

2023 Fall Product Program in a Nutshell

A quick guide to the Fall Product Program—see full program details in the Troop Fall Product Program Guide at www.girlscoutsla.org

Key Dates

Early September	Plan a troop meeting to set goals with Girl Scouts, train parents/caregivers on dates and their responsibilities.
September 8	Troops must submit <i>ACH Debit Authorization</i> form, voided troop check and <i>Troop Fall Product Chair Position Description & Agreement</i> .
September 14	Troops receive access to M2OS. Troops should verify access immediately. Visit www.girlscoutsla.org/fallproduct to view/print the M2OS manual.
September 22	Order taking begins. Send parents/caregivers email to remind them to go to www.gsnutsandmags.com/gsgla to start their online sales campaign.
October 13	Last day for Girl Scouts to send 18+ valid emails through their storefront to be eligible for online-related rewards (includes online charm, avatar and combo
October 22	Orders due to troop. Parents/caregivers enter paper orders in M2OS by 11:59pm and turn in a copy of the order card to the TFPC. Online orders end at 11:59pm.
October 23	TFPC to enter/review nut orders in M2OS by 11:59pm and notify SUFPC when complete.
November 10-12	Trophy Nut order delivery to service units and distribution to troops (dates/locations vary by SU).
November 11-19	Sales via Residential Walk-about and Lemonade Stands. No booths or walk-about in commercial or non-residential areas.
November 19	Fall Product Program ends.
November 20	All GOC, product assignments, and troop-to-troop transfers must be completed in M2OS by 11:59pm. <i>Discrepancy Reports</i> and <i>Debit Adjustment Requests</i> due to
Late November	Ensure troop funds are deposited to troop account in time for funds to be available for debit at 12:01am on December 1. Deposits made on December 1 will not
December 1	ACH debit on troop bank accounts, if applicable.
December 5	ACH credit on troop bank accounts, if applicable.

Before Placing an Order

- Take training from your Service Unit Fall Product Chair.
- Submit your *TFPC Position Description & Agreement*, *ACH Debit Authorization Form* and voided troop check (online at www.girlscoutsla.org).
- Identify yourself as the Troop Fall Product Chair in MyGS.
- M2OS is where you manage your troop's sale. View/print the M2OS manual from www.girlscoutsla.org. M2OS will send you an access email. Click the link to set up your password.
- Most troops' banking information will be uploaded to M2OS. Troops not uploaded must enter their troop banking information into M2OS, via the Banking and Payments link, prior to placing their order for the order to be submitted to Trophy Nut Co.
- Hold a Girl Scout and family training to teach your troop about the Fall Product Program.
- Collect signed *Parent/Guardian Permission and Responsibility Agreement*, distribute Girl Order Cards, money envelopes, M2 online flier and the *Family Letter* to each girl/family.

Troop M2OS Set-up

- The M2OS system automatically sends the TFPC an email that provides a link to get the troop started and enables password set up.
- Once logged in, you can manage your troop's sales through the dashboard. This dashboard provides a snapshot of the participation and sales for the entire troop. If you manage more than one troop, you will be able to select the troop you want to view.
- Girl Scouts registered by September 8 will be automatically uploaded **only** if your troop has submitted all necessary forms. If a Girl Scout is not in the system, her parent/caregiver can add her. Girl Scouts will be released once membership has been verified. Make sure parents know the troop number!

Inviting Girl Scouts to Participate Online

Copy the message below and email it to all of the parents/caregivers of the Girl Scouts in your troop:

"It's time to kick off our troop's Fall Product Program. It's easier than ever to participate online. To get started, go to www.gsnutsandmags.com/gsgla and follow the simple instructions. Save the link to your Favorites.

- *Girl Scouts create their very own avatar and can earn a personalized patch with their avatar and their name (or their camp name).*
- *Send at least 18+ emails to friends and family through your Girl Scout's storefront and share on personal social media or text to ask for support*
- *Supporters can pay with a credit card (magazines, nut products, and other products and the troop earns money for activities.*
- *Participating can take as little as 10 minutes and the Girl Scouts will have so much fun. Thanks in advance for helping our troop!"*

Parents Enter Girl Scout Orders

Parents/caregivers should enter their girl nut order card orders by clicking on the "Paper Order Entry" link. If parents/caregivers enter the orders, you still collect copies of the order cards and review/reconcile the orders in M2OS, just make sure not to double-enter the orders.

What to do next...

- Pick up your troop's nut order Nov. 10-12 (dates vary by service unit) and distribute the products to the girls/parents. Have the parents/guardians sign receipts for all products received.
- Plan your Walk-about and Lemonade Stands for Nov. 11-19.
- Collect money from Girl Scouts, provide a receipt (available in M2OS), and deposit the funds into the troop bank account .

Distributing Product to Girls

Schedule the Girl Scouts and families to pick up their orders. Troops are encouraged to print a delivery ticket for each girl from M2OS that includes financial information so that the family knows what they owe the troop.

When parents/caregivers pick up product, have them count, confirm totals, and sign for all product received. **KEEP ALL SIGNED RECEIPTS** for one year. They are your only proof of your inventory should there be any discrepancies.

Residential Walk-Abouts and Lemonade Stands

Residential walk-about and lemonade stands are the allowed and most popular ways to sell product on-hand, following current guidelines. Girl Scouts may sell from the date they receive their product through November 19. Girl Scouts must be accompanied by parents/caregivers at all times. Girl Scouts/adults are not allowed to sell on sidewalks/street corners or in commercial areas (i.e. in front of a store) and risk losing proceeds and rewards. Girl Scouts may print doorhangers and personalized business cards (from M2OS) to leave when customers aren't home.

Returns/Exchanges/Troop-to-Troop Transfers

- Troops may exchange damaged product, but only for the same variety. Contact your SUFPC if you encounter damaged items. Melted chocolate is not considered damaged.
- There are no returns. Troops are financially responsible for all products ordered.
- There are no exchanges with GSGLA. Work with your SUFPC to facilitate troop-to-troop transfers.
- Track troop-to-troop transfers in M2OS. Transfers outside of your service unit will need to be entered by your SUFPC.

Money Handling Procedures

1. Troops will deposit all Fall Product Program funds for nuts/GOC into their troop bank accounts promptly and frequently, and in time for funds to be available on the debit date.
2. All council proceeds will be collected from troops via ACH Debit. Troops owed funds will receive them via ACH Credit.
3. Troops with payments due to GSGLA that are still unresolved by the time the Cookie Starting Inventory Order is due will forfeit all girl and troop rewards, and participation in Cookies 2024 will be impacted.

Wrap-up Checklist

- Online sales data will automatically populate M2OS. Girls need to deliver the Girl Delivered orders. Girls only collect payment for in person orders; online orders have already been paid for. For nut orders that were shipped to the customer, there is nothing to do here except watch the sales and troop proceeds roll in.
- Verify that any troop-to-troop transfer has been properly accounted for. This will ensure your final balance due to GSGLA is correct.
- Make sure all Gift of Caring donations have been recorded and allocated to girls so they will receive credit.
- Verify that all nut products ordered and delivered to the troop have been completely assigned to a Girl Scout. You cannot opt out of Fall rewards so every item needs to be assigned to a Girl Scout. There is no “Submit” button. You are finished when all units are assigned to the Girl Scouts.
- In the event of an NSF (non-sufficient funds) check, make every attempt to contact the issuer and collect payment. If you are unsuccessful, forward the original or bank “legal copy” of any NSF to your Product Programs Manager (PPM) within three days of the return date for collection attempt.
- All money should be deposited into the troop bank account promptly and frequently, in time for the funds to become available for the ACH debit.
- Submit a *Debit Adjustment Request* to your PPM if the ACH debit cannot be processed for the full amount due on the due date. Bank fees are charged back to the troop. Don’t spend your nut proceeds on a bank fee!
- If you have a parent with money outstanding to the troop, DO NOT WAIT! Make sure you turn in a *Discrepancy Report* to your PPM so GSGLA may assist your troop by working directly with the parent. This increases the troop’s chances of being reimbursed for lost proceeds.
- Girl rewards for your troop will be distributed by your service unit in January. Please pick up and distribute promptly! Rewards not picked up by March 1 will be forfeited.
- Celebrate your girls’ successes. Learn from your planning, and start the conversation about setting girl and troop goals for the 2024 Cookie Program.

