

2024 Fall Product Program **Troop Guide**

1. What is the Fall Product Program?

This program is an integral part of a Girl Scout's journey toward leadership. Learning and developing:

-  **Goal Setting**
-  **People Skills**
-  **Decision Making**
-  **Business Ethics**
-  **Money Management**

This program is an easy and fun way to earn startup funds for a new troop year.

3. Mark Your Calendars!

Early Access for troop volunteers. September 25

Sale begins! Online & In-Person. October 4

Last Day for in-person girl delivered ordering and deadline for families to turn in paper order cards to troop and in-person orders to M2OS. October 20

Deadline for troops to enter any missing orders or edit in-person sales. October 23

Deadline for service units to enter/edit any in-person sales. October 24

Delivery of in-person nut/chocolate items to service units. November 11-13

Online sales for direct-ship snacks and magazines ends. November 24

Last day to deliver product. All money due must be turned in to the troop. November 24

Last day for girls/troops to make reward choices. November 26

Problems Collection Forms (PCF's) due. November 26

Council ACH Sweep. December 4

2. Getting Started! Volunteers

- Follow the link sent to your email address on September 25 to access the M2OS site.
** If you haven't received your email by the end of the week, contact your Service Unit Fall Product Manager or M2 Customer Service.*
- Complete M2OS system training.
- Create your volunteer Me2 Avatar!
- Send access emails to the girls in your troop.

4. Rewards!

In the fall, girls and leaders who create Me2 avatars and meet the criteria below will earn a patch with their very own virtual likeness on it!

Girls: Create your Me2 Avatar, send 18+ emails, and sell \$350 in combined items!

Volunteers (up to 2 per troop): Send access emails to girls in your troop, create your Me2 Avatar and reach a troop Per Girl Average (PGA) of \$350 combined items!

Check out the back of your nut/candy order card to see all of the great rewards girls can earn this season!

When girls register online, they can track their progress and select rewards as they earn them!

Girl Scout Cookie Crossover Patch

To earn...

- Create your M2 avatar, send 18+ emails, and sell 10+ online items during the Fall Product Program
- Sell 250+ packages of cookies during the 2025 Girl Scout Cookie Program

5. Participation Options

Product	Sale Type	Money Collection	Delivery to Customer	Troop Proceeds
Nuts & Chocolate	In-Person	Girls collect money from customers at time of delivery Family/troop enters orders into M2OS by the appropriate deadline Girls turn in money to troop	Delivered by girls to customers by November 24 Follow guidelines for appropriate safe delivery methods found on www.girlscoutstoday.org	25% or 28% of total sales are available to Cadette, Senior, and Ambassador troops who opt out of receiving rewards
	Online Direct-Ship	Girls create their personalized storefront in M2OS and send emails to friends and family Customers pay online, including the cost of shipping Orders are automatically credited to the girl in M2OS	Shipped directly to the customer 1-2 weeks standard delivery timeframe after order processing Customers will have option for expedited shipping	25% or 28% of total sales are available to Cadette, Senior, and Ambassador troops who opt out of receiving rewards
	Online Girl-Delivered	Girls create their personalized storefront in M2OS and send emails to friends and family Customers pay online for girl delivery Orders are automatically credited to the girl in M2OS	Delivered by girls to customers by November 24 If a girl/family receives an online order from a customer where they will not be able to deliver the items in person, they will need to contact M2 customer service by October 23 to cancel Follow guidelines for appropriate safe delivery methods found on www.girlscoutstoday.org	25% or 28% of total sales are available to Cadette, Senior, and Ambassador troops who opt out of receiving rewards
Magazines and other online exclusive products	Online	Girls create their personalized storefront in M2OS and send emails to friends and family Customers pay online Orders are automatically credited to the girl in M2OS	Shipped directly to the customer 6-8 weeks standard delivery timeframe after order processing	25% or 28% of total sales are available to Cadette, Senior, and Ambassador troops who opt out of receiving rewards

6. Care to Share

The Care to Share Program is a great way for customers to give back to the community! Girls collect donations (in \$7 increments) and Girl Scouts of Eastern Iowa and Western Illinois takes care of delivering the product!

Each donation is credited to the girl's sales and the troop receives 25% (or 28% for opt-out troops) profit per donation sold.

Girls earn the Care to Share patch by receiving 6 or more donations.

Girl Scouts of Eastern Iowa and Western Illinois will be making a donation of product to local military and hometown hero organizations.

Helpful Tips

1. You can order extra nut/candy items, but remember that product cannot be returned to council.
2. Rewards are automatically calculated. Please note that rewards will take 1-2 hours to update after adjustments have been made to products sold.
3. Check with your service unit to see if they are holding a Fall Product Program rally. This is a great way for girls to complete activities to help generate excitement around this program. They will even be able to try samples and view the rewards!
4. Troops that participate in the Fall Product Program will earn an early sign up for a cookie booth during the 2025 Cookie Program!

7. Volunteer M2OS Access - In Depth

Volunteers will receive an email invitation from M2 that explains how to access the site and get started. If you have not received an email invitation to access the M2OS site by September 25, please visit www.gsnutsandmags.com/admin and select "Forgot Password". If you need further assistance, please contact your Service Unit Product Manager or M2 Customer Service.

- Your access email will prompt you to create a password to access your M2OS Volunteer account. If you are a returning user, you can login using your existing credentials.
- You will be prompted to complete certain account information, as applicable - watch a short system training video, enter a mailing address, create your Me2 Avatar, and send access emails to the participants in your troop.
- You will be able to see a list of pre-uploaded girls. Don't worry if not all girls show up on this list at the beginning of the sale. Any girls not pre-loaded can simply register once the sale begins at: www.gsnutsandmags.com/gseiwi. They will then be added automatically to your troop roster.
- Girls can launch their accounts on October 4. Please note that the system will not accept any early participant activity; girls must wait until the sale launch date.
- Participants can enter their own paper orders through October 20. If they do not enter their orders, you will need to do so through your Volunteer account by October 23.
- Click on the plus sign next to your troop in the M2OS system to order extra product. If you decide to assign these products to girls later, you must do so before the reward deadline of November 26. Find more information on girlscoutstoday.org. These snacks cannot be returned to council.

8. Adding Girl Orders into M2OS

- Troop leaders must enter any orders not entered by parents into M2OS. Leaders cannot enter orders until after the cutoff for girls - October 21-23, 10:59 PM, CST only.
- Choose Paper Order Entry from your dashboard.
- Click the pink pencil next to the girl's name to edit/enter orders. DO NOT enter online girl-delivered products
- Enter her total nut/candy items by variety from her order card. Click Update. Make sure the totals match.
- There is no submit button! Orders are transmitted for fulfillment automatically after the cutoff date.

9. Troop Banking

1. Troops must have a bank account.

Contact your local Girl Scout office for additional details or assistance.

2. Payment is collected at the time of delivery; make checks payable to the troop.

3. Deposit all money into your troop bank account and keep all receipts!

4. Amount owed to Council will be deducted via an ACH debit on December 4. Amount due is calculated automatically in M2OS.

5. Find balance due by clicking the "Banking and Payments" link on your troop dashboard. You will see an overview of all sales and proceeds information for your troop. The "Reports" link shows even more detail. View the troop Orders Report or download your troop's delivery ticket and toggle on financial information for another view.

Finance Tips

1. If a girl does not turn in money at scheduled time, contact the parent/guardian immediately. Fill out a Problem Collection Form (PCF) no later than November 26 found on www.girlscoutstoday.org. **Only PCF's submitted with a signed permission form and receipts will be accepted.** Do not pay the past due amount with troop proceeds.

2. Money for all online orders shows as already paid to council, and final ACH will be adjusted for the troop to earn proceeds on these sales.

3. Troops can set up an online option to accept payments (such as Cheddar Up, Paypal, or Venmo). Troops are responsible for any fees associated with these accounts. Customers will make checks out to the troop.

10. After Sale Wrap-Up

Products	Rewards	Deliveries
<p>Remember, all product is automatically submitted for fulfillment! There is no “submit” button!</p> <ul style="list-style-type: none"> <input type="checkbox"/> Coordinate with your Service Unit Product Manager to pick up your troop’s nut/candy items. <input type="checkbox"/> Print a delivery ticket for each girl’s order by clicking on Delivery Tickets from your dashboard. After you have delivered the items to each girl, have their parent count/ inspect each item and sign the delivery ticket for your records. 	<p>Girls must make their rewards selections online by November 26.</p> <ul style="list-style-type: none"> <input type="checkbox"/> If a girl does not make her selections, you may do so through the troop account until November 26. <input type="checkbox"/> Reward deliveries will be coordinated with your Service Unit Product Manager in a similar fashion to products. <input type="checkbox"/> Rewards will arrive to Service Units in January. 	<p>Troops should make sure their girls coordinate delivery of product with their customers. Happy customers equal return customers!</p> <ul style="list-style-type: none"> <input type="checkbox"/> Girls will receive an online report of orders with email addresses and phone numbers of their customers. <input type="checkbox"/> Participants may contact M2 Customer Service for additional customer information if necessary for delivery. <p>Follow guidelines for appropriate safe delivery methods found on www.girlscoutstoday.org</p>

New this year!

- Ashdon Farms, our Nut and Candy vendor, has generously offered a tour of both the nut and candy factories as a reward for the 2024 Fall Product Program! Both facilities are located in Wisconsin.
 - You can find more information about this SWEET reward at www.GirlScoutsToday.org.
- Play BINGO to earn a chance to win a Giant Asian Elephant plush! Girls can meet her at Halloweekend and even have a chance to name her on October 19. Visit www.GirlScoutsToday.org for more information.
- This year, customers can choose from three different Bark Boxes and personalized stationery!
- Snack and Shop: Families can visit either the Bettendorf or Cedar Rapids Girl Scouts Office on October 5 from 10-2 pm to try the new Honey Roasted Vanilla Pecans and check out the 2024 Fall Product Program rewards!
- Fall Product Program permission forms will now be included in the year-long permission slip on www.GirlScoutsToday.org. Please make sure you have signed copies of this slip on file for 2024-2025.

12. Questions?

For questions regarding specific council-related details, contact your Service Unit or local Girl Scout office. For questions regarding M2OS or other general sale questions, contact M2 Customer Support!

Service Unit Fall Product Manager

Name: _____

Email: _____

Phone: _____

Girl Scouts of Eastern Iowa and Western Illinois
www.girlscoutstoday.org
info@girlscoutstoday.org
 800-798-0833

M2 Customer Service
question@gsnutsandmags.com
 800-372-8520

 We Appreciate You! Thank you for being an integral part of the Fall Product Program!