

2024 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!

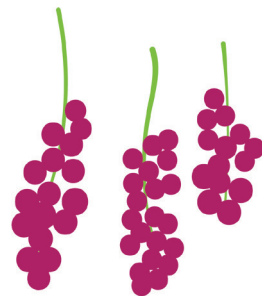
Participation Options for Girls

Girl Scouts must be registered members for the 2025 membership year. 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 M2 by the appropriate deadline, Oct 7 for girl and Oct 8 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 M2 and send emails/share link with friends and family Orders are automatically credited to the girl in M2 	<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 8 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 M2 and send emails/share link with friends and family Orders are automatically credited to the girl in M2 	<ul style="list-style-type: none"> Shipped directly to the customer (1-2 weeks standard delivery timeframe after order processing.) 	<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 M2 by deadline. If customer orders online, order is automatically credited to the girl in M2. 	<ul style="list-style-type: none"> NA – Council will coordinate delivery to the Food Bank of Eastern Oklahoma. 	<ul style="list-style-type: none"> Customers pay online or in person at time of order. Girls turn in money to troop for in person donations
Online Only: Magazines BarkBox Tervis Tumbler Personalized Products		<ul style="list-style-type: none"> Girls create their personalized storefront in M2 and send emails to friends and family Orders are automatically credited to the girl in M2 	<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 Cost of shipping is added to order total

Volunteer Access to M2

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 2025 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 14** 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:

- Complete the Volunteer Agreement
 - 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 caregiver of a girl, you will be able to toggle to the parent role after the girl campaign launches on **September 21**.



Girl Access to M2

Girls can launch their accounts on **September 21**. 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 M2

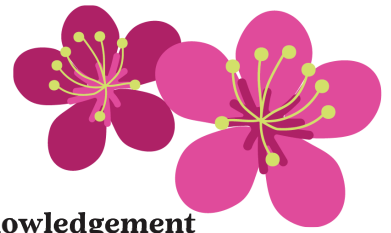
Participants can enter their own paper orders into their accounts through **October 7**. If they do not enter their orders, you will need to do so through your Volunteer account.

- Troop Volunteers must enter any orders not entered by a parent into M2. Volunteers can enter girl orders **October 5-8**.
- 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. **The signed receipt is acknowledgement and acceptance of financial responsibility.**
- 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

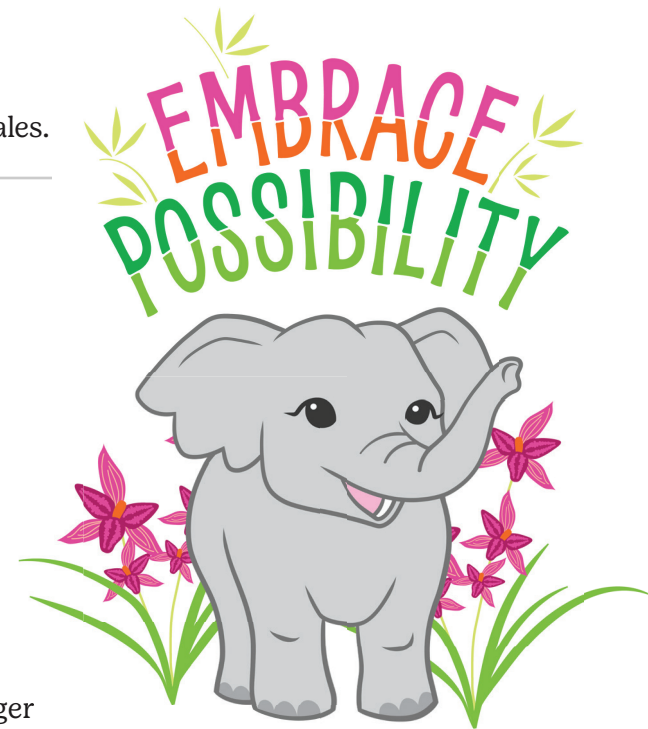
- Troops earn 20% on every item sold! Cadettes and older can opt out of rewards and earn an additional 4% in troop proceeds. Opt-out troops may earn an additional 1% by helping with recruitment events.
- Each troop that has at least 50% of girls participate in the Fall Product Program and achieves a per girl average of 35 items sold will receive a 15% discount on one total purchase in the GSEOK store **December 3-20, 2024.**
- The three troops with the highest sales will receive one early cookie booth slot selection in **January 2025.**

Volunteer Patch

The TFPPM will receive their avatar patch if the troop launches the Parent/Adult Email Campaign in M2 and has a minimum of \$900 in sales.

Girl Rewards

- The girl or TFPPM can make reward selections as girls reach each level. Final reward selections are due by **November 11.**
- The default option is Elephant Support.
- Rewards are calculated automatically in M2. 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 15.**
- Find balance due by clicking the "Banking and Payments" in M2.
- Submit your ACH change request through the online form at gseok.org/achrequest by November 13, if you will not have sufficient funds in your troop account.





Service Unit Fall Product Program 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

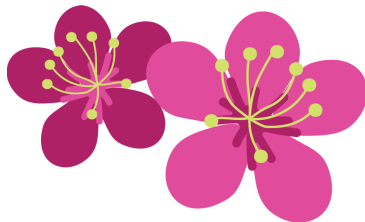
For questions regarding M2 or other general sale questions, contact M2 Customer Service:

M2 Customer Service

support.gsnutsandmags.com
800-372-8520

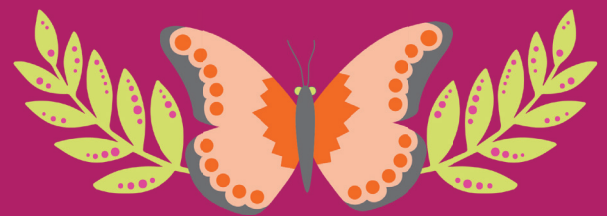


*Scan here for more
Fall Product Information
and Resources!*



We Appreciate You!

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



Mark Your Calendar!

September 14

Early access for Troop Volunteers

September 21

SALE BEGINS! Online & In-Person

October 7

Family deadline to enter in-person orders into M2

October 8

Troop deadline to enter in-person orders in M2

October 9

Last day online girl-delivered ordering

October 21-28

Delivery of in-person nut/chocolate items to SU

October 25-November 10

Girls deliver products to customers and turn payments in to troop

November 10

Online sales for direct-ship nuts and magazines ends

November 11

Last day for girls/troops to make reward choices in M2

November 13

All money due must be turned in to Troop

November 15

Council ACH Sweep

December 1

Unpaid Funds Forms, 305 Due