

2023 Fall Product Program

Troop Volunteer Guide - Girl Scouts Carolinas Peaks to Piedmont

**Questions? Contact your Service Unit Fall Product Manager
or the council staff at 800-672-2148 or
info@girlscoutsp2p.org.**

Participate in our Fall Product Program!

Our Fall Product Program combines program activities for girls with money-earning opportunities for troops. The program also provides an opportunity for girls to learn these five key skills: Goal Setting, Decision Making, Money Management, People Skills and Business Ethics. The Fall Product Program enables troops to earn start-up funds for the membership year by selling magazine subscriptions, nuts and candies.

Who Can Participate?

Troops:

- That are registered for the 2023-2024 membership year.
- That are using the candy/nut order card and have a registered Troop Fall Product Manager who has completed the 2023 Fall Product Training and submitted a signed Troop Fall Product Manager Agreement.
- That are selling online only, provide their fall product volunteer contact information and coordinate the pickup of the girl-delivery candy/nut items with their Service Unit Fall Product Specialist.

Girls:

- Who are registered for the 2023-2024 membership year.
- Who have a completed Fall Product Program Permission Form on file with their troop or council (form found on the bottom of the Parent Information sheet).

Girls Can Earn Two Patches That Look Like Them!

Girls: Log into www.gsnutsandmags.com/gscp2p, create your avatar, send at least 20 e-mails and meet the sale requirements below.

Fall Product Program Volunteers: Create your avatar, participate in the parent/guardian e-mail campaign and, if the troop ends the program with at least \$800 in sales, you also earn the Fall Product Program avatar patch.



Choose the background of your patch.



Girls earn a 2023 Fall Product Program personalized avatar patch by:

- Creating their avatar
- Sending 20 or more e-mails through the M2 system
- Selling four or more magazine items and 20 or more candy/nut items



Girls earn a Cookie Crossover personalized avatar patch by:

- Creating their avatar
- Sending 20 or more e-mails through the M2 system during the 2023 Fall Product Program
- Selling one or more candy/nut or magazine item
- Selling 300 or more packages of cookies in the 2024 Girl Scout Cookie Program

Avatar patches will be mailed directly to each girl who earns them at the end of each program. Girls should ensure their correct mailing address is reflected in the M2 system.

Key Dates

September

6 Launch e-mail to registered troop volunteers

11 Fall Product Program begins

October

16 Last day for girls to take in-person orders for candy/nut items that will be delivered by girls. Parents are locked out of entering candy/nut orders from the girl order cards in M2 at 11:59 p.m. Parents should not enter girl-delivered online orders as those are automatically calculated in the M2 system.

17 Troop volunteer access to M2 system begins for entering girl order card candy/nut orders

18 Troop volunteers locked out of inputting candy/nut orders in M2 system at 11:59 p.m. Troop volunteers should not enter girl-delivered online orders as these are automatically calculated in the M2 system.

21 Last day for girls to take online orders for candy/nut items that will be delivered by girls

November

6 Online sales end (magazine and direct ship candy/nuts)

9-11 Candy/nut deliveries

10 Recognition choices due in M2 system at 11:59 p.m. ACH withdrawal for amount due to the council.

17 ACH credit to troops for amounts overpaid to the council

Finances

Payment for in-person candy/nut orders (orders taken on order card) is collected at the time of the order.

Troops accept personal checks at their own risk. Any checks accepted should be made payable to your troop and deposited in your troop bank account. Always have a receipt to correspond with any transfer of products or money.

By October 20: Deposit all money you receive from girls for in-person candy/nut orders into your troop bank account. Depositing funds early allows time for notification in case of worthless checks or deposit corrections.

Payment for all online orders will be paid by customer via credit card at the time of the order.

November 10: ACH withdrawal from troop account for balance due to the council for in-person orders. Credit for troop proceeds for online sales will be applied to final withdrawal for in-person sales.

November 17: ACH credit to troop account to troops with balances due to the troop for online sales or overpayments.

Proceeds and Girl Rewards

Troops earn 15% of the retail price of all items sold and girls can earn all rewards OR 18% of the retail price and girls can earn only patches.

All orders are prepaid. Money is collected for all in-person candy/nut orders when the order is taken. **Payment for online orders will be paid by the customer via credit card at the time they place their orders.** Troop proceeds for online orders will be credited to your troop by adjustments to your amount due to the council for in-person candy/nut orders. If a troop overpays or is due funds due to online orders, an ACH credit to the troop account will occur on **November 17.**

Girl rewards are cumulative. Girls earn the rewards to the sales level achieved. Girls can make reward choices in the M2 system and must do so by November 10 at 11:59 p.m.

OWN YOUR magic



How to Place In-Person Girl Orders in the M2 System

(Due by 11:59 p.m. on October 18)

If you have not received an e-mail invitation to activate your M2 site access by October 10, please contact your Service Unit Fall Product Specialist.

Step 1 – Access M2 System and Update Contact Information

You will receive an e-mail invitation from M2 that explains how to get started. As the e-mail will explain, you will be taken to www.gsnutsandmags.com/gscp2p (click the volunteer link) to set up your account. Once set up, you will have access to your Troop Dashboard. The Troop Dashboard allows you to manage your troop, send messages to your girls, enter/verify in-person orders, verify reward choices and view reports. Girl information will be preloaded into the system by the council. Volunteers cannot add girls' names to their troop rosters.

Step 2 – Add Girl Orders

Parents can enter their daughter's in-person candy/nut orders (orders taken on order card) into the M2 system during the sale. The deadline for parents to enter all in-person orders is 11:59 p.m. on October 16. All online sales will be automatically tabulated by the M2 system. Any orders not entered by parents during the sale must be entered by the troop volunteer between 12:01 a.m. on October 17 and 11:59 p.m. on October 18. To add girl orders from the Troop Dashboard, choose Paper Order Entry and click the pink pencil next to the girl name. Enter her in-person candy/nut items by variety.

Rewards are automatically calculated. Parents/girls and troop volunteers may view the rewards earned. If there are choices or size options, these selections can be made here and should be finalized by parents before 11:59 p.m. on November 10.

Once a girl has earned her personalized patch, it will be created and sent automatically. Parents will be asked for the delivery address as part of the set up process for the girl's online site. Once a patch is earned and triggered for production, no changes can be made to the M2 avatar or the patch background selection choice.

Step 3 – Submit Nut/Candy Order

All in-person orders entered in the M2 system are final as of 11:59 p.m. on October 18. Since order information is automatically transferred, there is no submit button. If changes are required after October 18, contact your Service Unit Fall Product Specialist immediately for assistance.

Step 4 – Picking Up Items for Girl Delivery/Recognitions

Your Service Unit Fall Product Specialist will provide a date, time and location to pick up candy/nut items ordered for girl delivery between November 9-11. Count and recount your items before signing for them. Recognitions should ship in December.

For a breakdown of candy/nut and recognition items to distribute to each girl, go to your M2 dashboard and run the Delivery Tickets report. For candy/nut items, under Product Delivery Tickets, select Create Ticket under Girl Scout Tickets. For recognitions, under Reward Delivery Tickets, you must scroll down to select Create Ticket under Girl Scout Tickets.

Care to Share

This council service project stocks candy/nut items in our local food banks. Each girl who sells at least five units (each unit is \$7) to donate to our Care to Share program will earn a special patch. Items sold for this service project are delivered directly to our local food banks. Troops do not handle these items.

