



2024 Fall Product Program Service Unit Guide



SUFPM Key Responsibilities

Remind troop fall product managers (TFPMs) to complete a TFPM agreement and have their troop submit a 2024-2025 ACH and BASA forms.

Get up-to-date information! Take training and read the guide. Check GSCO social media.

Encourage program participation!

- Talk up the program at service unit meetings, post info on service unit social media page, and/or email troops and Juliette caregivers.

Training - TFPMs can take training online or SUFPMs can present TFPM training in-person.

Distribute Fall Product Program materials to TFPMs and Juliette caregivers.

- All materials, except for money envelopes, are also available online. (Scan QR code on this page)

Answer questions and communicate frequently with TFPMs and Juliette caregivers.

- **ABOUT JULIETTES:** SUFPMs are the main point of contact for Juliette caregivers. **Be sure to include them in all the same communications as you would TFPMs, especially action steps and deadline reminders!** Juliette caregiver contact information is on the SU roster in Looker.

⇒ If need roster assistance, contact your PPS.

Download and save

M2 reports!

Receive/check/distribute products and girl rewards.

Need M2 technical support or assistance with orders?
Contact M2 Customer Service
support.gsnutsandmags.com

Why participate?



The Fall Product Program is easy, fun, and a great way to start off the Girl Scout year! Girl Scouts learn, develop, and practice the Five Skills, and run their own business!

Girl Scouts earn rewards and troops earn proceeds to add to their troop treasuries for activities and adventures!

Sept. 7	Program Begins
Oct. 6	Last day families can enter order card orders and make payments through M2.
Oct. 7-8	TFPMs can enter order card orders.
Oct. 9	Online girl delivery orders end.
After Oct. 9	Late orders will NOT be accepted.
Oct. 9-21	Online nut and candy shipped and donated orders, Tervis Tumblers, BarkBox, personalized items, and magazines continue.
Oct. 21	Program ends
Oct. 23	Girl Scout reward entry deadline.
Week of Oct. 28	Product delivery to SUFPM starts.
Oct. 30	Fall Product Program ACH debit.

Service Unit Incentive Criteria

Service units will receive an incentive of \$.01 (penny) per package sold in 2025:

- If service unit Fall Product total sales in 2024 are 3% (or more) over their total sales in 2023, AND
- If the number of packages of cookies sold in 2025 is 3% (or more) over the number of packages sold in 2024.

Service units will receive an incentive of \$.02 (pennies) per package sold in 2024:

- If service unit Fall Product total sales in 2024 are 6% (or more) over their total sales in 2023, AND
- If the number of packages of cookies sold in 2025 is 6% (or more) over the number of packages sold in 2024.

The 3% and 6% incentive are not cumulative. M2 dashboard shows Fall Product Program sales and eBudde dashboard shows total packages of cookies sold by service unit.

Service units must have their own bank account, complete a service unit ACH by Friday, March 14, and there must be more than one selling troop in the service unit.

Participation Options, Personalized Patches, and S'mores Club

Product	Sale Type	Money Collection	Delivery to Customers	Troop Proceeds
Nuts Candy	In-person	<ul style="list-style-type: none"> Girl Scouts share order card, collect money from customers Family or TFPM enters orders into M2 by the deadline Turn-in money to TFPM or pay for orders through M2 site by Oct. 6, 8 p.m. 	<ul style="list-style-type: none"> Delivered by Girl Scouts to customers In-person order deadlines: Family enter orders: Oct. 6 TFPM enter orders: Oct. 7 -8 SUFPM enter orders: Oct. 9	\$1.05 per item sold
Nuts Candy	Online	<ul style="list-style-type: none"> Girl Scouts create storefront in M2, send emails to friends and family Customers pay online for girl delivery Customers pay online (+shipping cost) Orders are <i>automatically credited</i> in M2 	<ul style="list-style-type: none"> Delivered by Girl Scouts to customers or shipped Girl delivery online orders end Oct. 9 Shipped orders end: Oct. 21	\$1.05 per item sold
Tervis Tumblers Bark Box Personalized items	Online	<ul style="list-style-type: none"> Girl Scouts create storefront in M2, send emails to friends and family Customers pay online for girl delivery Customers pay online (+shipping cost) Orders are <i>automatically credited</i> in M2 	Shipped orders end: Oct. 21	13% per item sold
Magazines	Online	<ul style="list-style-type: none"> Girl Scouts create storefront in M2, send emails to friends and family Customers pay online for girl delivery Customers pay online (+shipping cost) Orders are <i>automatically credited</i> in M2 	Shipped orders end: Oct. 21	13% per item 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 dash-board.
- Sell \$400 in combined sales during the 2024 Fall Product Program.

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

S'mores Club Reward criteria:

- Create your avatar in M2.
- Sell 30+ items during the 2024 Fall Product Program.
- Participate in the 2025 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 custom hoodie.



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 2024 Fall Product Program.

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

S'mores Club Reward criteria:

- Troop sells \$1000+ in combined sales during the 2024 Fall Product Program.
- Troop has 500+ packages per selling girl average during the 2025 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 2025 Cookie Program.

Troops can use the additional proceeds to camp, travel, take action in your community, and so much more!

Important Dates and Action Steps

BEFORE THE PROGRAM - August/September

- **Take required SUFPM training.** In-person and online options will be available. Contact your PPS.
- Rosters with contact information for troops/Juliettes in your area, can be found in Looker. Troops without an ACH form submitted and approved may not pick up product at end of program.
- **Contact TFPMs and Juliette caregivers, introduce yourself, and offer your support.**
- Fall Product Program materials are mailed to SUFPMs. Distribute to TFPMs at service unit meetings or schedule pick ups. Resources for troops, families, and girls are also available on the GSCO website.
- **TFPMs and Juliette caregivers can complete Fall Product Program training online** OR you can offer training in-person. Make sure they receive program materials and are aware of how to access training and that it's required. **Please direct volunteers to additional resources on the GSCO website!**
- **SUFPMs and TFPMs will receive an email the week of Sept. 2** to set up their M2 account. **Log into M2 as soon as you receive the email!** If you don't receive an email, check your junk/spam mail folder first. You can go to gsnutsandmags.com/gSCO to log in too. If you need assistance, contact inquiry@gscolorado.org.
- **Create your custom SUFPM avatar.** Check to make sure that your mailing address is correct as well!

DURING THE PROGRAM - September/October



Sept. 7 - GO DAY! Remind TFPMs to send Parent/Adult Email Campaign (log-in email to caregivers and Girl Scouts) through M2! Sending the log-in email *through M2* is a requirement for TFPMs to earn the Personalized Patch and it reminds Girl Scouts and their families to get started.

Sept. 7 - Girl Scouts create and customize avatar, set-up their storefronts, and record a voice message or a video. Caregivers can help if needed! **Girl Scouts should send emails to customers as soon as their storefront is set up.** Girl Scouts can take orders online and/or in person with the order card.

Girl Scout Juliettes and troops can participate anytime on or after Sept. 7. Girl Scouts can participate even if the troop is not participating; however, the troop will receive proceeds only if there is an approved TFPM.

Oct. 6, 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.

Oct. 6, 8 p.m. Caregivers can make a payment for order card orders through M2 online storefront or turn in cash for in person nut/candy orders to TFPM. Direct Juliette caregivers to order payment/deposit instructions in guide.

After Oct. 6, customers can purchase nut and candy items for girl delivery through girl online storefronts only up until Oct. 9, 8 p.m. No late orders will be accepted.

- **Oct. 8, 8 p.m.** Deadline for TFPMs to enter any paper card orders.
- **Oct. 9, 8 p.m. Online nut/candy girl delivery orders end.**
- **Oct. 9, 8 p.m.** Deadline for SUFPMs to enter or correct paper order card orders.
- Remind Girl Scouts/families that shipped nut and candy sales, Tervis Tumblers, Bark Box, and personalized item sales continue until Oct. 21, 8 p.m.

Oct. 21, 8 p.m. Fall Product Program ends.

Oct. 23 - Rewards deadline. Girl Scouts, caregivers, or TFPMs can select girl reward options in M2. If an item or Cookie Credits has not been selected ahead of the deadline, **TFPMs should choose the item.** GSCO can change it to cookie credits, but *no extra reward items are ordered.* **SUFPMs cannot change reward selections, but can see when no selection has been made and communicate reminders to TFPMs.**

**Promote
Care to Share
donations - no
shipping fees!**

Important Dates and Action Steps

AFTER THE PROGRAM - November/December

- **Week of Oct. 28:** Fall products start to be delivered to SUFPM.
- **Oct. 30:** Fall Product Program ACH debit.

Coordinate pick-up and distribution of nut/candy items and rewards to TFPMs and Juliette caregivers.

- ⇒ **Print Girl Scout order reports and delivery tickets** from M2.
- ⇒ Sort product by Girl Scout/order delivery ticket.
- ⇒ **TFPMs *must count and verify each item received during pick-up from service unit, and when distributing nut/candy items and rewards to Girl Scouts.***
- ⇒ **Have TFPMs sign a product pick-up receipt.** *Need a receipt?* Go to Fall Product Program page.
- ⇒ **Check all items and take photos of any damaged items. If there are missing items from a case, take a photo of the case number. Report any product issues to your PPS immediately!**

- **Week of Nov. 4:** Girl Scouts start to deliver product to customers.
 - ⇒ **REMIND TFPMs/Girl Scouts to keep candy in a cool place at home and while Girl Scouts deliver.** TFPMs should coach their Girl Scouts about *best practices for girl delivery.*
- **Nov. 15:** Last day for TFPM to report product damages or shortages to SUFPM.
- **Fall Product Program girl rewards will be delivered to SUFPM. Your PPS will notify you about shipments.** Once received and sorted, coordinate pick-up times/days with TFPMs and Juliette caregivers.
- **Print Girl Scout reward reports from M2, count and sort all items, check items for quality, and report and reward issues immediately to PPS!**
 - ⇒ Remind TFPMs to distribute rewards as soon as possible!



PRODUCT PROGRAM TROOP REWARD

Criteria:

- TFPM takes required 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.

Troops that participate in the Fall Product Program and meet all the above criteria, will earn *one early cookie booth pick* for the 2025 Girl Scout Cookie Program!