

2022 FALL PRODUCT PROGRAM



Important Dates

July

July 23: Service Unit Fall Product Coordinator Training

July 26: Council uploads troop membership into M2.

August

August 2: Troop Coordinators can access M2 site.

August 2: Troop Fall Product Coordinator Training

August 9: Parents can access M2 site. Fall Product Sale begins!

September

September 1: Opt-outs are due. *Troops wishing to opt-out must choose by 4pm!*

September 24: Paper Orders end. Parents to enter their orders by 11pm!

September 27: Troop orders due. *Adjust/verify orders in M2 before 11pm!*

September 29: Online Girl Delivered Orders end.

September 29: Service Unit orders due. *Adjust/verify orders in M2 before 11pm!*

October

October 15: Candy Orders are delivered to Service Unit locations.

October 30: Online Ordering for magazines and direct ship nuts/candy ends at 11:59 PM CST

October 31: Troops are notified of ACH amount.

November

November 2: Troops should have funds in their bank account.

November 2: Girl Rewards selection due. Make your final reward choices by 11pm!

November 5: Outstanding Debt deadline is 4pm!

November 10: ACH pull for payment of products.

November/December: Rewards mailed from M2 to Service Unit Coordinator.



If a girl sells \$100 worth of products, the troop will automatically make \$20 for activities and troop start-up funds.



 $\textbf{M2 Online Program:} \ gsnuts and mags.com/gsmidtn$

M2 Customer Service: 1 (800) 372-8520

Girl Scouts of Middle Tennessee Website: gsmidtn.org

 $\textbf{GSMIDTN Fall Product Resources:} \ gsmidtn.org/fall-product$

Council Contacts



Tracy Tudder · *Product Programs Manager* (615) 460-0202 TTudder@gsmidtn.org



Kathleen Roder · *Product Programs Assistant* (615) 460-0209 KRoder@gsmidtn.org

Pick Up and Delivery

Service Unit Coordinators: please have your delivery location into the M2 system by August 18, 2022 at 11 pm.

Product Pick Up and Delivery

Bring your printed SU Delivery Ticket to verify the number of each product for delivery.

Count your items before you sign the receipt upon delivery. Once you sign, you are financially responsible for all products. Make sure your order is accurate as items cannot be returned to the council.

Once you've received the products, divide the items into each troop's order using the delivery tickets printed from your **SU Dashboard**.

Any time a troop picks up an order, require them to sign a receipt. After a troop signs for their items, they assume financial responsibility for the products and cannot return them. Keep all signed receipts until the end of the program.

Proper Transport and Storage

Always transport in a climate-controlled vehicle, 72 degrees or lower. Don't leave product in a vehicle, as it may melt, even in cold weather. Store the product in a climate-controlled environment, out of direct sunlight. You're financially responsible for all items ordered and will be asked to pay for any melted items.

What is the Return Policy?

Products ordered cannot be returned to the troop, service unit or council.

MELTED PRODUCTS CANNOT BE RETURNED.

What if an item is damaged?

- 1. Any damaged item should be returned and noted on the delivery ticket and left with the driver.
- 2. Do not accept damaged items at delivery.
- 3. If the package or can is crushed, sealed but empty, unsealed and not discovered at time of delivery the item can be exchanged for a non-damaged item of the same variety from the council office.
- 4. Email ProductPrograms@gsmidtn.org of missing or damaged items. Council and/or the trucking delivery company will contact you for delivery of the missing/damaged items.

Care to Share

Care to Share products are **not** listed on the delivery tickets, and this product is not delivered to service units or troops. Care to Share is delivered directly from the warehouse to Fort Campbell, Kentucky as part of the HUGS for Our Soldiers program.

Service Unit Information

The following information pertains only to service units. Troops should refer to guidelines in the Troop Leader Guide.

Individually Registered Girls (IRG)

Individually Registered Girls may participate in the Fall Product Program. Collection of funds and bank accounts for IRGs are managed through the service unit. This is done for security reasons and to ensure accurate record keeping. In order for IRGs to participate in the Fall Product Program, the service unit must have a bank account with an ACH on file with the council. All monies earned by individually registered girls should be deposited into the service unit bank account.

For more information, see Individually Registered Girl Information on page 9.

Products and Rewards

Products and rewards will be delivered to the service unit coordinator(s) designated on the Service Unit Delivery form. Service units can designate a different volunteer to receive product and rewards. If a form is not completed by the deadline, the default will be to ship everything to the service unit coordinator's address. To designate where products and rewards should be shipped, complete the Service Unit Delivery form by **August 18**, found under the **Delivery** tab on the M2 website.

Products will arrive **October 15**. As soon as you know your delivery time, communicate and set up a delivery day or time for your troops. Follow the product storage guidelines on **page 6** to ensure that the product is kept below 72 degrees in a climate-controlled environment, never left in a vehicle and never left in direct sunlight. **SERVICE UNITS AND TROOPS CANNOT RETURN MELTED PRODUCT.**

Products cannot be returned to the council, so make sure the order delivered to you is accurate. Report any missing items to the Product Programs office and note on your delivery ticket. Count the items with the troop and require that the troop volunteer sign a receipt for the products. Once a receipt is signed for the products, the troop is financially responsible for those items. Shortages for Rewards must be reported within 72 hours of delivery to the SU Coordinators delivery address.

Product Shortages must be reported at the time of delivery on the delivery ticket. **We CANNOT replace any shortages if not reported on the delivery ticket.**

Girl Rewards will be shipped to each service unit by the end of November or early December. If a troop does not pick up their rewards from you by **January 30, 2023**, return the rewards to the council office.

Individually Registered Girls

GSUSA Guidelines for Girl Rewards and Proceeds

- **All Rewards** earned by girls through product activities must support Girl Scout program experiences for girls (ie. camp, travel, and program events; but not scholarships or financial credits toward outside organizations.) Gift cards or tickets to an outside organization would not be within guidance.
- All Rewards must be based on ranges and may not be based on a dollar per dollar calculation.
- **Proceeds** may only be allocated to Girl Scout troops/groups for Girl Scout program activities. Cash based accounts may not be kept for or distributed to individual girls within the troop. Proceeds do not follow the girls.

Individual Registered Girls are eligible to participate in the Fall Product Program. Ways to participate include:

- Traditional nuts/candy order card to bring to friends and family.
- M2 program to send emails to those who might live out of town or just prefer the convenience of online ordering.
- Selling magazines to local businesses (doctors, dentist, etc.).

Money Due to SU Coordinator: _____

Checklist to sell Fall Product:

1.	Submit a signed parent financial responsibility agreement form and return to the Service Unit Fall Product Coordinator for your service unit. This must be completed or they cannot accept your orders.
	SU Fall Product Coordinator:
	Email:
	Phone Number:
2.	Enter your nut/candy order form into "manage paper orders" by the deadline specified.
	Order Input Deadline:
3.	Your candy orders will be picked up from your Service Unit Fall Product Coordinator in your area on the date they specify.
	Date for Candy Delivery:
4.	All money collected by individually registered girls will be given to the Service Unit Fall Product Coordinator by the date set by the service unit. (Girls do not retain any money up front.) Money given to the Service Unit Fall Product Coordinator must be cash or money order – no checks. (No customer checks are to be deposited into the service unit account).

A girl who participates in the Fall Product Program will earn *Program Credits* that can be used within the Girl Scouts of Middle Tennessee council. **Fall Product Program Credits are earned at a rate of 4 Credits for every \$25 sold.** They can be used for membership dues, summer camp fees (excludes deposit), council sponsored programs, Cabin purchases, and service unit events. (You must fill out a request for credits before an event or purchase).

Program Credits are not cumulative and non-transferable. **Program Credit** records for Individual Registered Girls will be kept by the council in the Product Programs Department. A request form must be submitted in order to use **Program Credits**. **Contact Tracy Tudder at TTudder@gsmidtn.org. Program Credits** will be valid for two years from the year of issue and can be redeemed for council-sponsored programs, summer residential camp (does not include deposit for summer camp), trading post, day camps, private horseback riding lessons at Camp Sycamore, Girl Scout Cabin items, Gold or Silver Award projects, and the annual membership registration fee.



girl scouts of middle tennessee

4522 Granny White Pike • Nashville, TN www.gsmidtn.org

