

EMBRACE POSSIBILITY



Fall Product Volunteer Program Guide

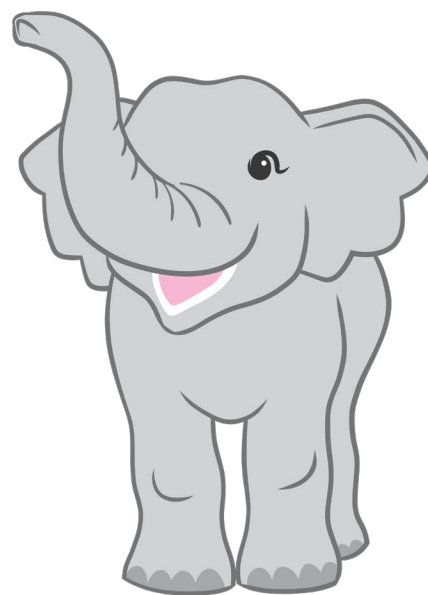
2024

girl scouts 
in the heart
of pennsylvania

Welcome to the Girl Scout Fall Product Program!

The Girl Scout Fall Product Program is the first opportunity for girls to dive into the world of entrepreneurship by partnering with M2 Media Group and Trophy Nut Company to sell online magazine subscriptions and delicious nut and candy items.

New for 2024 — all nut, candy, and reward items will be delivered directly to each troop and Juliette together! This will help shorten the time between the customer placing their order and receiving their tasty snacks, and Girl Scouts will receive their hard-earned rewards right away!



*The Asian Elephant is the
2024 mascot for Girl Scouts'
Fall Product Program*

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Important Dates

Early Aug. Troop Materials delivered to Fall Product Service Unit Managers

September

9/11 Fall Product Service Unit Managers and Fall Product Troop Managers can begin logging into M2

9/23 Fall Product Program begins

October

10/20 Fall Product Program order card sales end
Last day for parents to enter paper orders in M2

10/22 Fall Product Troop Manager order entry deadline in M2
Last day for troops to opt out

10/23 Last day for Fall Product Service Unit Managers to edit orders in M2
M2 Fall Product online program ends

10/24 Delivery tickets become available on M2 dashboard
Last day for girls/troops to make reward choices

November

11/15 - 11/20 Fall Product nut and candy items and rewards delivered to troops

December

12/2 Fall Product nut and candy items and rewards delivered to troops

12/5 ACH withdrawal

Ways to Participate

From Sept. 23 through Oct. 20, Girl Scouts can sell nuts, candy, magazines, and more in-person by using their order card. Girls can also sell items online from Sept. 23 through Oct. 23. Customers supporting girls online can select girl delivery or direct shipping.

Care to Share Donations

Customers can help support their favorite Girl Scout and our military with Care to Share Donations.

- Girl Scouts in the Heart of Pennsylvania will coordinate donating all nut/candy items to the Care to Share donation recipient: Soldiers' Angels
- Customers can contribute \$9 toward the Care to Share program in-person or online
- Girls that get 5 or more Care to Share donations will earn the Care to Share patch

Fall Product Troop Proceeds

Proceeds	Opt Out Proceeds
\$2.05 per magazine	\$2.10 per magazine
\$2.05 per Bark Box / Tumbler	\$2.10 per Bark Box / Tumbler
\$1.30 per nut / candy item	\$1.35 per nut / candy item
\$1.30 per Care to Share Donation	\$1.35 per Care to Share donation

M2 Tasks for Fall Product Service Unit Manager

- Log in and set up account
- Assist Fall Product Troop Managers with editing product orders and reward selections
- There is no submit button; whatever is showing in M2 on Oct. 23rd will get submitted for final orders
- Assist troops with Product and Reward delivery tickets in M2

M2 Tasks for Fall Product Troop Manager

- Ensure everyone completes a family agreement before receiving materials (QR code).
- Log in and set up M2 account
- Update shirt sizes for girls
- Assist girls and families with editing product orders and reward selections
- There is no submit button; whatever is showing in M2 on Oct. 23 will get submitted for final orders
- Print Troop Product and Reward Delivery Tickets



Support & Resources

The Fall Product Service Unit Manager is a Service Unit's troops' main support person during the Fall Product Program. They will send out important communications regarding materials, important date reminders, and any other fall product related information.

For general support or questions, feel free to contact our Member Services team:

memberservices@gshpa.org

• **717-233-1656**

• **www.gshpa.org**

For questions about the M2 site or details regarding online orders, contact M2 Media Group:

question@gsnutsandmags.com

• **800-372-8520**

gsLearn - Log into your MYGS account to access all the Fall Product training videos in gsLearn.

Delivery Tickets - While there are many helpful reports in M2, the Delivery Tickets make sorting product and rewards easy!

Get Approved

Before you can gain access to your M2 account, you must be approved as the Fall Product Service Unit Manager and/or Fall Product Troop Manager by Girl Scouts in the Heart of Pennsylvania. To be approved, the following must be completed:

- Registered for the current Girl Scout membership year
- All required background checks up-to-date and on file with Girl Scouts in the Heart of Pennsylvania
- Completed Girl Scouts in the Heart of Pennsylvania Product Program role specific training
- Submitted your role specific online agreement form

Log into M2

Beginning Sept. 11, you will be able to log into your M2 account at **gsnutsandmags.com/gshpa**.

Troop Materials

The Fall Product Service Unit Manager notifies troops of when and where to pick up their troop materials. Below is a list of what they will need:

- Fall Product Program Guide - 1 per troop
- Jumbo Envelope - 1 per troop
- Nut/Candy Order Card - 1 per girl
- M2 flyer - 1 per girl

Money Management & Promising Practices

Promising Practices for Girls

- Submit payment for in-person orders to troop by due date determined by Fall Product Troop Manager
- Collect payment for in-person orders when delivering product to the customers
- Collect payment for Care to Share donations at the time of the order
- Accept checks at your own risk. Checks should be made out to the girl/family.
- Girls should never collect payment for online orders

Promising Practices for Troops

- Ensure your troop bank account is registered with Girl Scouts in the Heart of Pennsylvania
- Set a deadline for girls/families to turn in all money before parent debt form due date.
- Ensure all money is in troop bank account by the ACH withdrawal on December 5th
- Use Delivery Tickets as a receipt for girls/families, and keep copies.
- Only accept checks from girls/families at your own risk.
- Girl Scouts will not cover fees associated with bounced checks/insufficient funds

Parent Debt

If a family fails to submit payment by your determined deadline you will need to submit the following to Girl Scouts in the Heart of Pennsylvania by Dec. 2nd:

- Parent Debt form (found at gshpa.org), copy of signed Family Agreement Form, copies of signed receipts
- Copies of all communication attempts made to collect payment from family. FPTMs should make at least 3 attempts to contact family regarding payment.

Girl Scouts will work with family to make honest and fair payment arrangements for both parties. DO NOT collect payment from family once the Parent Debt form has been submitted.



Rewards

- Girl rewards and patches can be found on the Nut/Candy Order Card
- M2 will track rewards as they are earned throughout the program

Opting Out

- Opting out does not disqualify troops from earning patches, and earns troops an additional five cents per item in troop proceeds. Only Junior+ troops are eligible to opt out of rewards.
- Please notify families/parents if your troop is opting out

Sort and Distribute Products and Rewards

- All nut and candy items AND rewards will be delivered together directly to troops 11/15 to 11/20
- Troop leader should print a copy of the Product Delivery Ticket AND Reward Delivery Ticket for each girl in the troop
- Notify your girls/families of when and where to pick up their product and rewards
- Parent/caregiver should count and recount items before signing off
- Have parent/caregiver sign off on Product and Reward Delivery Ticket to confirm they have received the correct amount of product and retain paperwork for 1 year

Juliettes Fall Product Information

Juliettes are individually registered Girl Scout members. Girl Scouts in the Heart of Pennsylvania is required to make certain adjustments to the Juliette Product Program experience to stay in accordance with IRS Guidelines. Here is what you need to know about Juliettes in relation to the Fall Product Program:

Juliette girl members must be registered for the current Girl Scout membership year in order to participate in Product Programs

Juliette Responsibilities

- Parents/guardians of Juliettes are not required to be registered Girl Scout members or submit required clearances to Girl Scouts in the Heart of Pennsylvania
- The Fall Product Service Unit Manager will be the main support person for Juliettes and families
- Juliettes must complete specific Juliette training agreement found in gsLearn
- Juliette Girl Scouts are assigned a 4 digit troop number in M2
- Girls can set up their M2 sites and participate both in person and online
- Juliettes will receive their nut and candy items AND rewards delivered right to their home
- Juliettes should sort and deliver products to customers immediately
- Juliette proceeds are issued in the form of GO!Dough

Fall Product Service Unit Manager Responsibilities for Juliettes:

The Fall Product Service Unit Manager will provide Juliette girls and families with a Fall Product Program Guide, order card, and flyer.

- Once a parent/guardian has submitted the Juliette agreement form, they will be uploaded to the M2 site with a 4 digit troop number
- Ensure Juliette families are informed of the troop and reward delivery tickets so they can double check their order upon receipt



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