SUJPM Key Responsibilities

Complete SUJPM volunteer agreement.

Remind troop fall product managers (TFPMs) to complete a TFP agreement and have their troop submit a 2022-2023 ACH form.

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

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

Present training to troops/Juliette caregivers.
- Volunteer training resources will be provided and online training is available to share too!

Distribute Fall Product Program materials to troop leaders.
- All materials, except for money envelopes, are also available online. (Scan QR code on this page)

Answer questions and communicate frequently with troop fall product managers and Juliette caregivers.
- ABOUT Juliettes: SUJPMs 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.

Download, save, and print M2OS reports!

Receive/distribute products and girl rewards.

Note: SUJPMs qualify for a personalized patch and for S’mores Club rewards when they fulfill the key SUJPM responsibilities and the expectations of the volunteer role.

Rewards are given to product program volunteers at the discretion of Girl Scouts of Colorado.

Thank you for supporting Girl Scouts and troops!

<table>
<thead>
<tr>
<th>Program Begins</th>
<th>Sept. 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last day families can enter order card orders.</td>
<td>Oct. 9</td>
</tr>
<tr>
<td>Payment for ALL girl delivery orders due in M2OS or</td>
<td></td>
</tr>
<tr>
<td>to TFPM.</td>
<td></td>
</tr>
<tr>
<td>Last Days for TFPM to enter order card orders into</td>
<td>Oct. 10-11</td>
</tr>
<tr>
<td>M2OS. Last day SUJPMs can enter order card orders.</td>
<td>Oct. 12</td>
</tr>
<tr>
<td>Online nut/candy/magazines shipped and donated orders continue.</td>
<td>Oct. 12-24</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program Ends</th>
<th>Oct. 24</th>
</tr>
</thead>
<tbody>
<tr>
<td>Troop reward entry deadline.</td>
<td>Oct. 26</td>
</tr>
<tr>
<td>Products delivered to SUJPM starts.</td>
<td>Week of Oct. 31</td>
</tr>
<tr>
<td>Fall Product Program ACH debit.</td>
<td>Nov. 2</td>
</tr>
<tr>
<td>Girls product delivery starts.</td>
<td>Week of Nov. 7</td>
</tr>
<tr>
<td>Girl rewards delivery to SUJPM starts.</td>
<td>Week of Nov. 28</td>
</tr>
</tbody>
</table>

TRAINING/RESOURCES

Find training on gsLearn and the GSCO Facebook and YouTube Channel. Access guides, tip sheets, forms, and activities on the GSCO website!

Need M2 technical support or assistance with orders?
Contact M2 Customer Service question@gsnutsandmags.com Or call 1-800-372-8520
# Participation Options

<table>
<thead>
<tr>
<th>Product</th>
<th>Sale Type</th>
<th>Money Collection</th>
<th>Delivery to Customers</th>
<th>Troop Proceeds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nuts Candy</td>
<td>In-Person</td>
<td>• Girls share order card, collect money from customers&lt;br&gt;• Family or troop enters orders into the M2 by the deadline (TFPM/families decide who enters orders into M2)&lt;br&gt;• Girls turn in cash to TFPM OR pay for orders through M2 site.</td>
<td>Delivered by girls to customers&lt;br&gt;<strong>Deadlines:</strong>&lt;br&gt;Family enter orders: Oct. 9&lt;br&gt;TFPM enter orders: Oct. 9-11&lt;br&gt;SUFPN enter orders: Oct. 12</td>
<td>$1.05 per item sold</td>
</tr>
<tr>
<td>Nuts Candy</td>
<td>Online</td>
<td>• Girls create storefront in M2, send emails to friends and family&lt;br&gt;• Customers pay online for girl delivery&lt;br&gt;• Orders are automatically credited to the girl in M2</td>
<td>Delivered by girls to customers&lt;br&gt;<strong>Girl delivery online order deadline:</strong> Oct. 12</td>
<td>$1.05 per item sold</td>
</tr>
<tr>
<td>Nuts Candy</td>
<td>Online</td>
<td>• Girls create storefront in M2 and send emails to friends and family&lt;br&gt;• Customers pay online (+ shipping cost)&lt;br&gt;• Orders are automatically credited to the girl in M2</td>
<td>Shipped from vendor&lt;br&gt;*** Care to Share orders ship free ***&lt;br&gt;<strong>last day:</strong> Oct. 24</td>
<td>$1.05 per item sold</td>
</tr>
<tr>
<td>Magazines</td>
<td>Online</td>
<td>• Girls create storefront in M2 and send emails to friends and family&lt;br&gt;• Customers pay online&lt;br&gt;• Orders are automatically credited to the girl in M2</td>
<td>Shipped from vendor&lt;br&gt;*** Magazines ship free ***&lt;br&gt;<strong>last day:</strong> Oct 24</td>
<td>13% per magazine sold</td>
</tr>
</tbody>
</table>

---

**Personalized patch girl reward criteria:**
- Girls create avatar
- Send 18+ emails via their M2 site AND share their unique code (site link) through their M2 dashboard
- Sell $375+ in combined (online and/or in-person) sales during 2022 Fall Product Program

**TFPMs qualify for a personalized patch when they take training, send family log-in email and reminders through M2, and when the troop sells $1700+ during the 2022 Fall Product Program.**

**S’mores Club girl reward criteria**
- Girls create avatar
- Send 21+ emails via their M2 site
- Sell 21+ items (online and/or in-person) during 2022 Fall Product Program
- Participate in the 2023 Cookie Program and sell 400+ packages of cookies

**TFPMs qualify for S’mores Club patch when they take training, send family log-in email and reminders through M2, and when the troop sells $550+ during the 2022 Fall Product Program, and the troop has a 400+ pkg per selling girl average during the 2023 Girl Scout Cookie Program. Remember to create your own avatar!**

---

**The Care to Share Program** is a great way for customers to give back to the community!
- Girls collect $7 donations and Girl Scouts of Colorado will distribute treats to people in the military.
- Each donation is credited to the girl's sales and the troop receives $1.05 in proceeds.
- Girls earn the patch by receiving 10 or more Care to Share donations.
Service Unit Fall Product Manager Checklist

Before the Program

August/September

- Take SUFPM training. In-person and online options will be available.
- Rosters with contact information for troops/Juliettes in your area, can be found on Looker. If you need assistance with rosters, contact your volunteer support specialist. 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. Make sure they receive program materials and are aware of training options available.
- 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. SUFPMs will receive a link to a recorded version of the training that can be shared with TFPMs. Please direct volunteers to all resources!
- SUFPMs and TFPMs will receive an email the week of Sept. 5 to set up their M2OS account. 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 too!

During the Program

Fall Product Program begins Sept. 10 and ends Oct. 24

September/October

- Sept. 10 - Go Day! Registered girls will receive an email invitation on Sept. 10 to access M2, or they can go to gsnutsandmags.com/gsco, or scan the QR code on family flier go to the M2 site, log-in, and to create their account.
- Troops can participate anytime on or after Go Day! Troops with participating girls need to have a TFPM who has completed a TFPM agreement form and the troop must complete an ACH form. To onboard a new TFPM, contact your product program support specialist for assistance.
- Oct. 9, 8 p.m., order card/Nut Promise orders end. Last day for families/Juliette caregivers to enter paper order card orders. Families turn in order money or make payment through M2 by 8 p.m.

  Remind TFPMs to check in with girls and families a week before the Oct. 9 deadline!
  Be sure that YOU check in with Juliette caregivers too!
- Oct. 11, 8 p.m., deadline for TFPMs to enter any paper card orders that have not yet been entered and to also enter order payments. Alert your product program specialist about any issues or concerns.
- Oct. 12, 8 p.m. deadline for SUFPMs to enter or correct paper order card orders entered.

  After Oct. 9, customers can purchase nut and candy items for girl delivery through girl online storefronts only, up until Oct. 12, 8 p.m. No late orders will be accepted.
- Oct. 24, 8 p.m., program ends. M2 online storefronts close.
- Oct. 26 - Rewards deadline. Girls and caregivers or TFPMs can select girl reward options in M2OS. If TFPMs have to make reward selections for girls, tell them to choose the item. GSCO can always change it to Cookie Credits if the girl prefers, but extra reward items are not available.
- SUFPMs cannot make girl reward selections, but they can remind TFPMs and Juliette caregivers to do so before the deadline!
### After the Program

**DOWNLOAD, SAVE AND PRINT REPORTS!**
Coordinate with TFPMs and Juliette caregivers to pick up nut/candy items and girl rewards.
- Print delivery tickets.
- Once products/rewards arrive, check right away and separate by troop/Juliette and schedule pick-up date.

**Remind TFPMs and Juliette Caregivers to:**
- Print Girl Scout orders report from M2 and bring to order pick up. Girl reward reports by girl or by troop can also be printed from M2OS.
- Count and verify each item received during pick up, and to do the same when distributing nut/candy items and girl rewards.

Find a writable/printable receipt on the Fall Product Program page.

<table>
<thead>
<tr>
<th>Event</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week of Oct. 31</td>
<td>Fall product starts to be delivered to SUFPM. *</td>
</tr>
<tr>
<td>Nov. 2</td>
<td>Fall Product Program ACH debit.</td>
</tr>
<tr>
<td>Week of Nov. 7</td>
<td>Girls start to deliver product to customers.</td>
</tr>
<tr>
<td>Encourage TFPMs to share delivery tips and best practices with girls and their families</td>
<td>(See Family Guide)</td>
</tr>
<tr>
<td>*Nov. 18</td>
<td>Last Day to report product damages or shortages</td>
</tr>
<tr>
<td>Week of Nov. 28</td>
<td>Fall Product Program girl rewards start to be delivered to SUFPM. *</td>
</tr>
</tbody>
</table>

### Have TFPMs/girls/families sign an itemized receipt when they pick up products and rewards.

Tell TFPMs to have families do the same!

---

### PRODUCT PROGRAM SPECIALISTS

**Western Slope, Southwestern CO and Mountain Communities**
- **Mary Ann Deard**
  - MaryAnn.Deard@gscolorado.org

**Pikes Peak, Pueblo, San Luis Valley, and Southeastern CO**
- **Melissa Hall**
  - Melissa.Hall@gscolorado.org

**Northern, Northeastern CO**
- **Julie Gallagher**
  - Julie.Gallagher@gscolorado.org

**Metro Denver**
- **Keile Stewart**
  - Keile.Stewart@gscolorado.org

---

### Products and Girl Rewards QUALITY CONTROL

**SUFPMs:** Count nut/candy products and girl rewards **right away!**
- Make sure you have the correct number of items and that no items are damaged.
- Report any missing or damaged products or rewards **immediately** to your PPS!