

2024 Girl Scout Fall Product Program Troop Guide

Thank you for coordinating your troop's 2024 Girl Scout Fall Product Program! As a Troop Fall Product Coordinator (TFPC), you will help your troop achieve their goals for rewards and funds they can use right away or save for future adventures!

Practice Financial Literacy

Girl Scouts will gain the Five Skills they need to “Embrace Possibility” as leaders and entrepreneurs while offering family and friends the opportunity to purchase nuts, chocolates, magazines, and more!

- 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** — Motivating customers to support their goals and the community by purchasing items to be donated to local military organizations on their behalf.



goal setting



decision-making



money management



people skills



business ethics

Maximize Your Troop Proceeds

NEW Troops in all grade levels can unanimously decide to opt out of individual rewards in exchange for an additional 4% in troop proceeds.

- Girl Scouts will vote on whether to opt out of individual rewards on their online permission slips.
- The decision to opt out must be unanimous for all participating Girl Scouts.
- Girl Scouts in troops that opt out are still eligible to earn patches and attend the Stellar Seller Celebration.
- TFPCs will be notified if the troop is opting out of rewards by Fri., Oct. 11.
- Troops that opt out are still eligible for Troop Rewards.

Earn & 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 Scout rewards.

Troop Proceeds

- 16% for every item.
- 20% for every item if a troop opts out of rewards.
- 2% bonus when council reaches \$875,000 in total sales.

Troop Rewards

NEW Troops will earn rewards based on the final per girl average (PGA) of dollars achieved at the end of the 2024 Fall Product Program. PGA is calculated by dividing the total troop sales in dollars, as shown on the Troop Summary Report, by the number of Girl Scouts participating in the program.

- **\$300 PGA** — matching Girl Scout fleece neck gaiters for each participating Girl Scout, plus one for the Troop Fall Product Coordinator.
- **\$315 PGA** — additional 3 cents per package on all cookies sold during the 2025 Girl Scout Cookie Program
- **\$330 PGA** — Troop's choice of It's Cookie Time clipboard and money bag or GSOH patch kits.



girl scouts
of ohio's heartland

Getting Started

1. Hold a Family Kickoff Meeting

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

- Decide individual and troop goals.
- Set program deadlines.
- Help caregivers submit online signed permission slips for each participating registered member.
- Distribute a Family Envelope, Family Guide, order card, and money envelope to each Girl Scout.

Remind caregivers to visit

www.gsnutsandmags.com/gsoh (also known as M2) on Fri., Sept. 27 to set up their Girl Scouts' stores, create their avatars, and send emails to customers.

- First-time participants should click **Register**.
- Returning participants should click **Login** or request a password reset if needed.

2. Login to M2

Check your email for an invitation to access www.gsnutsandmags.com/admin, the website you will use to manage the troop's Fall Product Program.

- The first page is your troop's dashboard. If you are coordinating more than one troop, select the troop you want to view from the drop-down list.
- Verify that your whole troop is listed and contact your Service Unit Fall Product Coordinator (SUFPC) if any registered Girl Scouts are missing.
- Create your avatar and share it with your troop!

3. Queue Launch Emails

The **Welcome to Your Campaign** pop up message will prompt you to review caregiver emails for your troop and queue the **Parent and Adult Email Campaign**.

- Take a few minutes to review the list of email addresses, add email addresses for any Girl Scouts missing one, and click update.
- This will schedule a program launch email to go out to all Girl Scouts on Fri., Sept. 27 encouraging them to set up their sites.
- TFPCs can track when these emails are delivered and opened.
- If you close the pop up, you can return to this window by clicking **Parent/Adult Email Campaign** from the dashboard.

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**!

Reminders and 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 the troop's progress and encourage Girl Scouts 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.



Wrapping Up



Remind Girl Scouts and caregivers to enter all orders and make reward choices online by Mon., Oct. 21 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, so no action is needed. TFPCs can enter any in-person orders not entered by Girl Scouts' caregivers **Thurs., Oct. 17-Tues., Oct. 22 at 11:59 p.m.** by selecting **Paper Order Entry** from the dashboard.

1. Select the Girl Scout from the drop-down menu.
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 Scout's name and clicking **Update**.
 - **Note:** There is an approximate one-hour delay between adding paper orders and when rewards will update for you to make choices.

2. Enter Reward Orders

Caregivers will be prompted to make reward choices when reviewing and entering their Girl Scouts' orders. If they do not, TFPCs will enter girl rewards by **Tues., Oct. 22 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. TFPCs will collect all money from the Girl Scouts, 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 **Wed., Oct. 30**.

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

- If over \$25, an ACH deposit will be made into the troop's bank account on **Fri., Nov. 1**.
- If less than \$25, troops will see the credit applied to their troop in eBudde for the 2025 Girl Scout Cookie Program by **Fri., Jan. 31**.



Receiving & Distributing Product

Receiving Product & Rewards

SUFPCs receive product and rewards the week of **Nov. 10** 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 **Wed., Nov. 27**.

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.

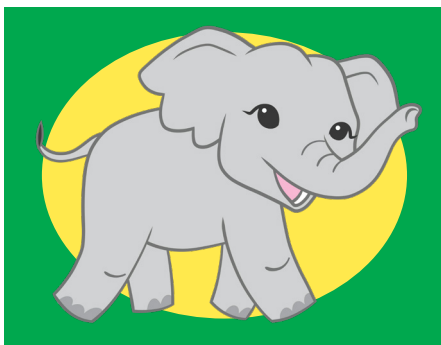
Important Dates

October

- **Fri., Sept. 27-Sun., Oct. 20** — Girl Scouts create their online stores and take orders in person and online.
- **Sun., Oct. 13** — Deadline for Girl Scouts to earn the 2024 patch by sending 18+ emails.
- **Thurs., Oct. 17** — TFPCs can begin entering in person orders in M2.
- **Mon., Oct. 21 by 11:59 p.m.** — Caregivers enter in-person orders from the order card and Girl Scouts reward choices in M2.
- **Tues., Oct. 22 by 11:59 p.m.** — TFPCs deposit money into the troop bank account and confirm all-Girl Scouts orders and rewards are entered in M2.
- **Wed., Oct. 30** — Amount due to council is automatically deducted from troop bank account.

November & December

- **Mon., Nov. 11-Wed., Nov. 13** — TFPCs pick up product from SUFPC and distribute to Girl Scouts.
- **December-January** — Troops 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