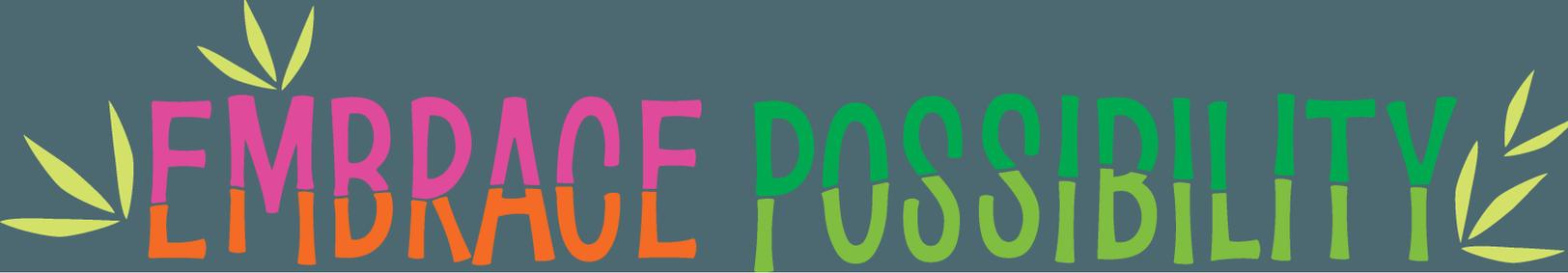


Fall Product Program



Service Unit Guide





FALL RESOURCES

Additional resources are available online at www.gssn.org You should receive the following materials the week of **September 9th**:

- ✓ Girl Materials (each participating Girl Scout should receive one order card and flyer)

Girl Scouts Can Earn Avatar Patches!

Each participant who creates an avatar, sends 18+ emails, shares their link, and has \$375 sales will earn a patch with their very own virtual likeness on it! Participants have many options to choose from including a Girl Scout uniform or other Girl Scout branded attire as well as the patch's background. Check for more details on the online site www.gsnutsandmags.com/gssn or the nut/chocolate order card.

DATES TO REMEMBER

September 24

- Email invitation sent to Service Unit Product Sales Coordinators (SUPSC) and Troop Product Sales Coordinator (TPSC) to access the M2 online system

October 1

- Fall Product Program begins

October 23 by 11:59 pm

- Girl delivered online nuts and order card nut/chocolate sales end
- Last day for adults/caregivers to enter in-person order card sales into the M2 online system

October 23 by 11:59 pm

- Troop deadline to enter any nut/chocolate order card sales that haven't been previously entered by adults/caregivers

REMINDER: Do not order extra product

Fall Product is a quick Family and Friends sale. Only order what was purchased and paid for by customers. GSSN cannot take back product!

TROOP PROCEEDS

Troop proceeds are automatically calculated by the M2 system. Troops can view the total amount earned by selecting the **Banking and Payments** link from their troop dashboards.

Troop proceeds are 15% of total sales for magazines and other online products, and \$1.25 per nut/Chocolate item.

REWARDS

Rewards are automatically calculated in the M2 system and will be visible to participants as earned. Girl Scouts will need to make a choice if two items are offered at a level

Rewards will be delivered via FedEx approximately November 30 to the address you have entered and confirmed in the M2 system. Count all rewards twice and notify council if anything is missing.

SERVICE UNIT Product Sales Coordinator (SUPSC) RESPONSIBILITIES

Step 1: Set Up in M2

As a SUPSC, you will receive an email invitation to set up your administrative level access to the M2 online system. Click the link included in the email to set your password. Once you set up your account, you can access it by going to www.gsnutsandmags.com/gssn and clicking the volunteer button. Be sure to create your avatar!

- Under the Manage Troop tab, review your troops. If you have any missing troops, contact Membership Support
- Upon logging in to the M2 system, the Troop Fall Manager will watch a short training video. The video must be watched to access the system.
 - There are two ways adults/caregivers can launch an online account for their Girl Scout:
 - The TFPM can launch the Parent/Adult Email Campaign which contains the participant's link to get started
 - Troop Fall Managers can also instruct the adults/caregivers to go directly to www.gsnutsandmags.com/gssn

Step 2: Review Girl/Troop Order/Order Submission

- Adults/caregivers will enter girl orders from the nut/chocolate order card in the M2 Online system during the sale or by October 23 by 11:59PM. Do NOT enter products that were ordered online by customers for Girl Scout delivery.
- All online orders are automatically tabulated by the M2 system
- Remind TPSC they must enter any nut/chocolate orders not entered by Girl Scouts/caregivers in the M2 system by 11:59PM on September 23
- To add Participant orders
 - From the dashboard click Paper Order Entry
 - Click the PLUS sign next to the participant's name and select EDIT PAPER ORDERS from the menu
 - Enter her total number of nut/chocolate items by variety from the order card
- Rewards are automatically calculated.
- Personalized patches will be mailed directly to the Girl Scout using the address entered by caregivers in the M2 system

Step 3: Provide Delivery Information for Products and Rewards

- Be certain to enter your service unit's location for nut/chocolate and reward delivery
- Product delivery locations are your choice. Ensure you have approval if using a church, business or any public place. **Post Office Boxes are not an acceptable delivery address.**
- Nut/chocolate items will be delivered November 12-15. **You must be present to accept this order.** Delivery times will be set up by the delivery agent and you will be notified by phone and/or email of your delivery time window.
- Be certain to include any information that will be helpful to the delivery agent such as the name of the business, if applicable, or if there is a preferred entrance for the location
- Rewards will ship to the address you enter in the M2 system and Council will provide an approximate delivery timeframe as soon as one is available.
- Note your rewards delivery address can be different than product delivery address. You do not need to be present for the reward delivery.

Step 4: Delivery of Nuts and Chocolates

- Delivery schedule will be sent out by the Product Sales Manager. Contact your troops with your delivery date, time and location.
- When setting troop pickup times, ensure you have ample time to sort the items before troops arrive
- Log into www.gsnutsandmags.com/gssn and click Delivery Tickets from your SU dashboard
- Print two copies of each troop's delivery ticket to use when sorting orders. Have troops sign one copy at pick-up and retain for your records. Give unsigned copy to troop for their records. Or have them take a photo for their records.
- **When reading the delivery ticket, be mindful of cases versus units since troops purchase units and shipments will be packaged both in cases and units. Also remind troops that the delivery ticket will include any product that was ordered online by customers as a girl delivery**