Troop Pre-selling Checklist

- NEW TROOPS: Open a troop bank account if you or your troop leader have not already done so. GSGLA policy requires each troop to have a bank account before they can participate in product programs. Contact Customer Care at 213-213-0123 for information on opening a troop account.
- All Girl Scouts who wish to participate must be registered with GSUSA and have a signed *Parent/Guardian Permission & Responsibility Agreement* turned in and on file with their Troop Leader (online at www.girlscoutsla.org/fallproduct).
- You must have internet access and an email address to manage your troop in M2OS and to receive important updates from your Service Unit Fall Product Chair (SUFPC) and GSGLA throughout the program. See Google, Yahoo!, or Outlook to set up a free account.
- Submit the following completed forms no later than the due date listed to ensure you receive sales materials and M2OS access before the start of the program (found online at www.girlscoutsla.org/fallproduct):
    - *Troop Fall Product Chair Position & Agreement*
    - *ACH Debit Authorization* form and voided troop check
    - *Year-End Financial Report* for your troop. Troops that submit their financial report after the due date may experience an up to 5-day delay in receiving access to M2OS.
- Check your email often throughout the program for important updates and critical date reminders from your SUFPC, Product Programs Manager (PPM), and GSGLA. Visit www.girlscoutsla.org/fallproduct for useful resources and program information. Contact your SUFPC with any additional questions you may have.
- Arrange with your troop leader the date, time, and location for training your Girl Scouts and parents/caregivers.
- Review *Safety Activity Checkpoints* guidelines on “Council Sponsored Product Sales” at www.girlscoutsla.org/fallproduct.
- Identify yourself as the Troop Fall Product Chair in MyGS.
- Confirm with your Troop Leader that the annual troop financial report has been submitted.