

Troop Fall Product Manager Guide

Welcome to the Fall Product Program!

To get your troop started, complete the following steps:

- Complete training with your service unit fall product manager. This year we will be using gsLearn for Fall Product training.
- View M2OS short information videos for their system.
- Receive your receipt books, youth packet, and money envelope.
- Submit Troop Fall Product Coordinator Forms online by Monday, September 11, 2023.
- Turn in [ACH Authorization form](#) if you are a new troop or if your troop bank account information changed by Friday, October 27, 2023.
- Discuss participation options with Girl Scouts in your troop. Troops may choose any or all the Fall Program options:
 - Nuts and Candy
 - In-Person
 - Online
 - Magazines
 - Online
- Verify that all youth are registered for the 2023-2024 membership year.
- Verify you received an email confirmation that a signed Caregiver Permission form has been submitted by each participating member.
- Distribute seller materials.
- Discuss the following at your troop meeting:
 - Important dates
 - Process to turn in orders and money
 - Troop contact information
 - Goal setting
 - Reward options
 - Importance of receipts
 - Contactless delivery and payment options
- Remind caregivers it is their responsibility to enter in paper nut and candy orders.

Available online only via Formstack:

- [Troop Fall Coordinator](#) form, troop required to enter service unit fall product manager's email for copy.
- [Caregiver Permission form](#), caregiver required to enter troop fall product coordinator's email for copy.
- [Discrepancy Form](#)
- [Collection Form](#)

Program Timeline

Mid-September

- View virtual training hosted by Girl Scouts of Central Texas (GSCTX).
- Set up a virtual training with sellers and families.
- Update troop information in M2 System.

Monday, September 11

- Troop Fall Product Coordinator Agreement due
- Caregiver Permission form due

Sunday, October 1: Fall Product Program begins

- Sellers may setup their online store, beginning sending emails and take in-person orders.

Sunday, October 15: In-person Fall Product ends

- Final date for sellers to take in-person orders
- Caregiver due date to enter in person orders in M2 system
- Online Girl Delivery ends

Monday, October 16

- Troop deadline to verify that all orders have been entered and input missing orders.

October 15- November 6

- Online program continues for nut and candy and magazine store.
- Customer orders due by November 6 to receive proceeds and seller rewards for those orders.

October 27

- ACH form due for brand new troops or troops that have changed bank accounts from previous years.

November 3-18

- Fall product manager distributes product to troops.
- Troop distributes products to sellers.
 - Note: Make sure items are counted and receipted

Saturday, November 4

- Last day to transfer product from troop cupboard to Girl Scout.
- Last day for C/S/A troops to opt out of prizes.

Tuesday, November 7

- Caregiver deadline to submit seller rewards in M2 System

Monday, November 27

- Collection form due
- Discrepancy form due

- Credit Card Reimbursement form due
- All money should be turned in to troop with checks cleared and money available.

Friday, December 1

- ACH draft for Fall Product

Mid-to- late December

- Service unit distributes rewards to troops.
- Troops distribute rewards to sellers.

Program Updates

Girl Scouts must be registered in Volunteer Systems for the 2023-2024 membership year by September 11, 2023, for her name to be in M2OS by October 1.

Sellers not registered by this deadline will be added via weekly uploads to M2OS.

2023 Fall Product Tins

Theme and Mascot- Ocelot is the new mascot and “Own Your Magic” is this year’s theme.



New in 2023!



Girl Scout BarkBox- Each box comes with a custom Pose & Play Beret dog toy as well as one canister of Berry Trios™ dog treats. The Girl Scout BarkBox will be sold exclusively online by girls and shipped directly to consumers.



Tervis® Tumblers- Tervis® provides a wide selection of premium insulated tumblers and water bottles, ranging from top sellers to your favorite MLB®, NFL®, and collegiate sports teams and more. All items will be shipped directly to consumers.

2023 Online Store Shipping Rates		
Product Subtotal	Standard	2 Day
\$0.01- \$15.00	\$9.45	\$20.35
\$15.01- \$30.00	\$11.15	\$26.25
\$30.01- \$45.00	\$12.65	\$30.50
\$45.01- \$60.00	\$15.15	\$33.65
\$60.01- \$75.00	\$20.95	\$38.45
Every additional \$15	\$3.75	\$7.75

Ways to Participate

Nuts and Candy (In-Person): October 1 - October 15, 2023:

- Girl Scout takes orders from family and friends for nut and candy items.
- The troop will be responsible for all products ordered.
- Money is collected when product has been delivered.
- Don't forget the Troop-2-Troop Program! This is an opportunity for youth to receive \$6 donations to help purchase nuts for our military.
- Square credit card reader can only be used with customers. Troops may not use for parent payment, if a troop does use to take parent payment, troop is responsible for those fees.

Online Girl Delivered October 1- October 15, 2023:

- Online Girl Delivered orders automatically sync to Girl Dashboard.
- Troop Fall Product Coordinator or caregiver do not need to enter Online Girl Delivered orders.
 - Entering these orders will double a seller's product.
- Caregivers will be financially responsible for all excess products.

Online Nuts and Candy and Magazines and more: October 1- November 6, 2023:

- Online orders automatically sync to Girl Dashboard.
- Troop Fall Product Coordinator or caregiver do not need to enter online orders.
 - Entering these orders will double a seller's product.
- Customers can select from additional nuts and candy not offered as part of the in-person sale, magazines and our two new items: **Tervis® Tumblers** and **Girl Scout BarkBox**.

Fall Product Program is a friends and family sale only. Booth set up is not allowed, nor is posting on neighborhood pages, buy, sell, trade pages, or any online group page.

M2OS Troop Set-up

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 M2OS site by September 25, please visit www.gsnutsandmags.com/gsctx and select 'Forgot password'.

If you need further assistance, please contact your service unit fall product manager. Note, only troop volunteers who have submitted their Troop Fall Product Agreement form will be added to the system.

Checklist:

- Your access email will prompt you to create a password to access your M2OS volunteer account.
- You will be prompted to complete certain account information, as applicable- watch a short system training video, enter a mailing address, create your avatar, and send access emails to participants in your troop.
- You will be able to see a list of pre-uploaded members.
- Girl Scouts can launch their accounts on October 1. Please note that the system will not accept any early participant activity; sellers must wait until the sale launch date.
- Participants can enter their own paper orders in their account through October 15, 2023, by 11:59 p.m.
- If they do not enter you will need to do so through your volunteer account by October 16, 2023, by 11:59 p.m.

Entering Girl Orders

Troop coordinators must enter any orders not entered by caregivers into M2OS. Coordinators cannot enter orders until after the cutoff for caregiver to enter the order.

- Choose Paper Order Entry from your dashboard.
- Click the seller's name to edit/enter orders. Do not enter online Girl-Delivered products.
- Enter her total nut and 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.

M2OS: Troop Cupboard

By October 16:

- Troops can use the Troop Cupboard in M2OS to order any extra product for the troop stock.
- Note: Any extra orders placed will be the troop's responsibility to pay for and transfer to sellers and collect money.
- Enter extra items in the Troop Cupboard
 - Navigate to Manage Extra Product (under Product Manage)
 - Find troop number, click on the "+" sign
 - Enter quantity
 - Click save

*Product ordered incorrectly or ordered as extra belong to the troop. GSCTX and the service unit will not take back any unsold product. This includes product that a seller chooses not to pick up.

By November 4:

- Transfer products from Troop Cupboard to the individual Girl Scout who sold and delivered product for sellers to earn appropriate rewards.
- Sellers will not earn rewards for product left in the Troop Cupboard.
- To transfer items to sellers, go to Manage Troop/Girls and click Move Products.

Product Delivery and Distribution

Receiving Product from Service Unit: November 3-18

- Product will be delivered to service unit. Your service unit fall product manager will inform you of the location and time to pick up your troop's order.
- Count your order and verify delivery ticket before you sign the receipt.
- Make sure you sign a receipt for the products and ask for your copy. Keep a copy for your records!

Distributing Product to Sellers

- Pull Delivery Tickets in M2OS.
- Provide a receipt with number of items.
- Do not release products without counting product and having the caregiver count and sign a receipt.
- Make sure you keep a copy of the signed receipt/delivery ticket, and that the caregiver receives a copy of the signed receipt.

Tips and Reminders for Troop Distribution

Pre-Pick up:

- Schedule individual Girl Scout pick up times.
 - Use sites like Google Forms, Doodle Polls, Sign-up Genius, Volunteer Spot
 - Suggest about 10 mins for pick up.
 - Include time after each pick up to reset for next pick up.

- Have items pre-counted and separated by Girl Scout.
- Clearly mark each Girl Scout's order.
- Have all receipts written out and attached to the order.
- Printing the nut/candy delivery ticket is a great option instead of handwritten receipts.

Day of Pick up:

- Remind caregivers they need to notify you prior to pick up time if they are unable to make it.
- Have caregiver count items.
- Reminder, orders are not in full cases, there will be singles that need to be counted.
- If caregiver has no issue, they sign the receipt/delivery ticket and leave in designated box. All receipts must be signed by an adult, Girl Scout's may not sign receipts.

Note, Texas is hot, do not leave product out in the elements or in the car, it will melt, and it will be the caregiver or troop coordinators responsibility to cover.

Banking

By Friday, October 28:

- New Troops turn in an [ACH Form](#).
- All ACH Authorizations on file from the 2020-2023 Fall Program and Cookie Program will carry over.
- Troops that have changed account numbers, signers or banks must submit a new ACH authorization.

Starting week of November 23:

- Troop should know to write a receipt for every caregiver/ guardian turning in money and keep a SIGNED copy.
- Troop should deposit all money into the troop bank account. Make sure all checks have
 - Driver's license number
 - Phone number
 - Not less than \$16 or more than \$100
- Any checks that do not follow these rules and bounce will NOT be reimbursed.

By Monday, November 27:

- [Collection](#) form and [Discrepancy](#) forms are due.
- [Credit Card Reimbursement](#) form due.
- Troops turn in any Collection Forms for caregivers who owe a balance for product checked out to them.
- Troops turn in any Discrepancy Report Forms for bounced checks and/or counterfeit money. Submit Credit Card Reimbursement Form online if troop incurs Square fees totaling \$10 or more with a cap of \$200.
- All money should be in troop account and checks cleared.

Friday, December 1:

- ACH withdrawal of the council portion for the Fall product will occur.

ACH Calculation

How do I calculate the amount due to GSCTX?

Example:

Dollars sold (in person nut and candy) \$1000

Troop proceeds: $\$1000 \times 35\% = \350

Plus, total number of magazine subscriptions $10 \times \$2 = \20

Total troop proceeds are $\$350 + \$20 = \$370$

Amount due GSCTX is $\$1000 - \$370 = \$630$

GSCTX will issue a credit for troop proceeds if a troop has more online sales than in person sales (where troop collected cash, checks, or Square credit card payments).

Any ACH withdraw that bounces due to insufficient funds will be re-drafted the following week. These re-drafts will continue up until all GSCTX funds have been collected. Troops can find additional banking information in the Troop Banking Manual.