

2023 Fall Product Program Troop Guide



This program is an integral part of a Girl Scout's journey toward leadership. Learning and developing: **Goal setting, Decision making, Money management, People skills, and Business ethics.**

As your troop is planning activities for the year, it is important to consider the plans to finance them as well. This program is an easy, fun way to earn startup funds for your troop activities at the beginning of the Girl Scout year - don't miss out on all the fun!

Participation Options for Girls

Girls must be registered Girl Scouts and a parent or guardian must sign the permission slip for Fall Product Program before any products are checked out to girls. There are several ways for girls to participate in this program. Find the version that works best for all the girls in your troop.

Product	Sale Type	Order Process	Delivery to Customers	Money Collection
Nuts/Chocolates	In-Person	<ul style="list-style-type: none"> Girls use order card to collect orders from customers Family/Troop enters orders into M2OS by the appropriate deadline, Oct 9 for girl and Oct 10 for troop 	<ul style="list-style-type: none"> Delivered by girls to customers 	<ul style="list-style-type: none"> Girls collect money from customers upon delivery Girls turn in money to troop
	Online Girl Delivered	<ul style="list-style-type: none"> Girls create their personalized storefront in M2OS and send emails/share link with friends and family Orders are automatically credited to the girl in M2OS 	<ul style="list-style-type: none"> Delivered by girls to customers (If a girl/family receives an online order from a customer to whom they will not be able to deliver the items in person, they will need to contact M2 customer service by October 10 to cancel) 	<ul style="list-style-type: none"> Customers pay online
	Online Direct Ship	<ul style="list-style-type: none"> Girls create their personalized storefront in M2OS and send emails/share link with friends and family Orders are automatically credited to the girl in M2OS 	<ul style="list-style-type: none"> Shipped directly to the customer (1-2 weeks standard delivery timeframe after order processing. Customers will have option for expedited shipping) 	<ul style="list-style-type: none"> Customers pay online Cost of shipping is added to order total
	Donation	<ul style="list-style-type: none"> Girls use order card to record sale and family/troop enters order into M2OS by deadline. If customer orders online, order is automatically credited to the girl in M2OS. 	<ul style="list-style-type: none"> NA - The Council will coordinate delivery to the Community Food Bank of Eastern Oklahoma. 	<ul style="list-style-type: none"> Customer pays online or in person at time of order. Girls turn in money to troop.
Magazines BarkBox Tervis Tumbler	Online	<ul style="list-style-type: none"> Girls create their personalized storefront in M2OS and send emails to friends and family Orders are automatically credited to the girl in M2OS 	<ul style="list-style-type: none"> Shipped directly to the customer (6-8 weeks standard delivery timeframe after order processing) 	<ul style="list-style-type: none"> Customers pay online

Volunteer Access to M2OS

The Fall Product Program is managed through an online system. All troops must have a volunteer who is able to log on to manage this program for the troop. All current troop leaders registered for 2024 will be added by council. If you are not the troop leader, please notify the Service Unit Fall Product Program Coordinator (SUFPPC) so that you can get troop access for your role as the Troop Fall Product Program Manager (TFPPM).



Volunteers will receive an email invitation from M2 on September 16 to access the site and get started. If you are a returning user, you can login using your existing credentials. (Please allow 30-60 minutes to log in and get set up.)

- If you have not received an email invitation, please visit gsnutsandmags.com/admin and select “Forgot Password”. If you need further assistance, please contact your SUFPPC or M2 Customer Service.

Please follow all the prompts including:

- Watch the training video
 - Enter your mailing address
 - Create an avatar
 - Approve the launch of the Parent Adult Email Campaign (PAEC). You will be able to see a list of girls in your troop who will receive the email blast on the day the sale begins.
- If you are also the parent of a girl, you will be able to toggle to the parent role after the girl campaign launches on **September 23**.



Girl Access to M2OS

Girls can launch their accounts on **September 23**. Please note that the system will not accept any early participant activity; girls must wait until the sale launch date.

- The PAEC will go out to every girl in the system.
- Any girls not pre-loaded can register at: gsnutsandmags.com/gseok. They will then be added to your troop roster once Council confirms they have a current Girl Scout registration.

Entering Girl Orders into M2OS

Participants can enter their own paper orders into their accounts through **October 9**. If they do not enter their orders, you will need to do so through your Volunteer account.

- Troop Volunteers must enter any orders not entered by a parent into M2OS. Volunteers can enter girl orders **October 7-10**.
- There is no submit button! Orders are transmitted for fulfillment automatically after the cutoff date.
- Online girl-delivered items should not be re-entered.
- Order only the exact number of nut/candy items sold, as product cannot be returned to Council.



Product Deliveries

- Coordinate with your SUFPPC to pick up your Troop's nut/candy items. Be sure to double check your order and keep a copy of the receipt.
- As each girl picks up, the parent should count/verify items and sign a receipt. The family should also receive a copy of the receipt.
- Girls will receive an online report of orders with email addresses and phone numbers of their customers.
- Girls/families may contact M2 customer service for additional customer information if necessary for delivery.
- As girls turn in money be sure to verify amount and issue a receipt.



Troop Proceeds & Rewards

- Troops earn 20% on every item sold! Cadettes and older can opt out of rewards and earn an additional 5% in troop proceeds.
- Each troop that has at least 50% of girls participate in the Fall Product Program and achieves a per girl average of 35 items sold will receive a 15% discount on one total purchase in the GSEOK store **December 1-16, 2023**.
- The three troops with the highest sales will receive one early cookie booth slot selection in **January 2024**.

Volunteer Patch

The TFPPM will receive their avatar patch if the troop sells a minimum of \$900 in sales and sends the parent adult email campaign in M2OS.

Girl Rewards

- The girl or TFPPM can make reward selections as girls reach each level. Final reward selections are due by **November 13**.
- The default option is Rainforest Support.
- Rewards are calculated automatically in M2OS. Rewards will take 1-2 hours to update after orders are added.
- Reward deliveries will be coordinated with your SUFPPC.
- Personalized patches ship directly to girls.



Troop Banking

- Troops must have a troop bank account. The Service Unit Manager or Financial Consultant will help with this process.
- Deposit all money into your Troop bank account and keep all receipts!
- All checks must be preprinted and include a phone number and driver's license number. Checks should be made payable to "GSEOK Troop [your troop number here.]"

ACH (Automated Clearing House or payment to council)

- Amount owed to Council will be deducted via an ACH debit on **November 16**.
- Find balance due by clicking the "Banking and Payments" in M2OS.
- Email productsalesACH@gseok.org by **November 14** if you will not have sufficient funds in your troop account to cover the ACH.





Service Unit Fall Product Coordinator

Name:

Email:

Phone:

Questions?

For questions regarding specific Council-related details, contact your Service Unit or local Council office:

Girl Scouts of Eastern Oklahoma
gseok.org
customercare@gseok.org
918-749-2551

For questions regarding M2OS or other general sale questions, contact M2 Customer Service:

M2 Customer Service
support.gsnutsandmags.com
800-372-8520

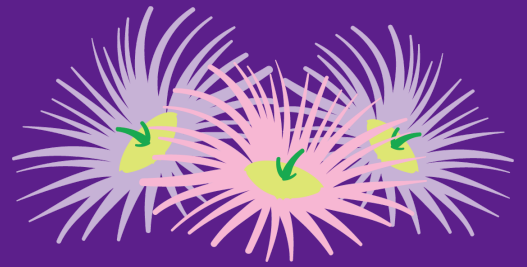


Scan here for more
Fall Product Resources!



We Appreciate You!

Thank you for being an integral part
of the Fall Product Program!



Mark Your Calendar!

September 16

Early-Access for Troop Volunteers

September 23

SALE BEGINS! Online & In-Person

October 9

Family deadline to enter
in-person orders into M2OS

October 10

Troop deadline to enter
in-person orders in M2OS

October 11

Last day online
girl-delivered ordering

October 23-30

Delivery of in-person
nut/chocolate items to SU

October 27-November 12

Girls deliver products to customers
and turn payments in to troop

November 12

Online sales for direct-ship nuts
and magazines ends

November 13

Last day for girls/troops
to make reward choices

November 15

All money due must
be turned in to Troop

November 16

Council ACH Sweep

December 1

Unpaid Funds Forms, 306F Due