

Fall Product Program Troop Guide



Important Dates!

Early access for Troop Volunteers	09/01/2023
Fall Product Program Begins!	09/08/2023
Last Day for in-person & online girl delivered ordering	10/09/2023
Adult/caregiver deadline for entering in-person orders into M2 system	10/09/2023
Deadline for Troop to enter or edit order card items for participants	10/10/2023
Deadline for SU edits to order card items	10/12/2023
Delivery of nut/chocolate items to SU volunteers	10/30/2023
Last day for customers to order direct ship nuts and magazine orders	11/19/2023
Last day for participants/troops to make reward choices	11/28/2023
All money due to Troop	11/17/2023
Council ACH	11/23/2023

Did You Know?

As an integral part of a Girl Scouts' journey toward leadership, she'll be learning and developing:

Goal Setting

Decision Making

Money Management

People Skills

Business Ethics

An easy, fun way to **earn startup funds** for your troop activities at the beginning of the Girl Scout year - don't miss out on all the fun!

Rewards

Girl Scout rewards can be found on the back of the order card.

- Participants should register online to track reward progress & select rewards as they are earned!
- Select Rewards by November 28, 2023
- If a Troop participates in the Fall Product Program and earns \$250+, they will earn \$0.02 more per cookie box during 2024 Girl Scout Cookie Program.

Earn Customized Patches



Fall Patch

To earn:

1. Create your avatar
2. Send 18+ emails
3. Sell \$325 in total sales
4. Choose your background & your avatar design!

*Troop Leaders earn for \$1500 in total troop sales plus send parent email blast!

Cookie Program Crossover Patch

To earn:

1. Fall Criteria: Create your avatar & send 18+ emails
2. 2024 Cookie Program: Sell 275+ boxes of cookies



Order Card Entry:

- Girl Scouts/Caregivers have until October 9, 2023, to enter order card items into the M2 system & select rewards. Leaders MUST enter or edit any missing/remaining orders by October 10, 2023.
- How to enter orders:
 - Choose *Paper Order Entry* from your dashboard
 - Click on the plus sign next to the Girl Scout's name to enter or edit orders – DO NOT enter online girl-delivered product
 - Enter total ordered items by variety from order card – Click *Update* & make sure totals match the order card
 - Where's the SUBMIT button? There is no submit button as orders are transmitted for fulfillment automatically on October 13, 2023, after system is locked and council submits orders

Tips!

- Order the exact number of products sold—do not over order; product cannot be returned to GSSC-MM
- Rewards are automatically calculated upon order items entered but could take up to 1 hour to update after adjustments have been made to products sold

Care to Share

- Care to Share is a great way for customers to give back to the community through donations of products.
- Our council's Care to Share items will be donated to Blue Star Mothers
- For each \$6 donation, veterans and active-duty service members, both at home and abroad, will be sent one can of candy/nuts.
- Donations are credited to the participant's sales & troops receive \$1 in proceeds per donation sold. Girl Scouts earn the Care to Share patch by receiving 5 or more donations.

Troop Banking & Payment Collection

- Troops must have a GSSC-MM approved bank account
- Payment (cash, check, or electronic) is collected from customers upfront at the time an in-person order is placed
- Should your Troop choose to accept checks, they should be made payable to your Troop
- Deposit all funds into your Troop bank account
- Funds owed to GSSC-MM will be collected via ACH by November 23, 2023
- Steps to locate your Troops balance due:
 - Click *Banking and Payments* link on your Troop dashboard to view overview of all sales & proceeds
 - Or Click *Report* link -> *Troop Orders Report* or download your Troop's delivery ticket with financials toggled on
- If a girl does not turn in money to your Troop by November 11, 2023, email customercare@gssc-mm.org immediately so we can adjust the ACH. Contact her adult/caregiver immediately, inform your SUFPM, and document any issues.
- Online sales/orders will reflect as paid in the M2 system and final funds or ACH (if applicable by this time) will be adjusted for Troop to earn proceeds on these sales
- If Troop decides to accept checks, be sure to indicate phone numbers & driver's license numbers on check. GSSC-MM recommends to only accept checks from customers you know & are comfortable contacting if issue occurs.

We Appreciate You!
***Thank you for being an
integral part of the Fall
Product Program***

Questions?

Contact us at:
customercare@gssc-mm.org
or 1-800-849-GIRL