

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 Friday, September 13, 2024.
- Turn in [ACH Authorization form](#) if you are a new troop or if your troop bank account information changed by Friday, October 18, 2024.
- 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 2024-2025 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.

Friday, September 13

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

Monday, September 16

- Caregiver Permission form due

Tuesday, October 1: Fall Product Program begins

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

Sunday, October 13: In-person Fall Product ends

- Final date for sellers to take in-person orders

Monday, October 14

- Caregiver due date to enter in person orders in M2 system
- Troop deadline to verify that all orders have been entered and input missing orders.

October 14- November 4

- Online program continues for nut and candy and magazine store.
- Online Girl Delivery ends on October 15
- Customer orders due by November 4 to receive proceeds and seller rewards for those orders.

October 18

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

November 1-18

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

Saturday, November 2

- 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 5

- Caregiver deadline to submit seller rewards in M2 System

Monday, November 25

- Collection form due
- Discrepancy form due
- Credit Card Reimbursement form due
- All money should be turned into troop with checks cleared and money available.

Friday, December 6

- 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 2024-2025 membership year by September 16, 2024, for their name to be in M2OS by October 1.

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

2024 Fall Product Tins and new item



Theme and Mascot- Asian elephant is the new mascot and “Embrace Possibility” is this year’s theme.



New and continuing in 2024!



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 and shipped directly to consumers.

Mini BarkBox 1: Beret toy and dog treats- \$19.99

Mini BarkBox 2: S’mores stick toy and dog treat- \$22.99

Full BarkBox: S’mores stick toy and pup patches toys and dog treat- \$27.99

Shipping \$5 for single unit, \$10 for 2+ units

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.



Personalized Items



- Online only item
- Prices range from \$21-\$61, plus shipping of \$14.99 and \$4 for each additional item purchased within the same order to same address.

Shipping & Handling fee on magazines

- Charge of \$2.95 on orders with print magazines only.
- Fee is per order, regardless of number of titles purchased.
- No S&H fee on digital titles.
- No S&H fee for magazines when purchased with another product that has a shipping cost.
- Fee will be waived if the customer purchases a \$10 cart upsell title.
 - Three titles will be presented in cart upsell.

Shipping & Handling fee on Nuts and Candy

- Customers pay for shipping based on the online shipping chart.
- Shipping cost only slightly higher this year.

2024 Online Store Shipping Rates		
Product Subtotal	Standard	2 Day
\$1.00- \$30.00	\$11.75	\$27.75
\$31.00- \$60.00	\$16.00	\$35.50
\$61.00- \$90.00	\$26.00	\$48.75
\$91.00- \$150.00	\$41.75	\$81.25
\$151.00+	\$45.75	\$89.25

Program Reminders

- Troop proceeds are 35% of nuts and candy, plus \$2 for each magazine, tumbler, personalized item and BarkBox that is sold.
- Cadette, Senior, Ambassador troops (must be a full C/S/A or mixture of C/S/A) can opt out of prizes and the troop will earn 37% of nuts and candy, plus \$2.10 for each magazine, tumbler, personalized item and BarkBox that is sold.

M2 Customer Service Contact: Support.gsnutsandmags.com 800-372-8520

Product Line Up

Item	Cost
Mint Treasures - GS Uniform Tin	\$12.00
Choc Cov Pret - Holiday Tin	\$11.00
Whole Cashews with Sea Salt	\$9.00
NEW! Vanilla Honey Roasted Pecans	\$9.00
Chocolate Covered Almonds	\$9.00
English Butter Toffee	\$9.00
Dark Chocolate Caramel Caps with Sea Salt	\$8.00
Deluxe Pecan Clusters	\$8.00
Peanut Butter Trail Mix	\$8.00
Cheddar Caramel Crunch	\$8.00
Butter Toasted Peanuts	\$7.00
Dulce de Leche Owls	\$7.00
Peanut Butter Bears	\$7.00
Dark Chocolate Mint Penguins	\$7.00
Hot Cajun Crunch Mix	\$7.00
Cranberry Nut Mix	\$7.00
Troop 2 Troop Donation	\$6.00

Troop 2 Troop Donation (also known as Care to Share) are donated to Operation Gratitude.

Ways to Participate

Nuts and Candy (In-Person): October 1 - October 13, 2024:

- 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, 2024:

- 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 4, 2024:

- 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, Tervis® Tumblers, Girl Scout BarkBox and **our new personalized items**.

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 20, please visit www.gsnutsandmags.com/gsetx 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 14, 2024, by 11:59 p.m.
- If they do not enter you will need to do so through your volunteer account by October 15, 2024, 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 15:

- 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 2:

- 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 4-18

- 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 18:

- New Troops turn in an [ACH Form](#).
- All ACH Authorizations on file from the 2020-2024 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 18:

- 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 25:

- [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 6:

- 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 and more $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.