

## ***Troop Fall Product Chair Checklist***

- ☐ Submit *Troop Fall Product Chair* (TFPC) and *ACH Agreement* form.
  - [www.gsglavolunteerapps.org/trpfallchairagreement/](http://www.gsglavolunteerapps.org/trpfallchairagreement/)
  - [www.gsglavolunteerapps.org/achdebitautho/](http://www.gsglavolunteerapps.org/achdebitautho/)
- ☐ Take training from your Service Unit Fall Product Chair (SUFPC).
  - Receive troop sales materials.
- ☐ Log in to M2OS, the Fall Product Program inventory management system.
  - [www.gsnutsandmags.com/gsgla](http://www.gsnutsandmags.com/gsgla)
  - Add caregiver email addresses.
  - Send participant log-in email.
- ☐ Train Girl Scouts and parents/caregivers.
  - Use council provided presentation, or have families watch the recorded training at [www.girlscoutsla.org/fallproduct](http://www.girlscoutsla.org/fallproduct)
  - Distribute materials.
  - See Training Checklist in this Guide.
- ☐ Submit troop nut and candy order in M2OS.
  - Enter order card orders.
  - Order any additional product for the troop, if desired.
- ☐ Delivery Day
  - Schedule your troop's nut and candy product pick-up time in M2OS.
  - Take enough empty vehicles to pick up the troop's order.
  - Count the products and receive a receipt.
  - Distribute products to Girl Scouts and parents/caregivers; TFPC and caregivers sign receipt.
- ☐ Rewards
  - Submit rewards.
  - Receive rewards and distribute to Girl Scouts when they arrive in January.
- ☐ Throughout the Fall Product Program
  - Answer caregiver questions throughout the program.
  - Receive and forward relevant communications from your SUFPC and GSGLA to parents/ caregivers.
  - Follow up with Girl Scouts to make sure they fulfill girl delivered orders.
  - Keep careful records and receipts of product given to Girl Scouts and funds collected.
  - Deposit money collected from families into the troop bank account