

MATERIALS CHECKLIST

Please notify the Product Program Manager if you need additional materials. You should receive the following materials by mail the week of **August 18**:

- ✓ TFPM Guide- 1 per troop
- ✓ Receipt sheets 4 per troop
- ✓ Girl Materials (each participating girl should receive one of each)
 - Order Card
 - M2 Girl Information Flyer
 - Money Envelope
 - Parent Permission Form

➤ **NOW ONLINE:**

https://gsnca.formstack.com/forms/parent_permission_form_fall_product

Girls Can Earn Avatar Patches!

Each girl who creates an avatar, sends 20 emails and has \$325+ in total sales will earn a patch with her very own virtual likeness on it! She has many options to choose from to create her avatar including her apparel and the patch's background. Check for more details on the online site www.gsnutsandmags.com/gsnca or the nut/chocolate order card.

To earn the Fall & Cookie Crossover Patch:

- Create their M2 avatars and send 20+ email
- Sell \$325+ during the Fall Product Program
- Sell 325+ packages during the 2024 Cookie Program

Service Unit Fall Product Manager Training

- August 26- Volunteer Leadership Summit

Email invitation sent to volunteers.

- September 8

Fall Product Program begins

- September 15

Deadlines:

October 16 by 11:59 pm

- Fall Product Program ends – family deadline for entering in-person orders.

October 18 by 11:59 pm

- Troop Fall Product Manager deadline for entering in-person orders.

October 19 by 11:59 pm

- Service Unit Fall Product Manager deadline for entering in-person orders.

October 19 by 11:59 pm

- Family deadline to make rewards choices in M2.

October 30-November 3

- Nuts/chocolates delivered to Service Unit Fall Product Manager.

November 28

- Deadline for all payments to be deposited into troop account.

November 28

- Delinquent Account Forms due to ahines@girlscoutsnca.org

November 29

- ACH withdrawal from troop bank account for balance due to GSNCA.

December 4-8

- Estimated delivery of rewards to SUFPM. Confirm count and distribute to troops.



Need Help?

GSNCA Membership Services
800.734.4541
customer care@girlscoutsnca.org
M2 Customer Service
800.372.8520
question@gsnutsandmags.com

Go online to
see exciting
new products!

TROOP PROCEEDS

Troop proceeds are automatically calculated by the M2 system. Troops can view the total amount earned by selecting the **Banking and Payments** link from their troop dashboards.

Troop proceeds are 15% of total sales. All troops regardless of program level – may elect to opt out of rewards to earn an additional 5%. **This is a girl-led decision—not an adult decision.**

REWARDS

Rewards are automatically calculated in the M2 system and will be visible to girls. Girls choose if two items are offered. If a girl does not make a choice by October 19, the default choice is selected for her. TFPMs and SUFPMs will not make reward choices for girls.

Rewards will be delivered in early December to the address provided by the SUFPM. Count all rewards and compare to shipping list prior to sorting rewards by troop for pickup. Log into www.gsnutsandmags.com/gsnca and click **Delivery Tickets** from the dashboard menu or choose the **Reports** link to get the information you need to sort and pack rewards for your troops. Have troops double check their rewards order and sign the receipt at pickup.

SERVICE UNIT FALL PRODUCT MANAGER (SUFPM) RESPONSIBILITIES:

Step 1: Set Up in M2

Click the link included in the email invitation to set your password. Set up your account and access it by going to www.gsnutsandmags.com/admin. Be sure to create your Me2 avatar!

- Review your troops to ensure all are listed. If you have any missing troops, contact Membership Support.
- Only Troop Fall Product Managers will be uploaded and sent the M2 link to register.
 - Cleared troops have all required documents on file:
 - Signed Position Description
 - 2024 Membership
 - Current Background Check
 - ACH
 - Girls, Troop Leader and TFPM must be registered for the 2024 membership year
- Fall Product Program troop training is through an online training video. Troop Fall Managers must watch the video in its entirety to continue the set-up process.
- There are two ways parents can register for the 2023 Fall Product Program:
 - The TFPM can email the link directly to the parents of the girls through the M2 system using the instructions provided in the training video
 - Parent/Guardian Email Blast
 - Troop Fall Managers can also direct their parents to use the “How to get started” page in the girl packet.

Step 2: Review Girl/Troop Order/Order Submission

- Parents will enter girl orders from the order card in the M2 Online system by October 16 at 11:59pm.
- Parents should not enter products that were ordered online by customers for girl delivery.
- All online orders are automatically tabulated by the M2 system.
- Remind TFPM they must enter any nut/chocolate orders not entered by parents in the M2 system by 11:59pm on October 18.
- To add girl orders:
 - From the dashboard click Paper Order Entry
 - Click the pencil next to the girl’s name
 - Enter her total number or additional number of nut/chocolate items by variety from her order card.
 - Rewards are automatically calculated. Parent/girl deadline for final rewards choices is by October 20 at 11:59pm.
- Personalized patches will be mailed directly to the girl using the address in the M2 system.

Step 3: Provide Delivery Information for Products and Rewards

- Be certain to enter your Service Unit’s location for nut/chocolate and reward delivery.
- Product delivery locations are your choice. Ensure you have approval if using a church, business or any public place.
- **You must be present to receive and sign for nut/chocolate items. Post Office Boxes are not an acceptable delivery address.**
- Nut/chocolate items will be delivered October 30-November 3. **You must be present to accept this order.** Delivery times will be set up by the delivery agent and you will be notified by phone and/or email of your delivery time window the week before delivery.
- Be certain to include any information that will be helpful to the delivery agent such as the name of the business, if applicable, or if there is a preferred entrance for the location.
- Rewards will ship to the address you enter into the M2 system and will be delivered in early December. Note your rewards delivery address can be different than product delivery address. You do not need to be present for the reward delivery.

Step 4: Delivery of Nuts and Chocolates

- Delivery schedule will be sent out by the Product Programs Manager the week before delivery. Contact your troops with the delivery date, time and location.
- When setting troop pickup times, ensure you have ample time to sort the items before troops arrive.
- Log into www.gsnutsandmags.com/admin and click Delivery Tickets from your SU dashboard.
- Print two copies of each troop’s delivery ticket to use when sorting orders. Have troops sign one copy at pick-up and retain for your records. Give second copy to troop for their records.
- When reading the delivery ticket, be mindful of cases versus units since troops purchase units and shipments will be packaged both in cases and units. Also remind troops that the delivery ticket will include any product that was ordered online by customers as a girl delivered item.
- When the delivery agent arrives, review the delivery ticket provided. Count the product carefully and then count again to ensure that you have received exactly the right quantities of each product as shown on the delivery ticket. You should not receive any extras.
- Sign the delivery ticket stating that you have received the products listed. The agent will give you a copy for your records.
- Sort products into troop orders and attach the appropriate delivery ticket to each troop’s order.
- When the troops arrive for pick up, instruct each troop to count and recount their order before signing the delivery ticket. By signing the Delivery Ticket, the troop agrees to the quantities received as listed on the ticket and will be financially responsible for those products.

Step 5: Payment

- Troops should decide if they will accept checks as payment. Share this information with girls/parents.
- All funds collected must be deposited into the troop’s bank account by November 28, 2023.
- Council will electronically withdraw from the troop’s bank account the amount owed to the council via the ACH (Automatic Clearing House) bank network on November 29, 2023. Each troop’s balance due will be displayed in the M2 system under the “Banking and Payments” link.