

FALL PRODUCT PROGRAM TROOP GUIDE

girl scouts
of the sierra nevada

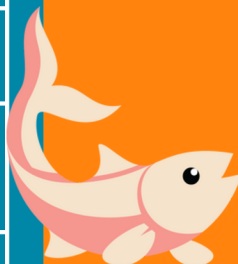
Fall 2025 Important Dates

Early access for troop volunteers	Sept. 23
Fall Product Program begins!	Oct. 1
Last day for in-person and online girl-delivered ordering	Oct. 31
Adult/caregiver deadline for entering in-person orders into M2 system	Oct. 31
Deadline for troop to enter or edit order card items for participants	Oct. 31
Last day for customers to order direct ship nuts and magazine orders	Oct. 31
Last day for participants/troops to make reward choices	Oct. 31
All money due to troop	Oct. 31
Deadline for SU edits to order card items	Nov. 1
Council ACH	Nov. 12
Delivery of nut/chocolate items to SU volunteers	Nov. 11-14

Did you know...

As an integral part of a Girl Scouts' journey toward leadership, she'll be learning and developing:

Goal Setting
Decision Making
Money Management
People Skills
Business Ethics



An easy, fun way to earn startup funds for your troop activities at the beginning of the Girl Scout year - don't miss out on all the fun!



Rewards

Girl Scout rewards can be found on the back of the order card.

Participants should register online to track reward progress and select rewards as they are earned!

Earn Custom Patches

Fall Personalized Patch

- Create your avatar in the M2 system
- Send 18+ emails
- Use the "Share My Site" function
- Sell \$375+ in total Fall sales



Girl Scout Cookie Crossover Personalized Patch

- Create your avatar
- Send 18+ emails
- Use the "Share My Site" function
- 250+ packages of cookies during the 2026 Girl Scout Cookie Program



**BRAVE.
FIERCE. FUN!**

Order Card Entry:

- Girl Scouts/caregivers have until Oct. 31 to enter order card items into the M2 system and select rewards. Leaders MUST enter or edit any remaining orders by the same date. GSSN cannot accommodate late orders.
- How to enter orders:
 - Choose Paper Order Entry from your dashboard.
 - Click on the plus sign next to the Girl Scout's name to enter or edit orders. DO NOT enter online girl delivered product.
 - Enter total ordered items by variety from order card. Click Update and make sure totals match the order card.
 - There is no submit button as orders are transmitted for fulfillment automatically on Oct. 24 after the system is locked and council submits orders.

Tips!

- Only order the exact number of products sold. Product cannot be returned to GSSN.
- Rewards are automatically calculated upon order items entered but could take up to one hour to update after adjustments have been made to products sold



Care to Share

- Care to Share is a great way for customers to give back to the community by donating products.
- Care to Share items will be donated to VA of the Sierra Nevada and Blue Star Moms. For each \$7 donation, veterans and active-duty service members will be sent one can of candy/nuts.
- Donations are credited to the participant's sales, and troops receive 18% in proceeds per donation sold. Girl Scouts earn the Care to Share patch by receiving five or more donations.

Troop Banking and Payment Collection

- Troops must have a GSSN-approved bank account.
- Payment (cash, check, or electronic) is collected from customers upfront at the time of an in-person order.
- Should your troop choose to accept checks, they should be made payable to your troop.
- Deposit all funds into your troop bank account.
- Funds owed to GSSN will be collected via ACH by Nov. 12.
- Steps to locate your troop's balance due:
 - Click Banking and Payments link on your troop dashboard to view overview of all sales and proceeds.
 - Or click Report link > Troop Orders Report or download your troop's delivery ticket with financials toggled on.
- If a girl does not turn in money to your troop by Oct. 31 DO NOT place her order. Instead, contact her adult/caregiver immediately, inform your SUPSC, and document any issues. Again, in-person orders should NOT be entered into the M2 system unless payment has been received by the troop.
- Online sales/orders will reflect as paid in the M2 system and final funds or ACH (if applicable by this time) will be adjusted for your troop to earn proceeds on these sales.
- If your troop decides to accept checks, be sure to indicate phone numbers and driver's license numbers on the checks. GSSN recommends to only accept checks from customers you know and are comfortable contacting if issue occurs.



We Appreciate You! Thank you for being an integral part of the Fall Product Program
Questions? Email girlscoutshelp@gssn.org

