

Planning your Nut Order

See the M2OS Guide at www.girlscoutsla.org for instructions on placing the troop's order.

Troops are *not* required to round up their nut order to the nearest case (12 units) in M2OS. However, we strongly encourage troops to add a small (10%) allowance onto their actual orders. Keep in mind:

1. The sale continues through November 22. Girls may continue taking orders and selling long after the Nut Order date has passed, as long as your troop has ordered additional product.
2. Customers will want more than they originally ordered. We see it every year, people cannot get enough of their favorites.
3. The tins make awesome holiday and party gifts for the upcoming holiday season. They are the perfect gift of appreciation when you attend a holiday house party.
4. If you need nine or more of any product (but fewer than 12), we strongly recommend that you round up and take the whole case. History shows that you will need it.
5. We recommend rounding up to full cases of 12 cans for the most popular varieties of Butter Toffee Peanuts, Chocolate Almonds, English Butter Toffee, and Chocolate Sea Salt Caramels.
6. To order extra troop products, choose "Manage Troops and Girl Scouts" from the dashboard. Click the "+" to the left of your troop number and select "Add Extra Products" from the menu. Enter the extra units that you would like to add to your troop's order.
7. Troops cannot order more products after submitting their order. There is a possibility of transferring product in from another troop, but don't count on that ability.

To place an order:

- Take training from your Service Unit Fall Product Chair.
- Submit your TFPC Position Description & Agreement, ACH Debit Authorization Form and voided troop check.
- M2OS is where you manage your troop's sale. M2OS will send you an access email. Click the link to set up your password. View/print the M2OS manual from www.girlscoutsla.org.
- GSGLA will upload troop banking information received by mid-October. If a troop's banking information is not automatically uploaded, they must enter their banking information in M2OS prior to placing their order, for the order to be submitted to Trophy Nut Co. **To enter your troop bank account information, click on the Banking and Payments link** in the Financials and Reporting section on your troop dashboard.
- Hold a girl and family training to teach your troop about the Fall Product Program.
- Collect signed Parent/Guardian Permission and Responsibility Agreement, distribute Girl Order Card, money envelope, M2 online flier and the Family Letter to each girl/family.
- Parents will enter orders into M2OS by Oct. 25 at 9pm.
- If the parents miss the due date, TFPCs must enter nut orders in M2OS by 9 PM on October 26 (**do not enter orders taken online**; they will be automatically entered by the customer).