

Receiving & Distributing Product

Receiving Product & Rewards

SUFPCs receive product and rewards the week of **November 13** and will notify TFPCs of the time and location of pick up.

- Print a **Troop Delivery Ticket** and take it to pick up the product.
 - Click **Delivery Tickets**.
 - Choose your troop from the drop-down menu in Troop Tickets. Click **Create Ticket** and download to print.
- Check for damages and missing product in each case. Report any errors to the SUFPC immediately. TFPCs are responsible for the total they sign for on the receipt.
- Report any discrepancies or damages to your SUFPC by **Wednesday, November 29**.

Distributing Product & Rewards

Notify caregivers of the location and time for Girl Scouts to pick up products and rewards.

- Create delivery tickets for easier distribution of products.
 - Click the **Delivery Tickets** button.
 - Product Tickets: From the Girl Scout Tickets, choose the Girl Scout from the drop-down menu. Click **Create Ticket** and download to print. Choose **All** in the drop-down menu to print all-girl delivery tickets at once.
 - Reward Tickets: Under Reward Delivery Tickets, choose the Girl Scout name in the drop-down menu and click **Create Ticket** to download and print. Choose **All** in the drop-down menu to print all-girl delivery tickets at once.
- No product or girl rewards received by the caregiver should be removed until the entire girl order is unloaded, counted, and receipted with a signature. Caregivers are responsible for all product they sign a receipt for.

If product is rejected or customer is unsatisfied for any reason:

- Write the service unit number/name and troop number on the damaged product and return it to your SUFPC.
- Troops will be issued credit for damages that cannot be replaced.

Mark Your Calendars!

October

- **Sun., Oct. 1–Sun., Oct. 23** — Girls create their online store and take orders in person and online.
- **Sun., Oct. 15** — Deadline for girls to earn the 2023 patch by sending 18+ emails.
- **Thurs., Oct. 19** — TFPCs can begin entering in-person orders in M2.
- **Mon., Oct. 23 by 11:59 p.m.** — Caregivers enter in-person orders from the order card and girl reward choices in M2.
- **Tues., Oct. 24 by 11:59 p.m.** — TFPCS deposit money into the troop bank account and confirm all girl orders and rewards are entered in M2.

November & December

- **Wed., Nov. 8** — Amount due to council is automatically deducted from troop bank account.
- **Mon., Nov. 13–Fri., Nov. 17** — Pick up product from SUFPC and distribute to girls.
- **December–January** — Pick up any earned troop rewards from SUFPC or council.



Questions?

GSOH Customer Care
customercare@gsoh.org

Council Fall Product Site
www.gsoh.org/fallproduct

M2/Ashdon Farms
For questions and support:
question@gsnutsandmags.com
800-372-8520

Council M2 site:
www.gsnutsandmags.com/admin

2023 Girl Scout Fall Product Program Troop Guide

Nuts, Candy & Magazines • Oct. 1-22

Thank you for volunteering to coordinate your troop's 2023 Girl Scout Fall Product Program! As a troop fall product coordinator (TFPC), you will help your troop set and achieve goals while earning funds they can use right away or save for future adventures!

How It Works

This financial literacy program allows Girl Scouts to be entrepreneurs by offering family and friends the opportunity to purchase delicious nuts, chocolates, and magazines. This happens in three ways:

- 1. In-person** — Taking orders and collecting payments.
- 2. Online** — Inviting friends and family to place an order. Customers can choose to have nuts, chocolates, or magazines shipped directly to them, or they can select from a group of nut and chocolate products that Girl Scouts deliver.
- 3. Care to Share** — customers can support Girl Scouts' goals and the community by purchasing an item to be donated to military organizations on their behalf.

Girl Scouts Earn While They Learn!

Girl Scouts earn patches and exclusive items for their achievements and work together to earn troop proceeds and rewards. Check out the Family Guide to see all girl rewards.

Troop Proceeds

- 16% for every item.
- 19% for every item if a troop opts out of rewards.
- 2% bonus when council reaches \$925,000 in total sales.

Troop Rewards

Troops earn rewards for achieving certain levels of combined sales:

- \$1,500 — GSOH stretchy tablecloth.
- \$1,750 — additional 3 cents per package on all cookies sold during the 2024 cookie program.
- \$2,000 — Pop-up cookie banner.

The Five Skills

Girl Scouts will gain the skills they need to “Own Their Magic” as leaders in their own lives, in business, and in the world.



goal setting



decision-making



money management



people skills



business ethics

They develop communication and people skills by:

- Explaining the importance of Girl Scouts to family and friends.
- Encouraging customers to donate through Care to Share.
- Taking orders and collecting money from customers.

And practice online business safety and etiquette while:

- Setting up their online store and creating their avatar.
- Sharing their link so customers can help them reach their goals.
- Communicating with customers and delivering orders promptly.



Kickoff Contest — Oct. 1-3

Girl Scouts have a chance to earn exclusive rewards for starting their 2023 Fall Product Program strong! Learn more by scanning the QR code.

Reward Opt-Out

Junior, Cadette, Senior, or Ambassador troops can opt-out of girl rewards in exchange for additional troop proceeds.

In M2:

- Click **Physical Reward Options**.
- Slide the button to the left so the option turns to red.
- Click **Update**.

Girl Scouts still receive patches and troops still receive troop rewards, if earned.



Getting Started

1. Hold a Family Kickoff Meeting

Coordinate with your troop's leadership team. Plan a family meeting to:

- Discuss purchasing Fall Rally Kits & holding a troop rally.
- Decide Girl Scout and troop goals.
- Set program deadlines.
- Distribute family envelopes, family guides, order cards, and money envelopes to all participating Girl Scouts.
- Instruct participating families to complete the online Girl Scout Permission Slip.
- Provide family guide and information flyer to nonparticipating members.

Remind caregivers to visit

www.gsnutsandmags.com/gsoh (also known as M2) on Sunday, October 1 to set up their Girl Scout's store, create her avatar, and send emails to customers.

- If they are new to the program they should click Register.
- If they participated online in the 2022 program they should click Login.
- Returning members can request a password reset if they don't remember their password from last year.

2. Login to M2

Check your email and spam folder for an invitation to access www.gsnutsandmags.com/admin (also known as M2), the website you and your troop's caregivers will use to manage the fall product program.

- The first page is your troop's dashboard. If you manage more than one troop, select the troop you want to view from the drop-down list.
- Check if all your registered girls are listed and contact your service unit fall product coordinator (SUFPC) if they are not.
- Create your Me2 avatar and share it with your troop!

3. Queue Launch Emails

You will see a pop-up message prompting you to review caregiver emails for your troop and queue the Parent and Adult Email Campaign. If you close the pop up, you can return to this window by clicking Parent and Guardian Email Blast from the dashboard.

- Add email addresses for any Girl Scouts missing one.
- M2 will send a program launch email to all Girl Scouts with a caregiver email address associated with them.
- TFPCs can track when these emails are delivered and opened.

TFPCs who launch the **Parent Guardian Email Blast** and support their troop in achieving \$1,250 in total online sales earn their very own **Custom Avatar patch!**

Communication: Check your email regularly for updates and reminders from the Product Program team or your SUFPC or questions from your Girl Scouts' families.

- Remind families about upcoming deadlines and contests.
- Share girls' progress and encourage them to challenge themselves to meet their goals.
- Contact your SUFPC if you have any questions.



Login Tips

Volunteers and Girl Scouts have different login websites and may have different passwords.

- Volunteers log in at:
www.gsnutsandmags.com/admin.
- Girl Scouts/Guardians log in at
www.gsnutsandmags.com/gsoh.

If you are a TFPC AND a Girl Scout caregiver, you will switch between the sites when fulfilling each role.



Custom Avatar Patch



Wrapping Up



Remind Girl Scouts and caregivers to enter all orders and make reward choices online by **Monday, October 24 at 11:59 p.m.** for a quick and easy wrap up.

1. Enter Nut and Candy Orders

Online orders will be listed for each Girl Scout in M2, so no action is needed. TFPCs can enter any in-person orders not entered by girls' caregivers in M2 **Thursday, October 19-Tuesday, October 24 at 11:59 p.m.** by clicking on the **Paper Order Entry** from the homepage.

1. Look for the girl from the drop-down menu. If she is not there, manually enter her name.
2. Enter the quantities from her paper order card and click **Update**.
3. If needed, edit the quantities after the order has been entered by clicking on the girl's name and clicking **Update**.

• **Note:** There is an approximate one-hour delay between adding paper orders and when girl rewards will update for you to make choices.

2. Enter Reward Orders

Caregivers who set up an M2 account will be prompted to make reward choices. If they do not, TFPCs will enter girl rewards by **Tuesday, October 25 at 11:59 p.m.**

1. Click **View Reward Earners**.
2. Girl Scouts with an exclamation point next to their names have a reward choice that needs to be made.
3. Click on the icon, make the selections, and then click **Update**.

3. Deposit All Money

Girl Scouts must pay for their in-person orders when they submit their order cards.

- All payments for nuts and candy are to be made to the troop.
- TFPCs should collect all money from the girls, provide receipts to caregivers, and promptly deposit payments into the troop account.



ACH

Troops pay for product ordered through in person orders through an ACH or automated clearing house withdrawal. The amount due to council as shown on the **Troop Summary Report** will be automatically deducted from the troop bank account on **Wednesday, November 8**.

Troops ending the program with online sales greater than their in-person totals may be owed proceeds from council:

- If over \$25, you will see an ACH deposit into the troop's bank account on **Friday, November 11**.
- If less than \$25, will see the credit applied to their troop in eBudde for the 2024 Girl Scout Cookie Program by **Tuesday, January 2, 2024**.

