

# Fall Product Program SU/Troop Guide

Fall 2023

## Material Checklist

Please verify that troops received the following materials the week of September 23:

- Troop Envelope
- Girl Permission to sell form.
- Girl Materials (each participating girl should receive one of each)
  - Paper order card
  - Money envelope

Email [sellis@gsmists.org](mailto:sellis@gsmists.org) if materials were not received or if you need additional materials.



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## Girls and Leaders can earn Avatar Patches!

There are tons of options to create your avatar. Check for more details on the online site or the paper order card.

To earn the Avatar Patch:

1. Girls create their Me2 avatar and have \$300+ Total sales (Online and paper order card) during the Fall Program
2. Girl Scouts send 18 emails, and share girls links on social media.

To earn the Leader Avatar Patch:

1. Create your Me2 avatar
2. \$1100+ Total Troop Sales (online and paper order card) during the Fall Program and send troop girls emails.

We are pleased to be partnering with M2 Media again this fall and the M2OS system still has extensive training through out the tabs to assist Troop leaders, TPPM, Parents and SUPPM's. Please make sure to go in and check that all your SU's troops have entered their bank information along with checking to make sure all girls interested in participating are listed on the troop's rosters.

## Dates to Remember

### August 20:

- Selling supplies mailed to SUPPMs.

### On or around September 22-24:

- Email sent to registered SUPPM and TPPM to access the M2 Online System (M2OS).

### September 29:

- Online program opens.
- Paper order card sales begin.

### October 23 by 11:59 PM:

- Paper order card sales ends.
- Online program ends.

### October 24 by 11:59 PM:

- Last day for caregivers to enter paper order card sales into M2OS. Do not enter girl-delivery online orders, as these are already in the system.
- Last day for girl reward choices to be made in M2OS.

### October 25 by 11:59 PM:

- Troop deadline to enter any paper order card sales that haven't been previously entered by caregivers.
- SU deadline to make any changes to troop orders.

### On or after October 31:

- ACH Bank Sweep for all funds due to council.

### November 13 - 16:

- Nuts/candy delivered to SU Product Managers designated site for sorting.

### November 13 - 20:

- Nuts/candy picked up by parents - Please remember RECEIPTS. Girls may not sign for items sold. A parent must be present at time of pick up.

### Mid December:

- Rewards delivered to SU Product Managers to distribute to troops.

## Rewards

Rewards are automatically calculated in M2OS and will be visible to girls. If a girl does not make a choice by October 27 by 11:59 PM, the default item will be selected.

## Troop Proceeds

Troop proceeds are 15% of total sales and are automatically calculated in M2OS. Troops can view the total amount earned by selecting the Banking and Payments link from their troop dashboards. Cadette, Senior, Ambassador troops may opt- out of rewards as a troop to receive an additional .02 cents for a total of .17 cents.

Rewards will be delivered via UPS mid December to the SUPPM address provided. Count all rewards and compare to shipping list prior to sorting rewards by troop for pickup. Have troop's double check their rewards order and sign the receipt at pickup.

The 2023/2024 Crossover patch can be earned by sending 18 emails through Fall program, selling 250+ boxes of cookies, sending 18 emails through the cookie program and have at least one share donation item. The patch will be mailed directly to the parents' address in mid June.

## Service Responsibilities

### Step 1 : Set up in M2

As a Service Unit Product Manager, you will receive an email invitation to set up your administrative level access to the M2 Online System (M2OS) on or around September 22. Click the link included in the email to gain access and set up your password. Once you set up your account, you can access it by going to [www.gsnutsandmags.com/admin](http://www.gsnutsandmags.com/admin). We recommend bookmarking this site in your favorite.

### Step 2 : Provide Delivery Information for Product and Rewards

- SUPPM's enter the SU reward delivery information in M2OS no later than October 10.
- Product will be delivered to the SUPPM's selected location. Troop leaders will be required to schedule a pickup time through the M2OS system prior to the delivery date.
- Nut/candy items will be delivered November 13 – 16.
- Rewards will ship to the address SUPPM's enter M2OS and will be delivered late mid December 2023.

*Note: Unlike with products, you do not need to be present for the reward delivery. Count the rewards (using the packing slip) prior to separating into troops to ready for a contactless pick up with leaders. Report any discrepancies to [sellis@gsmists.org](mailto:sellis@gsmists.org)*

### Step 3 : Delivery/Distribution of Nuts and Candy

- When the day of delivery arrives, please be on time for troop pickups or volunteering tasks.
- Log into and click Delivery Tickets from your Troop or SU dashboard.
- Please make sure to have a large enough vehicle to fit the whole troops order. Due to time constraints, parent pickups are not allowed.
- Paperwork will be provided but it is wise to also bring a copy for cross checking your troops order. Troops will be asked to sign a copy at time of pick-up for our records and the troop will be given one for their records.
- Please be mindful of cases vs. units since troops order to units. There are 12 units in a case. Also remember that the delivery ticket will include any product that was ordered online by customers as a girl-delivery item.
- Any damages can be replaced on the spot. **Make sure to count carefully as once the volunteer leaves the pickup site, the counts are then their responsibility.**
- SU can either take the Donation items with them to donate locally or the items can go to the Council designated site for donation.

### Step 4: Payment

- Customer payment for paper order card sales is collected at time of order taking. Troops may use the Square App to collect customer credit card payments but Council will not cover any fees.
- Caregivers should turn in money to the troop no later than October 25.
- All funds collected must be deposited into the troop's bank account to be ready for the on or after October 31 ACH sweep.
- You can find the amount due in M2OS under the Banking and Payments link. The ACH Sweep will then occur on or after October 31.
- Customers can order and pay online with a credit card (choosing girl delivery) to avoid paying fees.