

# 2022 Fall Product Program in a Nutshell

*A quick guide to the Fall Product Program—see full program details in the Troop Fall Product Program Guide at [www.girlscoutsla.org](http://www.girlscoutsla.org)*

## Key Dates

<b>Early September</b>	Plan a troop meeting to set goals with girls, train parents on dates and their responsibilities.
<b>September 15</b>	Troops receive access to M2OS. Troops should verify access immediately. Visit <a href="http://www.girlscoutsla.org/fallproduct">www.girlscoutsla.org/fallproduct</a> to view/print the M2OS manual.
<b>September 16</b>	Troops must submit <i>ACH Debit Authorization</i> form, voided troop check and <i>Troop Fall Product Chair Position Description &amp; Agreement</i> .
<b>September 23</b>	Order taking begins for nuts, magazines and personalized items. Send parents email to remind them to go to <a href="http://www.gsnutsandmags.com/gsgla">www.gsnutsandmags.com/gsgla</a> to start their online sales campaign.
<b>October 14</b>	Last day for girls to send 18+ valid emails through your girl scout's storefront to be eligible for <b>online-related</b> rewards (includes online charm, avatar and combo patches).
<b>October 23</b>	Nut orders due to troop. Parents enter paper orders in M2OS by 11:59pm and turn in a copy of the order card to the TFPC. Online orders end at 11:59pm.
<b>October 24</b>	TFPC to enter/review nut orders in M2OS by 11:59pm and notify SUFPC when complete.
<b>November 11-13</b>	Trophy Nut order delivery to service units and distribution to troops (dates/locations vary by SU).
<b>November 12-20</b>	Sales via Residential Walk-about and Lemonade Stands, if girls and families feel comfortable doing so. No booths or walk-about in commercial or non-residential areas.
<b>November 20</b>	Fall Product Program ends.
<b>November 21</b>	All GOC, allocations, and troop-to-troop transfers must be completed in M2OS by 11:59pm. <i>Discrepancy Reports</i> and <i>Debit Adjustment Requests</i> due, if applicable.
<b>Late November</b>	Ensure troop funds are deposited to troop account in time for funds to be available for debit on December 2.
<b>December 2</b>	ACH debit on troop bank accounts, if applicable.
<b>December 9</b>	ACH credit on troop bank accounts, if applicable.

## Before Placing 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 (online at [www.girlscoutsla.org](http://www.girlscoutsla.org)).
- Identify yourself as the Troop Fall Product Chair in MyGS
- M2OS is where you manage your troop's sale. View/print the M2OS manual from [www.girlscoutsla.org](http://www.girlscoutsla.org). M2OS will send you an access email. Click the link to set up your password.
- Most troops' banking information will be uploaded to M2OS. Troops not uploaded must enter their troop banking information into M2OS, via the Banking and Payments link, prior to placing their order for the order to be submitted to Trophy Nut Co.
- 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 Cards, money envelopes, M2 online flier and the Family Letter to each girl/family.

## Troop M2OS Set-up

- The M2OS system automatically sends the TFPC an email that provides a link to get the troop started and enables password set up.
- Once logged in, you can manage your troop's sales through the dashboard. This dashboard provides a snapshot of the participation and sales for the entire troop. If you manage more than one troop, you will be able to select the troop you want to view.
- Girls registered by September 10 will be automatically uploaded. If a girl is not in the system, her parent can add her. Make sure parents know the troop number!

## Inviting Girls to Participate Online

Copy the message below and email it to all of the parents/guardians of the girls in your troop:

*"It's time to kick off our troop's Fall Product Program. It's easier than ever to participate online. To get started, go to [www.gsnutsandmags.com/gsgla](http://www.gsnutsandmags.com/gsgla) and follow the simple instructions. Save the link to your Favorites.*

- *Girls create their very own avatar and can earn a personalized patch with their avatar and their name (or their camp name).*
- *Send 18+ emails to friends and family through your girl scout's storefront and share on personal social media or text to ask for support*
- *Supporters can pay with a credit card (magazines, nut products and **personalized items , new this year**) and the troop earns money for activities.*
- *Participating can take as little as 10 minutes and the girls will have so much fun. "Thanks in advance for helping our troop!"*

## Parents Enter Girl Orders

Parents should enter their girl nut order card orders by clicking on the "Paper Order Entry" link. If parents enter the orders, you still collect copies of the order cards and review/reconcile the orders in M2OS, just make sure not to double-enter the orders.

## ***What to do next...***

- Pick up your troop's nut order Nov. 11-13 (dates vary by service unit) and distribute the products to the girls/parents. Have the parents/guardians sign receipts for all products received.
- Plan your Walk-about and Lemonade Stands for Nov. 12-20.
- Collect money from girls, provide a receipt, and deposit the funds into the troop bank account promptly and frequently, well before the ACH debit date.

## ***Distributing Product to Girls***

Schedule the girls and families to pick up their orders. Troops may print a delivery ticket for each girl from M2OS that includes financial information so that the family knows what they owe the troop.

When parents/guardians pick up product, have them count, confirm totals, and sign for all product received. **KEEP ALL SIGNED RECEIPTS** for one year. They are your only proof of your inventory should there be any discrepancies.

## ***Residential Walk-Abouts and Lemonade Stands***

Residential walk-about and lemonade stands are the allowed and most popular ways to sell product on-hand, following current CDC, local, state, and GSGLA guidelines. Girls may sell from the date they receive their product through November 20. Girls must be accompanied by parents/caregivers at all times. Girls/adults are not allowed to sell on sidewalks/street corners or in commercial areas (i.e. in front of a store) and risk losing proceeds and rewards. Girls may print doorhangers and personalized business cards to leave when customers aren't home.

## ***Returns/Exchanges/Troop-to-Troop Transfers***

- Troops may exchange damaged product, but only for the same variety. Contact your SUFPC if you encounter damaged items. Melted chocolate is not considered damaged.
- There are no returns. Troops are financially responsible for all products ordered.
- There are no exchanges with council. Work with your SUFPC to facilitate troop-to-troop transfers.
- Track troop-to-troop transfers in M2OS. Transfers outside of your service unit will need to be entered by your SUFPC.

## ***Money Handling Procedures***

1. Troops will deposit all Fall Product Program funds for nuts/GOC into their troop bank accounts promptly and frequently, and in time for funds to be available on the debit date.
2. All council proceeds will be collected from troops via ACH Debit. Troops owed funds will receive them via ACH Credit.
3. Troops with payments due to GSGLA that are still unresolved by the time the Cookie Starting Inventory Order is due will forfeit all girl and troop rewards, and participation in Cookies 2023 will be impacted.

## Wrap-up Checklist

- Online sales data will automatically populate M2OS. Girls need to deliver the Girl Delivered orders. Girls only collect payment for in person orders; online orders have already been paid for. 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.
- 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 “legal copy” of any NSF to your Product Programs Manager (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* to your PPM if the ACH debit cannot be processed for the full amount due on the due 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.
- 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 2023 Cookie Program.

GO  
BRIGHT  
Ahead

