

2024 FALL PRODUCT PROGRAM TROOP GUIDE





Important Dates

July

July 19: Council uploads troop membership to M2.

July 27: Service Unit Fall Product Coordinator Training

July 30: Troop Coordinators can access M2 site.

July 30: Troop Fall Product Coordinator Training

August

Aug. 6: Families can access M2 site. **Fall Product Sale begins!**

September

Sep. 21: Paper orders end. *Families must submit Girl Scout's orders by 11 p.m.!*

Sep. 24: Troop orders due. *Adjust/verify orders in M2 by 11 p.m.!*

Sep. 26: Online girl-delivery orders end.

Sep. 26: Service Unit orders due. *Adjust/verify orders in M2 by 11 p.m.!*

October

Oct. 12: Candy orders delivered to service unit locations.

Oct. 27: Online ordering for magazines and direct-ship nuts/candy ends at 11:59 p.m. CST.

Oct. 28: *Troops wishing to opt out must choose by 4 p.m! Troop leader must input in M2 by 4 p.m.!*

Oct. 30: Girl Scout rewards selection due. *Make final choices by 11 p.m.!*

Oct. 31: Troops notified of ACH amount

November

Nov. 2: Troops should have funds in their bank accounts.

Nov. 6: *Outstanding debt deadline is 4 p.m.!*

Nov. 12: ACH pull for payment of products

November/December

Rewards mailed from M2 to Service Unit Coordinator

Welcome!

What's the Fall Product Program all about?

The Fall Product Program is a council-sponsored program that encourages Girl Scouts to learn new skills while earning money for their troops.

Benefits of Fall Product Sale

1. Great products (known for making wonderful holiday gifts for teachers, employees, friends, etc.!)
2. Sale is completed by October 28.
3. Magazines are sold online at the LOWEST prices available.
4. Troops make 20% to use for troop programs, excursions, service projects, etc. (or 22% if the troop opts out of rewards)
5. Troops can earn a Cookie Bonus! If they have a total troop sale of \$1,000 in fall product sales, the troop will earn \$.02 per package in cookies. Additionally, if a troop has a sale of \$2000, the troop will earn \$.03 per package in cookies (for a total of \$.05).

For tech support or problems with online sales and delivery:

girl scouts

M2 Media

Hi!
Our friendly customer service representatives are ready to answer all of your Fall Product Program questions.
support@gsnutsandmags.com
(800)-372-8520

DID YOU KNOW??

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

Your Fall Product Program Contact

Service Unit Coordinator: _____

Service Unit Coordinator Email & Phone: _____

Delivery Location & Date: _____

Getting Started

Once you complete your Troop Agreement form, you should receive an email that invites you to the M2 online system. From the email, you'll create your password and access your account. Volunteer access begins July 30.

As a troop leader, please sign in to M2 under the troop level first. Then you can use the same email and password to sign in as a parent/guardian. To log in, click on the link in the email or go directly to:

gsnutsandmags.com/gsmidtn



Once logged in, you will be able to watch the training video.

This online training provided by M2 will serve as the troop training. Service units will provide all print materials and the pick-up location for candy delivery.

M2 Training Topics:

✔ Troop Volunteer Access

- Queue Parent/Adult Email Campaign
- Volunteer Avatar

✔ Delivery Tickets and Reports

- ✔ Finances and Sales Reports
- ✔ Rewards



Resources and Quick Links

M2 Online Program: gsnutsandmags.com/gsmidtn

M2 Customer Service: 1 (800) 372-8520

Girl Scouts of Middle Tennessee Website: gsmidtn.org

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

M2 Registration

Registering your Troop

If you'll be accessing the system in multiple roles (as a service unit volunteer, troop volunteer, and parent, for example), you'll use the same email address for all roles. Log in from your highest level of access first so the system recognizes that level. From the login page, you will be able to access the participants' campaign and the administration portal for the service unit or troop level.

Once logged in, you will find that all of your registered Girl Scouts have been uploaded to your M2 troop roster.

We highly recommend double checking your troop roster.

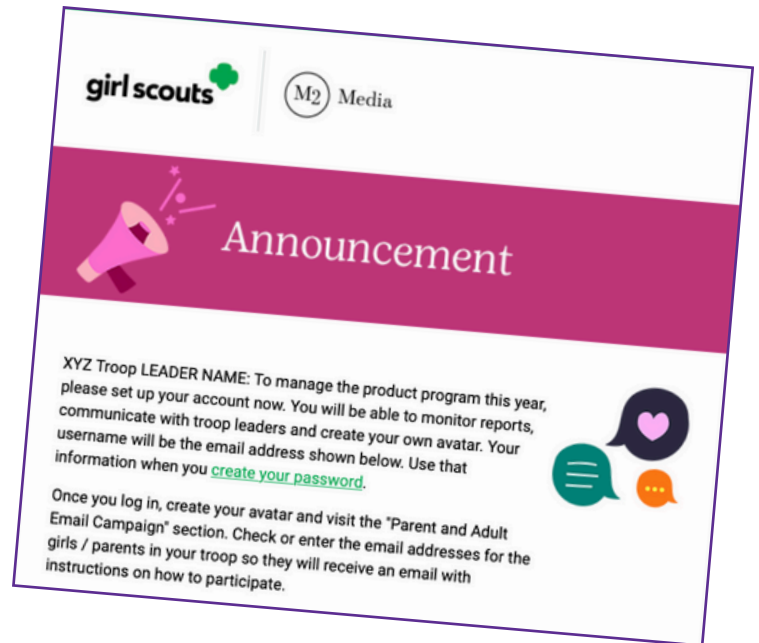
Girls can be added to your troop in M2 after August 1, but they must be registered in CouncilAlignMENT first, which can take several days to process.

Parents can help their Girl Scouts create M2 accounts on August 6. No girls can be deleted from your troop, because the data has been transferred from CouncilAlignMENT. If one of your Girl Scouts transferred from another troop, only GSMIDTN can transfer her in M2. Email ProductPrograms@gsmidtn.org to do so.

After you have followed the directions for setting up your account, log in at:

gsnutsandmags.com/gsmidtn

Select:
Girls and Parents/Adults,
Troop Leaders,
or Volunteers



Planning Meetings

Parent Planning Meeting

Holding an informative parent meeting is important to the success of your troop's Fall Product Program experience. This is the time to set expectations and communicate key information and deadlines.

Distribute one family flyer and order card for each participating Girl Scout. Do not distribute any program materials until you receive an electronically signed copy of the Parent Permission Form for each Girl Scout.

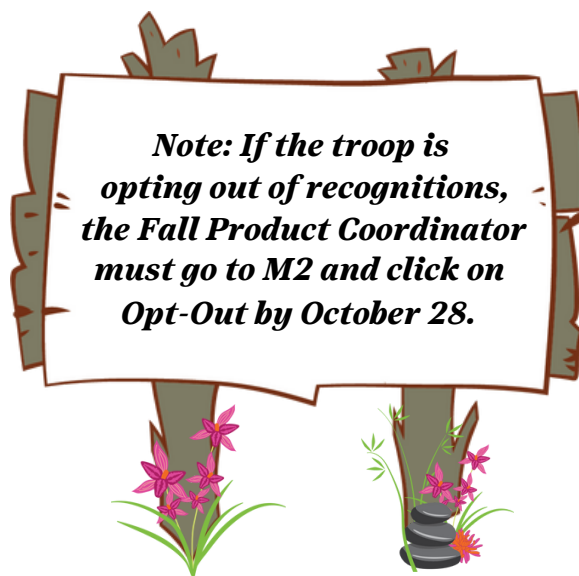
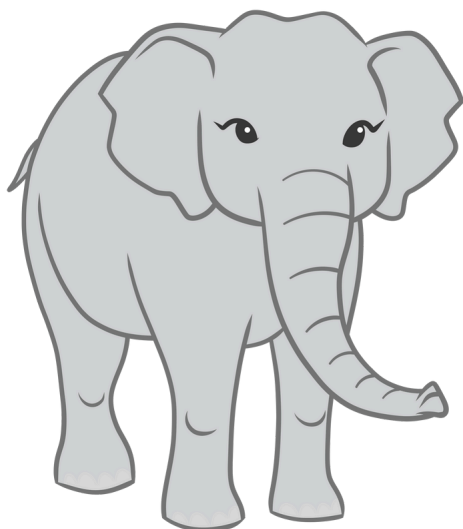
Parent Permission Form can be found at gsmidtn.org/fall-product

Materials

Once you have completed your Troop Agreement Form, your service unit will provide you with the following materials:

- ✔ One Order Card per Girl Scout
- ✔ One "It's Easy to Get Started" Flyer per Girl Scout
- ✔ One Money Envelope per Girl Scout

**All Fall Product materials are at
gsmidtn.org/fall-product**



**Parent/Guardian Permission
& Financial Responsibility Form**



Planning Meetings

Family Flyer Highlights

- ✔ Give families the troop number and contact info for their Troop/Service Unit Fall Product Coordinators.
- ✔ Explain the different phases of the program. Remind parents that payment is not taken from customers at the time of ordering, except for the \$7 Care to Share donations. For order cards, customers pay for products when they are delivered.
- ✔ Families can find detailed information on taking orders, registering for the M2 site, setting up avatars, and more on the welcome video. Point out the M2 customer service line they can use for technical difficulties with the website. M2 contact info is at gsmidtn.org/fall-product.
- ✔ Remind families that melted products cannot be returned, and chocolate should never be left in a vehicle, even on cold days. Chocolate that gets hot and then cold gets a powdery look to its appearance. It is still good, but this is why we stress the importance of keeping it out of a hot environment.
- ✔ Remind families they will submit their Girl Scout's order card on M2. Parents without internet access can give their order card to the Troop Product Coordinator and ask them to enter the order. To avoid the same order being entered twice, parents should either submit their order on M2 or give the order card to the coordinator, not both.
- ✔ Closely review all financial guidelines.
- ✔ Have families fill out troop deadlines, and explain why meeting deadlines is important.



Parent Permission Form

Ask the parents to complete the Parent Permission Form online, save an electronic copy, and forward you a copy.

New Reward!



Have \$1,200 in sales to earn a Tennessee Pearl Necklace!

Planning Meetings



Girl-Led Planning Meeting (Great for a Troop Meeting!)

A successful Fall Product Program begins with the Girl Scouts leading all decisions! Daisies and Brownies may need more guidance for setting realistic goals and accomplishments. Juniors, Cadettes, Seniors, and Ambassadors should be setting goals and making plans with the support of their troop volunteers and families.

Below are some example questions to guide Girl Scouts through developing their own Fall Product plan while they explore the skills at the core of the program.

Program Skills

Goal Setting and Decision Making

Ask about their goals for selling products. How will they split the proceeds?

- What activities do they want to do?
- Is there a community service project they want to support?
- How many customers do they plan to ask?
- How many items do they need to sell in order to earn the proceeds needed?

Money Management

Ask how they will answer questions about products' prices.

- Will the troop accept checks?
- Should they accept bills larger than \$20?
- Have younger ones practice making accurate change.
- Discuss how to budget funds to pay for the goals they set.

People Skills

Ask what they think good customer service means. Roleplay with one another, acting out different sale scenarios. Go over questions the troop can ask their customers. Practice listening and responding to customers.

Business Ethics

Ask how it feels when someone doesn't follow through on what they promised. Have them discuss how to act honestly and responsibly throughout the program.

- *How will they keep their promises to customers?*
- *How do they make certain to remember the Girl Scout Law?*

Safety First

✔ **Show You're a Girl Scout**
Wear your uniform or membership pin when taking orders and delivering.

✔ **Buddy Up**
Always use the buddy system.
It's more fun!

✔ **Be Street Wise**
Be familiar with your neighborhood.

✔ **Partner with Adults**
Adults should be present when taking or delivering orders.

✔ **Do Not Enter**
Never enter the home or vehicle of a person when you're selling or making deliveries.

✔ **Plan Ahead**
Safeguard the money.

✔ **Protect Privacy**
Girl Scouts' full names, addresses, or email addresses should never be given to customers.

✔ **Be Net Wise**
Take the GSUSA Internet Safety Pledge before going online.

As an approved volunteer and trusted adult, you have a responsibility to always ensure the safety of your troop. Volunteers involved with Fall Product must review these safety resources on our website:

gsmidtn.org/product-programs

- *Safety Activity Checkpoints: Computer/ Online Use*
- *Girl Scout Internet Safety Pledge*





girl scouts 
of middle tennessee

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