

SERVICE UNIT FALL PRODUCT MANAGER'S GUIDE

2025 FALL PRODUCT PROGRAM



Check out what's NEW this Year!

ALL TROOPS WILL RECEIVE 20% PROCEEDS. THERE IS NO NEED TO OPT OUT OF REWARDS.

ALL TROOPS WILL RECEIVE REWARDS.

- \$200 + 20 emails + create avatar + share site – personalized patch
- \$325 – small bear
- \$700 – large bear
- \$1,000 – choice of Stanley canteen, Owala tumbler, or \$50 Council Cash



Membership Incentive for MY2027 Early Renewal (Spring of 2026)

Troop Requirements Tier 1

- \$350 per troop sales in Fall Product
- Each girl sells 150 packages of cookies
- Rebate will be \$35 per girl

Troop Requirements Tier 2

- \$450 per troop sales in Fall Product
- Each girl sells 175 packages of cookies
- Rebate will be \$40 per girl



Scan the QR codes to learn more!

DATES & DEADLINES

August 16 – Service Unit Fall Product Manager Training at Leaderpalooza

Week of September 15 – Email invitations sent to volunteers

September 26 – Fall Product Program Begins

October 29, 11:59 p.m. – Program Ends

October 27, 11:59 p.m. – Family deadline for entering in-person orders

October 29, 11:59 p.m. – TFPM deadline for entering in-person orders

October 29, 11:59 p.m. – SUFPM deadline for entering in-person orders

November 4, 11:59 p.m. – Family deadline to make reward choices in M2

November 11-14 – Nuts/chocolates delivered to SUFPM

November 28 – Deadline to deposit all payments into troop account

December 2 – Delinquent Account Forms due to ahines@girlscoutsnca.org

December 3 – ACH withdrawal from troop bank account for balance due to GSNCA

December 8-12 – Estimated delivery of rewards to SUFPM. Confirm count and distribute to troops.

NEED HELP?

GSNCA MEMBERSHIP SERVICES
800.734.4541 – customercare@girlscoutsnca.org

M2 CUSTOMER SERVICE
800.373.8520 – question@gsnutsandmags.com

Introducing... 2025 Snack Sacks!



Scan for more
information!



DIRECT SALE OF FALL PROGRAM, CANDY AND NUTS

Girl Scout Troops and Girl Scouts can participate in the Snack Sack Program (direct sale of fall program candy and nuts) as part of the 2025 GSNCA Fall Product Program. Snack Sacks offer a new way for troops and girls to reach their customers—with products in hand during the Fall Product Program!

Troops and girls will order the bags and will pick them up the week the program starts – September 26. All Snack Sack purchases will count towards the troop and/or girl sales, with troop proceeds and girl rewards included.

In response to your many recommendations, we are offering two bags this year for you to choose from!

There is a limited number of Snack Sacks available. Orders will be filled on a first-come, first-served basis. Order early!

SACK 1

Pecan Caramel Supremes	3	\$28.50
Chocolatey Covered Almonds	1	\$12.00
Fruit Slices	1	\$7.00
Mini Gummi Butterflies	1	\$9.00
Peppermint Bark Rounds Tin	1	\$16.00
Black Pepper & Sea Salt Cashews	1	\$10.00
Chocolatey Raisins	1	\$11.00
Taco Peanuts	1	\$7.50
Total		\$101.00

SACK 2

Pecan Caramel Supremes	2	\$19.00
Peanut Butter Elephants	1	\$7.50
Chocolatey Covered Almonds	1	\$12.00
Spicy Cajun Mix	1	\$7.00
Mini Gummi Butterflies	2	\$18.00
Dark Chocolate Sea Salt Caramels	1	\$9.50
Chocolatey Raisins	2	\$22.00
Taco Peanuts	1	\$7.50
Total		\$102.50

TROOP PROCEEDS & REWARDS

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.

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 November 4, 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 the shipping list prior to sorting rewards by troop for pickup. Log in to www.gsnutsandmags.com/gsnca and click Delivery Tickers 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.



EARNING AVATAR PATCHES

Each girl who creates an avatar, sends 20 emails, uses the “share my site” function, and has \$200+ 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 at www.gsnutsandmags.com/gsnca or the nut/chocolate order card.

To earn the Fall & Cookie Crossover Patch:

- Create their M2 avatars and send 20+ emails
- Sell \$375 during the Fall Product Program
- Use the “share my site” function in M2
- Sell 375 packages of cookies in the 2026 Cookie Program

Service Unit Fall Product Manager Responsibilities



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 17**.

- 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, and Parent Permission Form)
- Online (copy & paste full link)
https://gsnca.formstack.com/forms/parent_permission_form_fall_product

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 M2 avatar!

Review your troops to ensure all are listed. If you have any missing troops, contact Membership Support.

Only TFPMs will be uploaded and sent the M2 link to register. Cleared troops have all required documents on file:

- Signed Position Description
- 2026 Membership
- Current Background Check
- ACH
- Girls, Troop Leader, and TFPM must be registered for the 2026 membership year

Fall Product Program troop training is available through an online video. TFPMs must match the video in its entirety to continue the setup process.

There are two ways parents can register for the 2025 Fall Product Program:

- The TFPM can email the link to the parents of the girls through the M2 system using the instructions provided in the training video (Parent/Guardian Email Blast)

STEP 2: REVIEW GIRL/TROOP ORDER/ORDER SUBMISSION

Parents will enter girl orders from the order card in the M2 online system by October 27 at 11:59 p.m.

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 M2 by 11:59 p.m. on October 29.

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 choice is November 4 at 11:59 p.m.

Personalized patches will be mailed directly to the girl using the address in the M2 system in 10-12 weeks.

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 space.

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 November 11-14. **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.

STEP 3: CONTINUED

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 that your rewards delivery address can be different than the product delivery address. You do need to be present for the reward delivery.

STEP 4: DELIVERY OF NUTS AND CHOCOLATES

The 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 in to 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 a second copy to the 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 them.

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 pickup, 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, 2025.

The 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 December 3, 2025. Each troop's balance due will be displayed in the M2 system under the "Banking and Payments" link.

BRAVE. FUN! FIERCE. FUN!