

# 2023 Fall Product Program Troop Guide

**The Fall Product Program is easy, fun, and a great way to start off your Girl Scout year!**

Through this program, girls learn financial literacy and develop five leadership skills: goal setting, decision making, money management, people skills, and business ethics.

- ◆ Girls sell nuts, candy, and magazines and learn to run their own business.
- ◆ Girls earn rewards and troops earn proceeds to add to their troop treasuries for activities and adventures throughout the year!
- ◆ Girls and troops can earn their way into the GSCO S'mores Club and receive additional rewards!

**Troop Fall Product Manager (TFPM) Tips:**

- 1) Take training** and read the Fall Product Program guides. Contact SUFPM with questions.
- 2) Collect signed permission slips** for each girl participating (online or paper form).
- 3) Communicate** frequently with girls and families throughout the program.
- 4) Download, save or print M2 reports!**
- 5) Check that product and girl rewards** received are accurate and undamaged. Report issues to your SUFPM right away!

**Program begins**

Last day families can enter order card orders and make payments through M2.

TFPMs can enter order card orders. Online girl delivery orders end. Late orders will NOT be accepted.

Online nut and candy shipped and donated orders and magazines continue.

**Program ends**

Troop reward entry deadline.

Product delivery to SUFPM starts.

Fall Product Program ACH debit.

Girls product delivery starts.

Reward delivery to SUFPM starts.

**Sept. 9**

**Oct. 8**

**Oct. 9-10**

**Oct. 11**

**After Oct. 11**

**Oct. 11-23**

**Oct. 23**

**Oct. 25**

**Week of Oct. 30**

**Nov. 1**

**Week of Nov. 6**

**Week of Nov.27**

**NEW?**

Check out the M2 guide on the GSCO Fall Product Program page!



Every girl participating must have a signed Fall Product Program permission



**OWN YOUR  
magic**

**2023  
Fall Product  
Program**



**The Ocelot is  
the 2023  
Fall Product  
Program Mascot**

**Need M2 technical support  
or assistance  
with orders?**

Contact M2 Customer Service  
[support.gsnutsandmags.com](http://support.gsnutsandmags.com)  
or call **1-800-372-8520**



# Participation Options

Product	Sale Type	Money Collection	Delivery to Customers	Troop Proceeds
Nuts Candy	<b>In-Person</b>	<ul style="list-style-type: none"> <li>Girls share order card, collect money from customers</li> <li><b>Family or troop enters orders into M2 by the deadline (TFPM/families decide who enters orders into M2)</b></li> <li><b>Turn in money to TFPM OR pay for orders through M2 site by Oct. 8, 8 p.m.</b></li> </ul>	Delivered by girls to customers <b>Deadlines:</b> <u>Family enter orders: Oct. 8</u> <u>TFPM enter orders: Oct. 9-10</u> <u>SUFPM enter orders: Oct. 11</u>	\$1.05 per item sold
Nuts Candy	<b>Online</b>	<ul style="list-style-type: none"> <li>Girls create storefront in M2, share site link, emails to friends and family</li> <li>Customers pay online for girl delivery</li> <li>Orders are <i>automatically credited</i> to the girl in M2</li> </ul>	Delivered by girls to customers <b>Girl delivery online orders deadline: Oct. 11</b>	\$1.05 per item sold
Nuts Candy	<b>Online</b>	<ul style="list-style-type: none"> <li>Girls create storefront in M2, share site link, and send emails to friends, family</li> <li>Customers pay online (+ shipping cost)</li> <li>Orders are <i>automatically credited</i> to the girl in M2</li> </ul>	Shipped from vendor *** Care to Share orders ship free *** <b>Last day: Oct. 23</b>	\$1.05 per item sold
Magazines	<b>Online</b>	<ul style="list-style-type: none"> <li>Girls create storefront in M2, share site link, and send emails to friends, family</li> <li>Customers pay online</li> <li>Orders are <i>automatically credited</i> to the girl in M2</li> </ul>	Shipped from vendor *** Magazines ship free *** <b>Last day: Oct 23</b>	13% per magazine sold

## Girl Scouts

### Personalized patch reward criteria:



- Create your avatar in M2.
- Send 21+ emails through M2 and share your site link through your M2 dashboard.
- Sell \$400 in combined sales during the 2023 Fall Product Program.

**Girl Scouts who meet all the above criteria will earn the Personalized Patch.**

### S'mores Club criteria



- Create your avatar in M2.
- Sell 30+ items during the 2023 Fall Product Program.
- Participate in the 2024 Cookie Program and sell 500+ packages of cookies.



**Girl Scouts who meet all the above criteria will earn the S'mores Club patch and a pair of custom Converse shoes.**

## Troop Fall Product Managers

### Personalized patch reward criteria:

- Create your avatar in M2.
- Launch Parent/Adult Campaign Email Blast (M2 caregiver log-in email)
- Troop sells \$1700+ during the 2023 Fall Product Program.

**TFPMs who meet all the above criteria will earn the Personalized Patch.**

### S'mores Club Reward Criteria – Troops

- Troop sells \$1000+ in combined sales during the 2023 Fall Product Program.
- Troop has 500+ packages per selling girl average during the 2024 Cookie Program.

**Troops that meet all the above criteria will earn an additional two cents (\$.02) in troop proceeds for each package of cookies sold during the 2024 Cookie Program. \***

\*TFPM, TCM will no longer receive custom Converse shoes as reward. Early cookie booth pick is no longer a S'mores Club reward.

# Troop Fall Product Manager Checklist

## Before the Program

**Tip:** Create troop communication calendar - M2 log-in and set up, tips, and program deadline reminders. Find sample email templates in M2!

### August/September

- Banking: New troops, set up your troop bank account; existing troops, update account signers. Submit ACH form for 2023-2024 Girl Scout year.
- TFPMs will receive an email the week of Sept. 4 to set up their M2 account. Log into and follow the instructions - website: [gsnutsandmags.com/gSCO](https://gsnutsandmags.com/gSCO). Didn't receive an email? Check your spam mail folder first. Log in instructions are on GSCO website too, or contact [inquiry@gscolorado.org](mailto:inquiry@gscolorado.org).
- Create and customize your TFPM avatar. Check to see that your mailing address is correct too.
- Girls in your troop will be entered into the M2 system from the GSCO database. Please check your troop roster in myGS to verify that all girl membership and contact information is correct and matches roster information in M2.
- TFPMs are required to complete Fall Product Program training online or in-person through service unit. Also look for "how to" videos linked on the GSCO Fall Product Program page and posted to YouTube.
- Distribute program materials to girls and encourage them to participate. Collect signed Fall Product Program permission forms, online or paper. Volunteer and family resources are on the GSCO website Fall Product Program page. Scan QR code on front page of this guide.

## During the Program

### Fall Product Program Begins Sept. 9 and ends Oct. 23

### September/October

**LAUNCH Parent/Adult Email Campaign (log-in email sent to parents/caregivers). Sending log-in email through M2 is required criteria for TFPMs to earn the Personalized Patch.** Parents/girls need the link and instructions in the email to access M2, create their storefront, and get started.

- Sept. 9 - Go Day!** - Girls create and customize avatar, set-up their storefronts, and record message or video. Caregivers can help if needed! Girls should send emails to customers as soon as their storefront is set up. Girls can take orders online and/or in person with the paper order card.
- Troops can participate anytime on or after Go Day!** Girls can participate even if the troop is not participating. However, the troop will receive proceeds only if there is an approved TFPM.
- Oct. 8, 8 p.m. Paper order card girl delivery orders end.** Orders can be entered by families until 8 p.m. TFPMs can enter orders as well. ***Families can make a payment for order card orders through M2 online storefront by 8 p.m., Oct. 8*** OR turn in cash for in person nut/candy orders to TFPM.\*
- Oct. 10, 8 p.m.,** Deadline for TFPMs to enter any paper card orders that have not yet been entered.
- Oct. 11, 8 p.m.** Deadline for SUFPMs to enter or correct paper order card/Nut Promise orders.

**\*After Oct. 8, customers can purchase nut and candy items for girl delivery through girl online storefronts only, up until Oct. 11, 8 p.m. *No late orders will be accepted.***

Remind girls/families that shipped nut and candy sales continue until Oct. 23, 8 p.m.

**Promote Care-to-Share and magazine orders that have no shipping fees!**

- Oct. 23, 8 p.m. Fall Product Program ends.**
- Oct. 24 - Rewards deadline.** Girls and caregivers or TFPMs can select girl reward options in M2. If girls/caregivers have not selected between an item or Cookie Credits, TFPMs should choose the item. GSCO can always change it to cookie credits if the girl prefers. Reward orders are placed based on

## After the Program

**Print Girl Scout orders report** from M2 and bring it when you pick up product. SUFPMs will have product sorted by girl/delivery ticket. **Girl reward reports by girl or by troop** can also be printed from M2.

### **AFTER PICKING UP ITEMS FROM SUFPM:**

- ◇ Set up a time/location for families to pick up nut/candy orders and later girl rewards.
- ◇ TFPMs must count and verify each item received during pick up from service unit, and when distributing nut/candy items and rewards to girls.



**Have families sign itemized receipt for pick up and one to keep in your records! *Need a receipt? Go to Fall Product Program page.***

## Products and Girl Rewards

### QUALITY CONTROL

**TFPMs:** Count nut/candy products and girl rewards ***right away!***

- Make sure you have the correct number of items and also that no items are damaged.
- Take photos of any damaged items. If there are missing items, take a photo of the number on the case.
- Report any missing or damaged products or rewards ***immediately*** to your SUFPM.

## Troop Reward

**Troops that participate in the Fall Product Program and meet all the criteria below, will earn *one early cookie booth pick* for the 2024 Girl Scout Cookie Program!\***

### **Criteria:**

- TFPM takes training, sends the Parent/Adult Email Campaign (log-in email) *through M2* to all caregivers, communicates reminders and deadlines with caregivers and girls, and fulfills all other TFPM responsibilities.
- Troop sells 40 or more items during the Fall Product Program.

\* The early cookie booth pick was previously a S'mores Club troop reward. See new S'mores Club troop reward outlined on page 2.

## DOWNLOAD, SAVE AND PRINT REPORTS!

*Pick up and distribution of nut/candy items and rewards to families -*

- **Week of Oct. 30:** Fall product starts to be delivered to SUFPM.
- **Nov. 1:** Fall Product Program ACH debit.
- **Week of Nov. 6:** Girls start to deliver product to customers.

**REMIND girls to keep candy in cool place at home and during delivery AND to make timely deliveries!**

- **Nov. 17:** Last day to report product damages or shortages
- **Week of Nov. 27** Fall Product Program girl rewards will start to be delivered to SUFPM.



## Service Unit Fall Product Manager

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

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

**Phone/Hours:** \_\_\_\_\_

**Service Unit Name and Number**

