

Girl Scouts of Eastern Oklahoma
2018 TROOP FALL PRODUCT SALE MANAGER
INSTRUCTIONS AND TIMELINE



M2OS SYSTEM

M2OS is the online ordering system where you will manage your sale. Troops will be set up by the council or service unit and you will receive an email to access the system. The web address is: www.gsnutsandmags.com/admin.

Highlights

- Easy dashboard navigation.
- Recap information on the home page to see sales information at a glance.
- Simple transfer of products between troops.
- Easy access to reports.

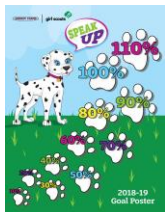
TOOLS FOR GIRLS AND TROOPS

Girls can take orders in person or online. See the flyer for instructions in setting up avatars and personalized storefronts. Create your avatar first so that you can help your girls. Be sure to send each girl home with this flyer.



Troop FPS managers will receive their avatar patch if the troop sells a minimum of \$500 in online sales.

The order card can be given out when the girl is registered and the parents have signed the permission slip to sell. No orders may be taken before September 28. A Girl Scout is honest and fair!



Visit <http://www.whatcanagirldo.com/> to find this goal poster and other activities and resources to support your sale. Troops can use this poster for goal tracking and find other fun activities!

Remember to use the financial literacy badges that are in the *Girl's Guide to Girl Scouting*.

SHARE PATCH PROGRAM



Each girl who takes orders for 5 or more Share products (special column on the order card) will automatically receive the Share patch. Customers who may not be interested in purchasing products for their own use can select a Share item to be donated. Share products will be donated directly to the Community Food Bank of Eastern Oklahoma; troops will not receive these products. These products also count toward all girl recognitions.



TRAINING (Troop Fall Product Sale Manager)

August 27 - September 15

- ___ Receive training from Service Unit Fall Product Sale Coordinator.
- ___ Receive permission slips, forms and materials needed for sale.
- ___ Receive updated list of registered girls in troop from troop leader.
- ___ Make sure that your troop's ACH form, #312F, has been submitted to council.

TRAINING GIRLS

September 5-27

- ___ Give training to girls at troop meeting, reviewing all product and safety information.
- ___ Include the 5 Skills – goal setting, decision making, money management, people skills and business ethics – in training and program activities with girls. Set goals with girls.
- ___ Train girls on the online sales options for magazines, nuts and chocolates. Give each girl the M2 flyer and review all instructions, including how to make their online avatar (starting 9/28). Be sure to stress the importance of following all online safety rules.
- ___ Review the Share products program and instruct girls on this option.
- ___ Complete your name and phone number on the order form.
- ___ For Cadettes/Seniors/Ambassadors - decide, as a troop, whether to take recognitions or the troop cash option of an additional 5% troop proceeds in lieu of recognitions. Regular troop proceeds are 20% of total sales. Select this option on the M2OS dashboard.
- ___ Hold parent meeting/troop kickoff. Go over due dates, goals, and review permission slip.
- ___ Collect the signed permission slips before the sale begins. If this is the first time for the troop or girl to sell, permission slips should be reviewed and signed at the troop meeting. This is always the best practice to avoid any misunderstanding. No order forms may be issued to a girl without the signed permission slip and current registration.

ORDER TAKING & ONLINE SALES

September 28 – October 14

- ___ Distribute order forms only to registered girls for whom you have signed permission slips. NO ORDER TAKING MAY BEGIN UNTIL SEPTEMBER 28. (A Girl Scout is honest and fair.) No money is collected at this time, unless only Share items are purchased.
- ___ All online sales are paid at the time the order is placed.

October 14-16 – GIRL ORDERS DUE

- ___ Girls can tally up their total orders from the order card and submit it into the M2OS. Girls can also select their reward choices.
- ___ All online sales will be recorded automatically. Parents will receive an email with instructions to print the online orders. **(Online sales continue for shipping only.)**

October 17 – TROOP ORDERS DUE IN M2OS SYSTEM – DEADLINE!!

- ___ Check your troop order for each girl including recognitions choices, and view your online sales. You may wish to collect order forms from the girls to verify their order entry. Be sure to complete all information requested.
- ___ Submit online and advise your Service Unit Fall Product Sale Coordinator as directed. Arrange to meet in advance if assistance is necessary.

October 30 - November 2

- ___ Meet with your Service Unit Fall Product Sale Coordinator to pick up products. Count carefully. You are responsible for the number of products you sign for.
- ___ Issue a receipt to each girl when she receives her products. Retain copies. You may use the M2OS delivery tickets from the dashboard for distribution and receipting.

DELIVERY

November 3-11

- ___ Girls deliver products and collect money. (Remember online orders were paid when they were placed.) Troop collects money and deposits into their troop account each week.
- ___ Checks should be made payable to "Girl Scouts of Eastern Oklahoma Troop ____."
- ___ Checks must contain a preprinted address and phone number.

DEPOSITING & REPORTING

November 3-16

- ___ Collect money from girls each week and issue receipt. Retain copies of all receipts.
- ___ Record each girl's payments online in the M2OS system under Girl Payments.
- ___ Deposit into troop account each week. **Do not enter council payments.**
- ___ Be sure to include your troop number on all checks.
- ___ Two adults should verify the amount collected and the amount deposited each week.

November 13-16 – TROOP FINAL PAYMENT DUE

- ___ Make sure all money is turned in, all products paid for, and all girls' accounts are correct.
- ___ There are financial reports to help with this. See Sales Summary for total due council.

November 16 – FINAL REPORTING DEADLINE for outstanding debts/late payments

- ___ Balance your M2OS Troop Report by verifying products sold and payments made by girls; print a copy for your records if desired. Let your SU Coordinator know if you have any outstanding issues. If parents owe, you must meet with your Coordinator to turn in Outstanding Debt forms, #306F, by this date. Retain all permission slips until all payments have cleared the bank.

BEGINNING NOVEMBER 19

MONEY DUE COUNCIL WILL BE PROCESSED BY ACH (Automated Clearing House)

- ___ Deposit money as it is received into your troop account.
- ___ The amount due council will be deducted by an ACH debit withdrawal of funds from your troop account at the end of the sale. The remaining money is the troop's portion (20% of total sales).
- ___ Troops must ensure enough funds are available to cover the automatic withdrawal, or advise council of the shortage by November 18 by emailing productsalesACH@gseok.org.
- ___ Customer checks that are returned due to nonsufficient funds will be handled by our check collection service, NorthStar Technologies, and your troop will be refunded upon collection of the check. Be sure your NorthStar form, #313F, is submitted to your bank.

AFTER THE SALE

- ___ Receive recognitions from SU FPS Coordinator when available and all money collected. (Personalized patches will be mailed directly to girls.)

Attend a Troop Meeting

- ___ Review with the girls the goal they set and the amount of troop proceeds earned.
- ___ Congratulate the girls for their success.
- ___ Distribute patches and recognitions to girls who earned them.
- ___ **Turn over all records and undeposited troop proceeds to troop leader or troop treasurer. Income must be reported on the Troop Financial Report (form #300F).**
- ___ Remember, the council policy on financial responsibility holds YOU accountable for the funds collected until they are deposited in your troop account or with the council, and the troop's proceeds given to the troop leader or treasurer.
- ___ Keep in touch with your SU FPS Coordinator concerning any money not yet collected.

COUNCIL MONEY EARNING POLICY

Participation in council product sales is voluntary. These are important program activities designed to help girls develop valuable life skills. Girls should be motivated to participate in these sales by “what they get to do” rather than only by “what they get.” These sales are also an excellent way to earn money for your troop with the resources and support of the council. Council proceeds remain in the general operating fund to underwrite the costs of all Girl Scout programs and facilities. Troops must receive permission from the council for other money-earning activities.

To comply with board policy, the Troop Product Sale Manager, leader, or assistant, must receive product sale training from the Service Unit Product Sale Coordinator each year.

FINANCIAL RESPONSIBILITY

Girl Scout product sales activities are designed to be a positive learning experience for girls and adults, and to be in keeping with their responsibility toward the Girl Scout Law, including “to be honest and fair.”

As part of this responsibility, Girl Scout parents/guardians granting permission and volunteers handling funds are accountable for forwarding proceeds from the sale of products to the council and the troop. Girl Scouts of Eastern Oklahoma reserves the right to use available alternatives to insure proper collection of funds. Following contact by council representatives regarding overdue funds, the account will be turned over to a collection agency or the courts for action.

If a troop is unable to collect money from the sale of a portion of its products, the Troop Product Sale Manager should keep a record of all contact attempting a resolution, and contact the Service Unit Product Sale Coordinator. If further assistance becomes necessary, you must complete an Outstanding Debt Collection Form, #306F, and attach a signed permission slip and documentation of amount due.

In case of theft documented by a police report we would expect the loss to be covered by personal insurance. If so, additional time will be allowed to collect from the insurance company. If not covered by insurance and not documented, payment in full is expected; however, payment arrangements can be made. Contact your Service Unit Product Sale Coordinator for further information or assistance.



Your Service Unit Fall Product Sale Coordinator is:

Name: _____

Phone: _____ Email: _____