

# Fall Product Program

## TROOP GUIDE 2022

### What is the Fall Product Program?

This program is an integral part of a Girl Scout's journey toward leadership. Learning and developing:

- **Goal setting**
- **Teamwork**
- **Presentation skills**
- **Customer service**
- **Money management**

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
<b>Nuts/Chocolates</b>	<b>In-Person</b>	<ul style="list-style-type: none"> <li>• Girls use order card to collect orders from customers</li> <li>• Family/Troop enters orders into M2OS by the appropriate deadline, Oct 10 for girl and Oct 11 for troop</li> </ul>	<ul style="list-style-type: none"> <li>• Delivered by girls to customers</li> </ul>	<ul style="list-style-type: none"> <li>• Girls collect money from customers upon delivery</li> <li>• Girls turn in money to troop</li> </ul>
	<b>Online Girl Delivered</b>	<ul style="list-style-type: none"> <li>• Girls create their personalized storefront in M2OS and send emails/share link with friends and family</li> <li>• Orders are automatically credited to the girl in M2OS</li> </ul>	<ul style="list-style-type: none"> <li>• 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 11 to cancel)</li> </ul>	<ul style="list-style-type: none"> <li>• Customers pay online</li> </ul>
	<b>Online Direct Ship</b>	<ul style="list-style-type: none"> <li>• Girls create their personalized storefront in M2OS and send emails/share link with friends and family</li> <li>• Orders are automatically credited to the girl in M2OS</li> </ul>	<ul style="list-style-type: none"> <li>• Shipped directly to the customer (1-2 weeks standard delivery timeframe after order processing. Customers will have option for expedited shipping)</li> </ul>	<ul style="list-style-type: none"> <li>• Customers pay online</li> <li>• Cost of shipping is added to order total</li> </ul>
	<b>Donation</b>	<ul style="list-style-type: none"> <li>• Girls use order card to record sale and family/troop enters order into M2OS by deadline.</li> <li>• If customer orders online, order is automatically credited to the girl in M2OS.</li> </ul>	<ul style="list-style-type: none"> <li>• NA - The Council will coordinate delivery to the Community Food Bank of Eastern Oklahoma.</li> </ul>	<ul style="list-style-type: none"> <li>• Customer pays online or in person at time of order. Girls turn in money to troop.</li> </ul>
<b>Magazines</b>	<b>Online</b>	<ul style="list-style-type: none"> <li>• Girls create their personalized storefront in M2OS and send emails to friends and family</li> <li>• Orders are automatically credited to the girl in M2OS</li> </ul>	<ul style="list-style-type: none"> <li>• Shipped directly to the customer (6-8 weeks standard delivery timeframe after order processing)</li> </ul>	<ul style="list-style-type: none"> <li>• Customers pay online</li> </ul>

## M2 Operating System

The Fall Product Program is managed through an online system. The troop leader for each troop 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).

Scan me for troop videos for the M2 site

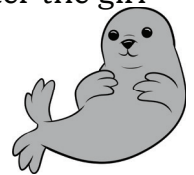


## Volunteer Access to M2OS

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](https://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 24.



## Girl Access to M2OS

Girls can launch their accounts on September 24. 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](https://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 10. 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 8-11.
- 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.

GO  
BRIGHT  
Aheado



## 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

- 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 1-17, 2022.
- The three troops with the highest sales will receive one early cookie booth slot selection in January 2023.

## Volunteer Patch

The TFPPM will receive their avatar patch if the troop has a minimum of \$700 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 14.
- The default option is Seal/Sea Lion 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

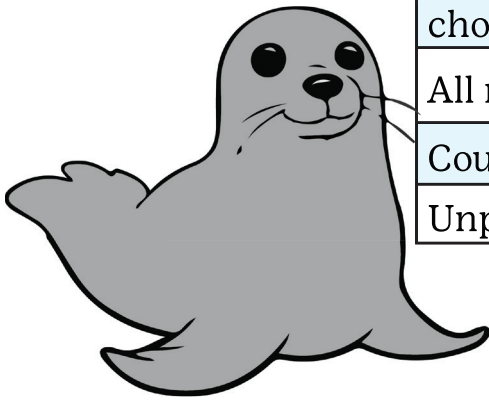
- Troops must have a troop bank account. The Service Unit Manager or Financial Consultant will help with this process.
- Deposit all money into your Troop bank account and keep all receipts!
- All checks must be preprinted and include a phone number and driver's license number. Checks should be made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

## ACH (Automated Clearing House or payment to council)

- Amount owed to Council will be deducted via an ACH debit on November 22.
- Find balance due by clicking the "Banking and Payments" in M2OS.
- Email [productsalesACH@gseok.org](mailto:productsalesACH@gseok.org) by November 20 if you will not have sufficient funds in your troop account to cover the ACH.

## Mark Your Calendar!

Early-Access for Troop Volunteers	September 16
<b>SALE BEGINS! Online &amp; In-Person</b>	<b>September 24</b>
Last day for in-person	October 9
Last day online girl-delivered ordering	October 12
Family deadline for entering in-person orders into M2OS	October 10
Troop deadline to enter in-person orders in M2OS	October 11
Delivery of in-person nut/chocolate items to Service Units	October 24-31
Girls deliver products to customers and turn payments in to troop.	October 28 through November 13
Online sales for direct-ship nuts and magazines ends	November 13
Last day for girls/troops to make reward choices	November 14
All money due must be turned in to Troop.	November 16
Council ACH Sweep	November 22
Unpaid Funds Forms, 306F Due	December 1



### Service Unit Fall Product Program Coordinator

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

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

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

### M2 Customer Service

Website: [support.gsnutsandmags.com](http://support.gsnutsandmags.com)

Phone: 800-372-8520

### Girl Scouts of Eastern Oklahoma

GSEOK Website: [gseok.org/forleaders](http://gseok.org/forleaders)

Email: [customercare@gseok.org](mailto:customercare@gseok.org)

Phone: 918-749-2551

Scan me to check out the Leader page for Fall Products on our website



### Questions?

For questions regarding specific Council-related details, contact your service unit or local Council office.

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

*We Appreciate You!  
Thank you for being an  
integral part of the Fall  
Product Program!*