

BRAVE, FIERCE, FUN



Fall Product Volunteer Program Guide

2025

girlscouts 
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.

We will be returning to service unit deliveries for product and rewards for the 2025 fall product season.



*The Grizzly Bear is the 2025
mascot for the Girl Scouts'
Fall Product Program.*

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Important Dates

August

8/14	Fall Product 101 for New Fall Product Volunteers
8/18	Fall Product Training for Troops, Juliettes, and Fall Product Service Unit Managers
Late Aug.	Troop Materials delivered to Fall Product Service Unit Managers

September

9/17	Volunteer, Juliette parent/caregiver access to M2
9/27	Fall Product Program begins

November

11/1	Last Day for FPSUMs to add delivery site addresses for product and rewards
11/10	Fall Product Program order card sales end Last day for parents to enter paper orders in M2
11/12	Fall Product Troop Manager order entry deadline in M2; last day to opt out of rewards
11/13	Last day for Fall Product Service Unit Managers to edit orders in M2 Fall Product online program ends
11/14	Delivery tickets become available on M2 dashboard Last day for girls/troops to make reward choices

December

12/1 - 12/5	Fall Product Deliveries to Service Units
12/16	Parent Debt Forms due
12/19	ACH

Ways to Participate

Sept. 27 - Nov. 10: Girl Scouts can sell nuts, candy, magazines, and more in-person by using their order card. **Sept. 27 - Nov. 13:** Girls can sell items online. 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	\$2.10 per Bark Box
\$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
- Assist troops with Product and Reward delivery tickets in M2

Note: There is no submit button; whatever is showing in M2 on Nov. 13 will get submitted for final orders.

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
- Print Troop Product and Reward Delivery Tickets

Note: There is no submit button; whatever is showing in M2 on Nov. 13 will get submitted for final orders.



Scan me
to visit
the Family
Agreement
Form!

Support & Resources

During the Fall Product Program season, the Fall Product Service Unit Manager is the primary support for all troops in the Service Unit. The Fall Product Service Unit Manager provides essential updates on materials, key dates, and other program details.

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 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!

Approvals

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:

- Register for the current Girl Scout membership year
- Complete all required background checks and submit to Girl Scouts in the Heart of Pennsylvania
- Complete Girl Scouts in the Heart of Pennsylvania Product Program role specific training
- Submit your role specific online agreement form

Log into M2

Beginning **Sept. 17**, 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:

- Jumbo Envelope - 1 per troop
- Nut/Candy Order Card - 1 per girl
- M2 flyer - 1 per girl

Money Management & Practices

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

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 payments before parent debt form due date.
- Ensure all the funds are deposited to troop bank account before the ACH withdrawal date of **12/19**.
- Use Delivery Tickets as a receipt for girls/families, and keep copies.
- Accept checks from girls/families at your own risk.

Note: Girl Scouts in the Heart of Pennsylvania 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 **12/16**.

- 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 a family. Fall Product Troop Managers should make at least 3 attempts to contact family regarding payment.

Girl Scouts in the Heart of Pennsylvania will work with families to accommodate payment arrangements. DO NOT collect payment from family once the Parent Debt form has been submitted.



Product and Reward Management

- 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 and older are eligible to opt out of rewards.
- Please notify families/parents if your troop is opting out

Sort and Distribute Products and Rewards

- All order card and girl delivery nut and candy items will be delivered to Service Units between 12/1 and 12/5. Fall Product Service Unit Managers will share the pickup date and location with troops and Juliettes.
- Fall Product Troop Managers should print a copy of their Product Delivery Ticket by troop when picking up their product and carefully count all items before signing off.

- Notify your girls and families when and where to pick up their items
- Print Product Delivery Tickets by girls
- Parents/caregivers should carefully count all items before signing off on their delivery ticket
- When rewards arrive, print Reward Delivery Ticket and count rewards when picking up from Fall Product Service Unit Manager
- Notify parents/caregivers when rewards are available for pickup
- Print Reward Delivery Tickets by girls
- Parents should count rewards before signing off on reward delivery ticket

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 compliance 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 Program.

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
- All order cards and girl delivery nut and candy items and rewards will be delivered to Fall Product Service Unit Managers
- Juliettes should print their Product Delivery Ticket by troop when picking up their product and be sure to carefully count all items before signing off.
- Juliettes should sort and deliver products to customers immediately
- Once rewards arrive to the Service Unit, print the Reward Delivery Ticket by troop and count rewards before signing off
- 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 product and reward pick up date, time, and location.



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