



# OWN YOUR magic

FALL PRODUCT VOLUNTEER

program guide

2023



**gshpa**



A vibrant illustration of tropical plants, including large green monstera leaves with characteristic holes and feathery palm fronds, set against a bright pink background. The plants are arranged in a lush, layered composition, with some leaves overlapping others.

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# 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.

By participating in the Fall Product Program, parents and caregivers will see their Girl Scout learn and practice essential skills including goal setting, decision making, money management, people skills, and business ethics. The program serves as a great way for girls to earn start-up funds for their troop's activities and projects throughout the year, and customers will get to purchase and enjoy tasty snacks (just in time for the holidays!).

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## **Girl Scout Promise**

On my honor, I will try:

- To serve God and my country,
- To help people at all times,
- And to live by the Girl Scout Law.

## **Girl Scout Law**

I will do my best to be

- honest and fair,
  - friendly and helpful,
  - considerate and caring,
  - courageous and strong, and
  - responsible for what I say and do,
- and to
- respect myself and others,
  - respect authority,
  - use resources wisely,
  - make the world a better place, and
  - be a sister to every Girl Scout.

## **Our Vision for GSHPA**

To be the preeminent girl leadership organization in central and northeast Pennsylvania where every girl has a supported place to discover her unique path.

# important dates



## september

6

Volunteers gain access to M2

15

Fall Product Program Starts

## october

15

Fall Product Program Order Card Sales End

17

Fall Product Troop Manager Order Card Entry Deadline in M2

18

Fall Product Online Sales End

18

Fall Product Program Service Unit Manager Order Card Entry Deadline in M2

19

Last day for girls/troops to make reward choices

## november

13-16

Fall Product Delivery Week

## december

1

Parent Debt Forms Due

6

ACH Withdrawal



# Ways to Participate & Troop Proceeds

From Sept. 15 through Oct. 15, Girl Scouts can sell nuts, candy, and magazines in-person by using their order card. Girls can also sell items online from Sept. 15 through Oct. 18. 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.

- GSHPA will coordinate donating all nut/candy items to the Care to Share donation recipient: Soldiers' Angels
- Customers can give \$8 donations toward the Care to Share donation program
- Girls that get 5 or more Care to Share donations will earn the Care to Share patch
- Customers can donate in-person or online

## 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
\$1.10 per nut / candy item	\$1.15 per nut / candy item
\$1.10 per Care to Share Donation	\$1.15 per Care to Share donation



# Fall Product Support & Resources

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## Fall Product Service Unit Manager (FPSUM):

The FPSUM is a Service Unit's troops main support person during the Fall Product Program. This person will send monthly communications with important reminders and updates.

## Member Services:

Have a quick question about the Fall Product Program? Feel free to contact our Member Services team for general support.

- **Email** - [memberservices@gshpa.org](mailto:memberservices@gshpa.org)
- **Phone** - 800-692-7816
- **Live Chat** - [www.gshpa.org](http://www.gshpa.org)

## M2 Media Group

For questions about the M2 site or details regarding online orders.

- **Email** - [question@gsnutsandmags.com](mailto:question@gsnutsandmags.com)
- **Phone** - 800-372-8520



## Extra Resources

- **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!  
Delivery Tickets are available for both product and reward inventory and can be filtered by troop or individual girl.

# Getting Started

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## Get GSHPA Approved

Before you can gain access to your M2 account, you must be approved as the Fall Product Service Unit Manger (FPSUM) and/or Fall Product Troop Manager (FPTM) by GSHPA. 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 GSHPA
- completed GSHPA Product Program role specific training
- submitted your role specific online agreement form

## Log into M2

Beginning Sept. 6 you will be able to log into your M2 account. If you don't receive your "Welcome Email" simply go to the url below and click "*Forgot Password*"

**[gsnutsandmags.com/gshpa](https://gsnutsandmags.com/gshpa)**

## Troop Materials

The FPSUM 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



# M2 Tasks & Dates for FPSUM

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## M2 Tasks for FPSUM

- Log in and set up account
- Add/Edit address for product and reward delivery locations by Sept. 29
- Assist FPTMs with editing product orders and reward selections
- There is no submit button; whatever is showing in M2 on Oct. 18th will get submitted for final orders
- View product delivery date and time assignments
- Print SU and Troop Product Delivery Tickets
- Print SU and Troop Reward Delivery Tickets

## important dates for FPSUM

<b>early aug.</b>	Troop materials delivered
<b>SEPT. 6</b>	Begin logging into M2
<b>SEPT. 29</b>	Product & Reward delivery locations due in M2
<b>OCT. 17</b>	Last day for FPTMs to edit orders in M2
<b>OCT. 18</b>	Last day for FPSUMs to edit orders in M2
<b>OCT. 19</b>	Delivery Tickets become available on M2 Dashboard
<b>OCT. 19</b>	Last day for girls / troops to edit rewards
<b>NOV. 13 + 16</b>	Products delivered to Service Units



# M2 Tasks & Responsibilities for FPTM

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## M2 Tasks for FPTM

- 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. 18th will get submitted for final orders
- Print Troop Product Delivery Tickets
- Print Troop Reward Delivery Tickets

important dates for FPTM	
early aug.	Pick up troop materials from FFSUM
sept. 6	Begin logging into M2
oct. 15	Deadline to assist girls/families with editing orders and selecting rewards in M2
oct. 17	Last day to edit in-person orders and rewards in M2
oct. 19	Delivery Tickets become available on M2 Dashboard
oct. 19	Last day for girls / troops to edit rewards
nov. 13-16	Fall product deliveries to Service Units
dec. 1	Parent Debt Form due
dec. 6	ACH withdrawal



# Money Management & Promising Practices

## Promising Practices for Girls

- Submit payment for in-person orders to troop by due date determined by FPTM
- 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
- Girls/families should submit collected payment for in-person orders to the FPTM as soon as possible
- Only accept checks from customers at your own risk. Checks from customers should be made out to the girl/family- never to the troop.
- Girls should never collect payment for online orders

## Promising Practices for Troops

- Ensure your troop bank account is registered with GSHPA
- Set a deadline for girls/families to turn in all money due. This deadline should be before the parent debt form due date.
- Ensure all money is in troop bank account by the ACH withdrawal on December 6th
- Use Delivery Tickets as a receipt for girls/families
- Keep a copy of all paperwork/receipts
- Only accept checks from girls/families at your own risk. Troops should not accept checks from customers.
- GSHPA 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 GSHPA by Dec. 1st:

- Parent Debt form (found at [gshpa.org](http://gshpa.org))
- A copy of the 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. Text messages and emails are preferred.

*This will relieve the troop from being financially responsible for this debt.*

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



# Personalized Patches

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## Girl Personalized Patch

**EARN:** Sell a total of \$300 in Fall Product Combined Sales AND send 18+ emails through their M2 account

**CUSTOMIZE:** As soon as a girl meets these requirements, she will be able to customize her final design. Girls can:

- add a name, nickname or initials
- select one of two backgrounds

**SUBMIT:** Once a girl has completed her final design, the last step is to add her mailing address

## Volunteer Personalized Patch

**EARN:** If your troop exceeds \$700 in total sales and you send out the parent/guardian email blast, you will be eligible to earn your very own personalized patch

**CUSTOMIZE:** As soon as the troop meets these requirements, you will be able to customize your final design

**SUBMIT:** Don't forget to enter your mailing address to get your personalized patch

## Crossover Patch

Girls who send 18+ emails through their M2 account, use "Share My Site" AND sell 275+ packages of Girl Scout Cookies in the upcoming Cookie Program will earn the GSHPA Crossover patch!

*Questions about your Personalized patch? Contact M2 Media Group*

# Girl Rewards

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- Girl rewards and patches can be found on the Nut/Candy Order Card
- Patches and rewards are cumulative
- At certain reward levels, girls will need to select a reward option
- M2 will track rewards as they are earned throughout the program
- It takes the M2 site 1-2 hours to process online orders and update rewards

## Opting Out

- Only Junior+ troops are eligible to opt out of rewards
- Troops opting out of rewards will still earn patches and will receive an additional five cents per item in troop proceeds
- The majority of girls in the troop must vote in favor of opting out of rewards.
- Please notify families/parents if your troop is opting out



# Product & Reward Management

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## Picking Up Troop Product & Rewards

- Product and rewards will be sent to your FPSUM
- The FPSUM will notify you of when/where to pick up your product and rewards
- Bring a copy of your Product/ Reward Delivery Ticket for the troop
- \*Remember, your Product Delivery Tickets will not show on your M2 Dashboard until Oct. 19
- Count and recount to ensure you pick up the correct quantities of each item
- Contact your FPSUM about any missing/damaged product and/or rewards

## Sort & Distribute Product & Rewards

- FPSUM will notify the troops about when and where they can pick up their product and rewards
- Troop leader should Print a copy of the Product Delivery Ticket for each girl in the troop
- Sort the product for each girl
- Notify your girls/families of when and where to pick up their product
- Parent/caregiver should count and recount items before signing off
- Have parent/caregiver sign off on Delivery Ticket to confirm they have received the correct amount of product and retain paperwork for 1 year



# Juliettes Fall Product Information

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Juliettes are individually registered Girl Scout members. GSHPA 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 GSHPA
- The FPSUM 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
- Juliette proceeds are calculated in a different manner than troop proceeds and are issued in the form of GO!Dough.

## FPSUM Responsibilities for Juliettes:

The FPSUM 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 when/where to pick up materials, product and rewards

Notes: \_\_\_\_\_





**THANK  
YOU!**

**girl scouts**   
in the heart  
of pennsylvania

