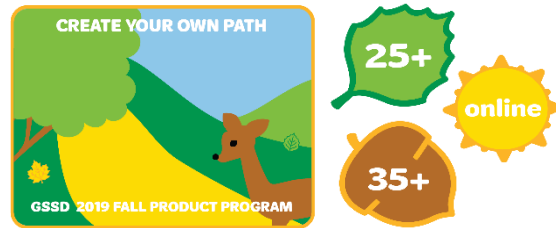
Saturday, Nov. 16—Product delivery. Pick-up location: _____ Time: _____

Final payment due to TFM: _____

Wednesday, Dec. 4—**UNIFY closes for shipped and magazine orders at 9:59 p.m.** Orders are not permitted after this time.

Rewards (girls can earn them all!)

- “Create your own path” participation patch: 5+ products
- “25+” patch: 25+ products
- “35+” patch: 35+ products
- Personalized MyPatchCreation™ for \$350+ in total orders
- “Online” patch for sending 15+ emails through UNIFY
- Fawn Plush: 75+ products



Rewards are cumulative for all nut, chocolate, and magazine orders. Service unit fall coordinators will distribute rewards in January (except the personalized MyPatchCreation™). For the MyPatchCreation™, when a girl has \$350+ in total orders, parents/guardians will receive an email requesting confirmation of the family’s mailing address. This patch will be shipped directly to girls within eight weeks of responding to the email.

Parent/guardian agreement: I have read and fully understood the information on **both sides** of this agreement. By signing below, I give my Girl Scout permission to participate in the 2019 fall product program. We agree to abide by the Girl Scout Law and the participation guidelines outlined here. I understand I am legally responsible for product issued and all money collected, and I agree to pay promptly. Should I be delinquent in payment, Girl Scouts San Diego may actively pursue collection through legal avenues, if necessary. I also understand my girl’s participation in the 2020 cookie program will be limited if I am delinquent with fall product program payment.

Girl name (print): _____ Parent/guardian name (print): _____

Parent/guardian signature: _____

Address: _____ City: _____ Zip code: _____

Adult e-mail: _____ Phone: (____) _____ Driver’s license #: _____



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Money collection and handling procedures

- Cans and boxes are **\$7 or \$8 each**; tins and jars are **\$9** (see order card for item pricing).
- Troop proceeds belong to the troop, not individual girls.
- Parent/guardian accepts financial responsibility for all product and money received:
 - **Collect payment when product is delivered to a customer**, excluding girl delivery products ordered online which are prepaid.
 - **Document all family/troop fall manager transactions (when product is picked up or when money is turned in) with a receipt**—one copy for the parent/guardian, and one for the TFM. This is for everyone's protection in case of a discrepancy.
 - Safeguard and submit collected money to the TFM within five to seven days of receipt in its original form as received from the customer.
 - Do not:
 - Accept bills larger than \$20 or checks; Girl Scouts San Diego does not reimburse for counterfeit bills or returned checks.
 - Take credit card or online payments (i.e., Venmo, Zelle, Google Pay, etc.) for fall program products, except through UNIFY.
 - Send money to school with girls.
 - Deposit funds into a personal bank account and turn in money to troop via check or other means (i.e., Venmo, Zelle, Google Pay, etc.).

Exchange/return policy

- Products cannot be returned or exchanged.
- Melted chocolate (sometimes evidenced by whitening) is considered to be the result of improper handling by troops, families, or consumers and will not be replaced.

Online/email marketing and guidelines

Before engaging in any online activities, girls must review the GSUSA Safety Pledge available through the UNIFY website or at girlscouts.org/help/internet_safety_pledge.asp.

- Girls under the age of 13 may use the emails in UNIFY to market to friends, family, and customers. They may also use social media sites and email as long as they use the accounts of a parent/guardian.
- Girls 13 and older are permitted to use their own online accounts with adult supervision.
- Online marketing activities, especially those conducted through social media platforms, **must always be done through accounts set to "private."**
- Friends and family of a girl participating in the fall product program must not share a girl's contact information, program links, or program information on public-facing online sites; program links may not be shared with any news outlet.
- Should any online marketing activities be identified in violation of this guidance, our council reserves the right to request removal of the post.

The UNIFY email marketing platform is an easy-to-use digital tool to help girls reach out to family and friends.

- All registered Girl Scouts will receive a launch email with a password for setting up their UNIFY accounts at girlscouts.qspgao.com/GSSD. If you do not receive the launch email, confirm your Girl Scout's registration with her troop or contact Customer Care at 619-610-0821 or customercare@sdgirlscouts.org.
- Girls will create their own UNIFY storefront page for emailing people they know. Girls will have the opportunity to customize the page by uploading a photo or video, adding a MyCreation™ avatar, and type in descriptions of troop and individual program goals.
- Girls earn the online patch solely based on emails sent from UNIFY; emails sent from personal accounts do not count.
- Customers can place orders (credited to the girl) by following the unique link provided in the email. Customers have two options for receiving products ordered online:
 - **Shipped**—paid online; shipped direct to customer; access to all vendor products, including magazine subscriptions.
 - **Girl delivery**—paid online; products provided to the troop on delivery day. Girls deliver to the customer; access to the 16 products offered by Girl Scouts San Diego.
- Customers who wish to reorder can order shipped product through the UNIFY storefront until **9:59 p.m. on Wednesday, Dec. 4.**
- Parents/guardians will need to use UNIFY to enter in-person orders collected on the girl's order card by **9:59 p.m. on Sunday, Oct. 27.**
- **UNIFY customer service:** available **Monday-Friday, 6 a.m.-3 p.m. PST** by calling 877-305-4146 for login/password help, technical assistance with site navigation and functions, to address consumer questions or concerns about product information, shipped orders and magazine subscriptions, and for questions about the status of the MyPatchCreation™.