

Wrap-up Checklist

- ⇒ Online sales data will automatically populate M2OS. Girls need to deliver the Girl Delivered Orders and collect payment for order card orders (online orders were already paid for at the time of order). For nut orders that were shipped to the customer, there is nothing to do here except watch the sales and troop proceeds roll in.
- ⇒ Verify that any troop-to-troop transfer has been properly accounted for. This will ensure your final balance due to GSGLA is correct.
- ⇒ Make sure all Gift of Caring donations have been recorded and allocated to girls so they will receive credit.
- ⇒ Verify that all nut products ordered and delivered to the troop have been completely allocated to a girl. You cannot opt out of Fall rewards so every item needs to be allocated to a girl. There is no "Submit" button. You are finished when all units are allocated to the girls. Changes cannot be made after allocations are completed.
- ⇒ In the event of an NSF (non-sufficient funds) check, make every attempt to contact the issuer and collect payment. If you are unsuccessful, forward the original or bank copy of any NSF to your PPM within three days of the return date for collection attempt.
- ⇒ All money should be deposited into the troop bank account promptly and frequently, in time for the funds to become available for the ACH debit.
- ⇒ Submit a Debit Adjustment Request Form to your PPM by the due date if the ACH debit cannot be processed for any reason on the scheduled date. Bank fees are charged back to the troop. Don't spend your nut proceeds on a bank fee!
- ⇒ If you have a parent with money outstanding to the troop, DO NOT WAIT! Make sure you turn in a Discrepancy Report to your PPM so GSGLA may assist your troop by working directly with the parent. This increases the troop's chances of being reimbursed for lost proceeds. Troop leaders should be great troop leaders and not a collection agency. We want you focused on the girls' troop experience and not diverted by a negative situation. Let us help you.
- ⇒ Girl rewards for your troop will be distributed by your service unit in January. Please pick up and distribute promptly! Rewards not picked up by March 1 will be forfeited.
- ⇒ Celebrate your girls' successes. Learn from your planning, and start the conversation about setting girl and troop goals for the 2021 Cookie Program