

Wrap-up Checklist

- Online sales data will automatically populate M2OS. Girl Scouts 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.
- 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 assigned to 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. Troops cannot opt out of Fall rewards so every item needs to be assigned. There is no “Submit” button. You are finished when all units are assigned to the Girl Scouts. Changes cannot be made after product assignments 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 “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* 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 troop proceeds on a bank fee!
- If you have a parent/caregiver 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/caregiver. This increases the troop’s chances of being reimbursed for lost proceeds.
- Girl Scout 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 girl and troop goals for the 2025 Cookie Program