



# Fall Product Program Troop Guide



## Fall 2024 Important Dates!

Early access for Troop Volunteers	September 24
Fall Product Program Begins!	October 1
Last Day for in-person & online girl delivered ordering	October 23
Adult/caregiver deadline for entering in -person orders into M2 system	October 23
Deadline for Troop to enter or edit order card items for participants	October 23
Deadline for SU edits to order card items	October 24
Last day for customers to order direct ship nuts and magazine orders	October 23
Last day for participants/troops to make reward choices	October 23
Delivery of nut/chocolate items to SU volunteers	November 12-15
All money due to Troop	October 23
Council ACH	November 6

## 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 & select rewards as they are earned!



## Earn Customized Patches

### Fall Patch

To earn:

1. Create your avatar
2. Send 18+ emails
3. Sell \$375 in total sales
4. Use "Share My Site" Function

\*Troop Leaders earn for \$1250 in total troop sales!

### Cookie Program Crossover Patch

To earn:

1. Fall Criteria met
2. 2024 Cookie Program: Sell 250+ boxes of cookies



## Order Card Entry:

- Girl Scouts/Caregivers have until October 23 to enter order card items into the M2 system & select rewards. Leaders **MUST** enter or edit any missing/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* & make sure totals match the order card
  - Where's the SUBMIT button? There is no submit button as orders are transmitted for fulfillment automatically on October 24 after system is locked and council submits orders

## Tips!

- Only order the exact number of products sold – do not over order because product cannot be returned to GSSN
- Rewards are automatically calculated upon order items entered but could take up to 1 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 through donations of products.
- Our council's Care to Share items will be donated to VA of the Sierra Nevada through our Care to Share program. For each \$6 donation, veterans and active-duty service members, will be sent one can of candy/nuts.
- Donations are credited to the participant's sales & troops receive \$1.25 in proceeds per donation sold. Girl Scouts earn the Care to Share patch by receiving 5 or more donations.

## Troop Banking & Payment Collection

- Troops must have a GSSN approved bank account
- Payment (cash, check, or electronic) is collected from customers upfront at the time an in-person order is placed
- 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 6
- Steps to locate your Troops balance due:
  - Click *Banking and Payments* link on your Troop dashboard to view overview of all sales & 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 October 23, **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 Troop to earn proceeds on these sales
- If Troop decides to accept checks, be sure to indicate phone numbers & driver's license numbers on check. GSSN recommends to only accept checks from customers you know & are comfortable contacting if issue occurs

***We Appreciate You!***

***Thank you for being an  
integral part of the Fall  
Product Program***

Questions?

Contact us:

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