

**Girl Scouts of Eastern Oklahoma  
2019 FALL PRODUCT PROGRAM  
TROOP MANAGER GUIDE**

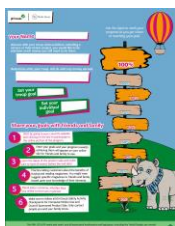


**TOOLS FOR GIRLS AND TROOPS**



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 September 16 to access the system at [www.gsnutsandmags.com/admin](http://www.gsnutsandmags.com/admin). Girls will also set up a storefront to take orders online beginning September 27. 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.

The order card can be given out when the girl is registered as a Girl Scout and the parents have signed the permission slip to sell. This is an important tool for in person sales. The order card shows all the basic rewards a girl can earn. No orders may be taken before September 27. A Girl Scout is honest and fair!



Visit <https://www.gseok.org/en/cookies/fall-product-sale.html> to find this goal poster and other activities and resources to support your sale. Troops and girls 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*.

**MORE PATCHES & REWARDS**

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



**COOKIE BOOTH SELECTION**  
The three troops with the highest per girl average will receive one prime cookie booth slot selection of their choice before booth site selection opens.



**SHARE PATCH**  
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.

**GIRL SCOUTS OF EASTERN OK STORE PROMOTION**  
Each troop that participates in the Fall Product Program and achieves a per girl average of 30 items sold will receive a 15% discount on one total purchase in the GSEOK store. The discount will be available December 3-21, 2019. It will be available one time only per eligible troop (listed in store) and cannot be combined with other discounts or promotions.

**SERVICE UNIT DRAWING**  
If 100% of the troops in your service unit participate in this program, your service unit will be entered into a drawing to have all camp fees paid for your next service unit campout.

## **TRAINING (Troop Fall Product Program Manager)**

### **August 15 - September 15**

- \_\_\_ Receive training from Service Unit Fall Product Program 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 5-26**

- \_\_\_ 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.
- \_\_\_ 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.
- \_\_\_ 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 9/27). 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.

## **ORDER TAKING & ONLINE SALES**

### **September 27 – October 13**

- \_\_\_ Distribute order forms only to registered girls for whom you have signed permission slips. NO ORDER TAKING MAY BEGIN UNTIL SEPTEMBER 27. (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 13 – GIRL ORDERS DUE**

- \_\_\_ Girls can tally up their total orders from the order card and submit it into M2OS.
- \_\_\_ 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 14 – TROOP ORDERS DUE IN M2OS – 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 Program Coordinator as directed. Arrange to meet in advance if assistance is necessary.

### **October 30 - November 7**

- \_\_\_ Meet with your Service Unit Fall Product Program 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 the white copy of the receipt. You may use the M2OS delivery tickets from the dashboard for distribution and receipting.

## **DELIVERY**

### **November 1-15**

- \_\_\_ 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. (No temporary checks)

## **REWARDS – GIRL SELECTION DEADLINE**

### **November 16**

- \_\_\_ Girls or FPP Managers select the reward choices and submit it in M2OS.

## **DEPOSITING & REPORTING**

### **November 1-18**

- \_\_\_ Collect money from girls each week and issue receipt. Retain copies of all receipts.
- \_\_\_ Record each girl's payments online in the M2OS 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 19 – FINAL REPORTING DEADLINE for unpaid funds/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 Unpaid Funds forms, #306F, by this date. Retain all permission slips until all payments have cleared the bank.

## **BEGINNING NOVEMBER 21**

### **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.
- \_\_\_ Troops must ensure enough funds are available to cover the automatic withdrawal, or advise council of the shortage by November 19 by emailing [productsalesACH@gseok.org](mailto: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**

- \_\_\_ Keep in touch with your SU FPP Coordinator concerning any money not yet collected.
- \_\_\_ **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).**
- \_\_\_ Receive recognitions from SU FPP Coordinator when available (approximately mid-December). (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 rewards to girls who earned them.

## 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 Program Manager, leader, or assistant, must receive product program training from the Service Unit Product Program Coordinator each year.

## FINANCIAL RESPONSIBILITY

Girl Scout product program 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 Program Manager should keep a record of all contact attempting a resolution, and contact the Service Unit Product Program Coordinator. If further assistance becomes necessary, you must complete an Unpaid Funds 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 Program Coordinator is:**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_