



# 2024 Fall Product Program Troop Guide



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	<b>Program ends</b>
Oct. 23	Girl Scout reward entry deadline.
Week of Oct. 28	Product delivery to SUFPM starts.
Oct. 30	Fall Product Program ACH debit.

## Troop Fall Product Manager (TFPM):

- **Complete TFPM agreement, submit 2024-2025 ACH form, and take required training.**
- **Log into M2 and check roster.**
- **On Sept. 7, send the Parent/ Adult Campaign Email Blast** to Girl Scout families. The email has the link to access M2 and steps to get started.
- **Collect signed permission slips** for each participating Girl Scout (digital or paper form).
- **Communicate** frequently with Girl Scouts and their families during the program.
- **Collect order card order money** and deposit it into troop bank account.

## Download or print M2 reports!

- **Check that products and girl rewards** are accurate counts and undamaged.
- **Distribute products and rewards.**

**Need M2 technical support or assistance with orders?**  
Contact M2 Customer Service  
[support.gsnutsandmags.com](mailto:support.gsnutsandmags.com)  
or call 1-800-372-8520

## Five Skills



### Goal Setting

Girl Scouts set individual goals and, with their troop, then create a plan to reach them. Being able to set and reach goals will help Girl Scouts succeed in school, on the job, and in life.



### People Skills

Girl Scouts learn how to talk (and listen) to their customers, as well as how to work as a team with other Girl Scouts, helping them perform better with group projects, sports teams, and later at work.



### Decision Making

Girl Scouts decide where and when to sell product, how to market their business, and what to do with their earnings. As Girl Scouts get older, making big and small decisions is a key life skill!



### Business Ethics

Girl Scouts act honestly and responsibly during every step of the Fall Product Program. Employers want to hire ethical employees and customers want a positive experience-and the world needs ethical, positive leaders.



### Money-management

Girl Scouts develop a budget, take orders, and handle customers' money. Learning this skill gives Girl Scouts a leg up as they grow older and can handle their money-from lunch money to their

## Why participate?



**The Fall Product Program is easy, fun, and a great way to start off your Girl Scout year!** Girl Scouts sell nuts, candy, and magazines and learn to run their own business. Girl Scouts earn rewards and troops earn proceeds to add to their troop treasuries for activities and adventures throughout the year! Girl Scouts and troops can earn their way into the GSCO S'mores Club and receive additional rewards too.

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

### 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 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!**

## BEFORE THE PROGRAM - August/September

- **New troops, set up your troop bank account.** Existing troops, update account signers if necessary. *Submit ACH form for 2024-2025 Girl Scout year and complete BASA form.*
- **TFPMs will receive an email the week of Sept. 2 with instructions to set up their M2 account.** Log into M2 and follow the prompts - [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 [inguiy@gscolorado.org](mailto:inguiy@gscolorado.org).
- **Create and customize your TFPM avatar.** Check your mailing address and update as needed. Girl Scouts in your troop will be entered into the M2 system from the GSCO database. *Please check your troop roster in myGS and in M2 to make sure they are both correct.*
- **TFPMs are required to complete Fall Product Program training** online in gsLearn or in-person through service unit. Also look for "how to" videos linked on the GSCO website, Fall Product Program page and posted to the GSCO YouTube channel.
- **Distribute program materials to girls and encourage them to participate. Collect signed Fall Product Program permission forms, online or paper forms.** 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 - September/October



**Sept. 7 - GO DAY!** Send the Parent/Adult Email Campaign (log-in email sent 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 Scouts 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. Families can make a payment for order card orders through M2 online storefront** or turn in cash for in person nut/candy orders to TFPM.

**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 SUFFPMs 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.*

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

## AFTER THE PROGRAM - November/December

**Week of Oct. 28:** Fall products start to be delivered to SUFPM.

**Oct. 30:** Fall Product Program ACH debit.

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

- ⇒ **Print Girl Scout order reports** from M2 and bring them when you pick up product.
- ⇒ SUFPMs will 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.**
- ⇒ 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 issues to your SUFPM immediately!

### **After Picking Up Items from SUFPM:**

Set up a time/location for families to pick up nut/candy orders and later, girl rewards.

**Have families sign itemized receipt for product pick-up and keep a copy for your records!**

- **Week of Nov. 4:** Girl Scouts start to deliver product to customers.
  - ⇒ **REMIND Girl Scouts to keep candy in a cool place at home and during deliveries AND to make timely deliveries!**
- **Nov. 15:** Last day for TFPM to report product damages or shortages to SUFPM.
  - ⇒ *Fall Product Program girl rewards will be delivered to SUFPM.* Once received and sorted, SUFPMs will coordinate pick-up times/days with TFPMs.
- **Print Girl Scout reward reports** from M2, count and sort all items, check items for quality, and report issues immediately to SUFPM.
  - ⇒ Coordinate pick-up times/days, and distribute rewards to Girl Scouts.



### **PRODUCT PROGRAM TROOP REWARD**

#### **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.

**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!**