

## 2009 Fall Product Sale Deposit Notes

1. Girls should collect money when each order is placed.
2. Checks should be made payable to Girl Scouts Heart of the Hudson or GSHH.
3. All checks must have a name and address on them. Please do not accept starter checks.
4. The Troop # should be written on every check turned in for that Troop. It is also helpful to have the name of the girl who turned it in written on each check.
5. Ensure that at least one person in your troop is paying in cash so your Troop can hold back the proceeds from the deposit.
6. Be sure to take your Troop proceeds from your deposit. Proceeds should be calculated as described below:
  - a. \$1 for each nut/candy item
  - b. \$2 for each magazine subscription, music or book order (paper orders or online orders)
  - c. \$3 for each **completed** Step 2 address booklet
7. Endorse the back of each check using the example. Your community may ask you to use the endorsement stamp or write the information in by hand. (See figure A)
8. Use **ONLY** the deposit slip labeled, "Fall Product Sale." Do **NOT** use any other deposit slips.
9. Fill out the deposit slip using the example as a guide. (See figure B)
10. If you do not hold back your Troop proceeds, any refunds of over \$10 will be mailed directly to the Troop Leader. There will be no refund checks issued directly to Troops for less than \$10. Any refunds due to Troops in amounts under \$10 will be sent in a single check to the Community for distribution the by the Community Treasurer.