



2026 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/fallproduct

Key Dates

Early September	Plan a troop meeting to set goals with Girl Scouts, and to train parents/caregivers on dates and their responsibilities.
September 11	Troops must submit <i>ACH Debit Authorization</i> eform, voided troop check or recent bank statement, and <i>Troop Fall Product Chair Position Description & Agreement</i> in order to have M2OS access before Fall Product Program begins.
September 17	M2OS opens for TFPCs that submitted required forms on time. Troops can continue to submit their forms and receive access to M2OS on a rolling basis.
September 25	Order taking begins. Send parents/caregivers email to remind them to go to www.gsnutsandmags.com/gsgla to start their online sales campaign.
October 25	Orders due to troop. Caregivers enter paper orders in M2OS by 11:59 p.m. and turn in a copy of the order card to the TFPC. Last day for Girl Scouts to send 18+ valid emails through their storefront and share their site via text or social media to be eligible for online-related rewards (including online rocker, avatar, and combo patches).
October 26	TFPCs to enter/review nut orders in M2OS by 11:59 p.m. and notify SUFPC when complete.
October 28	Last day for customers to place online orders (girl delivery and shipment) by 11:59 p.m.
November 13-15	Trophy Nut order delivery to service units and distribution to troops (dates/ locations vary by SU).
November 14-22	Sales via residential walkabouts and lemonade stands. No booths, walkabouts, or lemonade stands in commercial or non-residential areas.
November 22	Fall Product Program ends. Last day for customers to place orders for shipment through 11:59 p.m.
November 23	TFPC must complete all GOC, product assignments, and troop-to-troop transfers in M2OS by 11:59 p.m. <i>Discrepancy Reports</i> and <i>Debit Adjustment Requests</i> due via eform, if applicable.
Late November	Ensure troop funds are deposited to troop account in time for funds to be available for debit at 12:01 a.m. on December 11. Deposits made on December 11 will not be available for debit.
December 11	ACH debit or credit on troop bank accounts.

Caregiver and Girl Scout Training Checklist

- Host a Fall Product Program Training for Girl Scouts and their families.
- Explain the purpose of the program as a troop opportunity to generate funds to purchase uniform and program supplies, as well as fund activities. Hand out program materials.
- **Inspire! Encourage! Motivate!** You are the face of the program. How you present the program will have a big impact on the Girl Scouts' enthusiasm and caregiver support.
- Confidence and valuable skills are learned at the heart of every product program and will last a lifetime!
- Troops and Girl Scouts should set individual and troop goals. Reinforce how individual sales goals help the troop reach its overall goal and fund troop program activities. Help Girl Scouts and caregivers understand that their participation in the Fall Product Program benefits all Girl Scouts in GSGLA.
- Review all important dates and deadlines. **Meeting due dates is critical to the success of the program;** stress the importance of timeliness with families.
- Review money handling procedures. Set clear expectations for conduct and collection of monies due to the troop.

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.
- Girl Scouts registered by September 11 will be automatically uploaded once your troop has submitted all necessary forms. If a Girl Scout is not in the system, their caregiver can add them. Girl Scouts will be released once membership has been verified. Make sure caregivers know the troop number! Girl Scouts will be periodically uploaded throughout the program as their membership registration is processed.
- Invite Girl Scouts to log in by sending them the link: gsnutsandmags.com/gsgla.

Before Placing an Order

- Take training from your Service Unit Fall Product Chair (SUFPC).
- Submit your *TFPC Position Description & Agreement*, *ACH Debit Authorization Form*, and voided troop check or recent bank statement (online at www.girlscoutsla.org/fallproduct).
- Identify yourself as the Troop Fall Product Chair (TFPC) in MyGS in the "Role" field.
- M2OS is where you manage your troop's sale. M2OS will send you an access email. Click the link to set up your password or log in with your credentials from last year.
- 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 Scout and family training to teach your troop about the Fall Product Program.
- Collect signed *Parent/Guardian Permission and Responsibility Agreement*. Distribute Order Cards, money envelopes, and M2 online flier to each Girl Scout/family.
- Parents/caregivers will enter orders from the order card into M2OS by Oct. 25 at 11:59 PM.
- If the parents/caregivers miss the due date, TFPCs must enter in-person nut orders into M2OS by 11:59 p.m. on Oct. 26 (*do not* enter orders taken online; they will be automatically entered by the customer).

What to do next...

- Pick up your troop's nut order Nov. 13-15 (dates vary by service unit) and distribute the products to the Girl Scouts/families. **Have the caregivers sign receipts for all products received.**
- Plan residential walkabouts and lemonade stands for Nov. 14-22.
- Collect money from Girl Scouts, provide a receipt (available in M2OS), and deposit the funds into the troop bank account promptly.

Distributing Product to Girl Scouts

Schedule the Girl Scouts and families to pick up their orders. Troops are encouraged to print a delivery ticket for each Girl Scout from M2OS that includes financial information so that the family knows what they owe the troop.

When caregivers pick up product, have them count, confirm totals, and **sign a receipt 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 Walkabouts and Lemonade Stands

Residential walkabouts and lemonade stands are the allowed and most popular ways to sell product on-hand, following GSGLA guidelines. Girl Scouts may sell from the date they receive their nut/candy product through November 22. Girl Scouts must be accompanied by caregivers at all times. Girl Scouts/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 if they do. Girl Scouts may print doorhangers and personalized business cards (from M2OS) 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 Service Unit Fall Product Chair (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 GSGLA. Troops can work with their 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 and Girl Scouts may collect payments from customers through Paypal/Venmo/Zelle only and the payment must go directly to the troop's bank account.
2. Troops must 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.
3. All council proceeds will be collected from troops via ACH Debit. Troops owed funds will receive them via ACH Credit.
4. Troops with payments due to GSGLA that are still unresolved by the time the Cookie Starting Inventory Order is due will forfeit all individual Girl Scout and troop rewards, and participation in Cookies 2027 will be impacted.

Wrap-up Checklist

- ☐ Online sales data will automatically populate M2OS. Girl Scouts need to deliver the Girl Delivered orders. Girl Scouts only collect payment for in-person orders; online orders have already been paid for. For orders that were shipped to the customer, there is nothing to do.
- ☐ 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 (GOC) donations have been recorded and allocated to your Girl Scouts so they will receive credit.
- ☐ Verify that all nut products ordered and delivered to the troop have been completely assigned to a Girl Scout. You cannot opt out of Fall rewards, so every item needs to be assigned to a Girl Scout. There is no “Submit” button. You are finished when all units are assigned to the Girl Scouts.
- ☐ 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* eform if the ACH debit cannot be processed for the full amount due on the due date. Requests will be reviewed by the GSGLA Product Programs Manager and approved on an exception basis.
- ☐ If you have a parent with money outstanding to the troop, DO NOT WAIT! Make sure you submit a *Discrepancy Report* so GSGLA may assist your troop by working directly with the parent. This increases the troop’s chances of being reimbursed for lost proceeds.
- ☐ 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 Girl Scouts’ successes. Learn from your planning and start the conversation about setting individual Girl Scout and troop goals for the 2027 Cookie Program.

