


girl scouts
of eastern
pennsylvania

GSEP



**FALL
FLYERING
PROCESS**

**VOLUNTEERS | AUGUST
2019**

Volunteer Flyer and Materials Request Process

***If you have questions after reading this process, please contact your VSS staff member for additional help or if you'd like staff support at your event(s).**

1. Visit www.gsep.org/ordercatalog to get started
2. Click on any item in the order catalog to view it larger.
3. If you are ordering custom materials for an event, back-to-school night, etc. make sure to have all details (what, where, when) on hand to make your ordering process easier!
4. Once you've decided on what to order, click the "Order Here" button at the bottom of the catalog.

Order Catalog

Looking for Girl Scout flyers or yard signs? Looking to attend a community event or want to place an ad in your local newspaper? We've got ya covered!

Check out our order catalog below, organized by customizable items, registration event materials, or grassroots advertising requests. **Click on each item to view it larger.**

Customizable Items	▼
Sign Up Event Materials and Fun Flyer Handouts	▼
Grassroots Advertising	▼

Order Here

5. Once on the order form page (www.gsep.org/order) make sure to fill out all required fields. Please take note that all printed and custom materials may take up to 10-12 business days to process, this includes creation, printing, and shipping if needed.
6. If you request custom materials but do not include custom details to put on your flyer, we will not be able to process your request.
7. Once you have filled out all the fields on the order form, click submit.
8. You will receive a confirmation email to the email address you provided in the form with a summary of your order.
9. **For Custom Orders Only**
 - a. All customer orders need final approval from you before they are printed. You will receive an email from mesc@gsep.org with a proof of your flyer(s).

b. Email mesc@gsep.org back to approve your flyer or make changes if information is incorrect. If you approve, your flyer will go to print.

Flyer Ordering Frequently Asked Questions (FAQs)

Q: Can I have my materials shipped directly to me?

A: Yes! Simply fill out the address fields on the form and choose Delivery Method: “To Requester (You)” in the dropdown menu

Date Needed in Hand at Delivery Location *

Delivery Method *

To Requester (You) ▼

If you would like grassroots advertising, choose from the drop down:

N/A ▼

Q: Will council pay for an advertisement in my church bulletin, local diner, or community billboard, etc?

A: Yes! Council will pay up to \$75 to advertise for your service unit under our grassroots advertising fund. These requests can take anywhere between 4-6 weeks to fulfill depending on the request. To request grassroots advertising, simply select from the dropdown menu on the form.

Date Needed in Hand at Delivery Location *

Delivery Method *

To Requester (You) ▼

If you would like grassroots advertising, choose from the drop down:

N/A ▼

Q: How do I get customized flyers approved and sent to my school district?

A: Select custom flyer from the menu of items. When the form asks “will these flyers be distributed at schools?” select yes, and then list the schools and the school district you’d like them to go to. Once you approve your custom flyer, Council will send the flyer to the school district for approval for you. We will then print the required amount per school guidelines and deliver them via the method you choose. Please note if you need school approval, this could add anywhere between 3 days and 2 weeks to the process depending on school approval guidelines.

Will you distribute these flyers at schools? *

Yes

If yes, which school(s) will they be distributed to?

Methacton school district, all schools

Date Needed in Hand at Delivery Location *

Delivery Method *

School District or School

For questions about the status of your order, please contact mesc@gsep.org if needed or contact your VSS staff member.