



2023 Fall Product Program

# *Volunteer manual*

**Sept. 22**

M2 Troop  
Access

**Sept. 29**

Program  
Begins

**Oct. 30**

In-Person  
Orders  
Close

**Nov. 2**

Orders &  
Money Due  
in M2

**Nov. 5**

Online  
Orders  
Close



## Questions?

### **Service Unit Fall Product Manager**

Your local volunteer fall product manager.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Email

\_\_\_\_\_  
Phone Number

### **M2 Customer Service**

M2 system, product, and order tracking  
1-800-372-8520 or [question@gsnutsandmags.com](mailto:question@gsnutsandmags.com)

### **Girl Scouts Dakota Horizons**

Member Services can be reached at 800-666-2141 or email [help@gsdakotahorizons.org](mailto:help@gsdakotahorizons.org).

# PERKS

- Easy kick-off to the new year to earn troop funds:
  - \$.75 per nut/chocolate item sold
  - \$5.00 per mags and more item sold - **\$2 INCREASE**
- Minimal time investment and no inventory management
- Choice of in-person, online-only, or both
- Practice the 5 skills: goal setting, money management, decision making, people skills and business ethics
- Girl Scouts earn themed rewards and Dakota Dough to fund future adventures.

## Troop Proceeds Example

40 nut & chocolate items  
x \$0.75  
= \$30.00 troop proceeds

3 mags & more  
x \$5.00  
= \$15.00 troop proceeds

Total troop proceeds  
per girl = \$45.00

x 10 girls in a troop  

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= \$450 troop proceeds

# What's new

These items fall under the Mags & More categories for proceeds and rewards.

## Bark Box

Each box comes with a custom Pose & Play Beret dog toy as well as one canister of Berry Trios BARK + Girl Scouts dog treats, which are one-of-a-kind. Both items come packaged in a custom Girl Scouts Mini BarkBox with a Girl Scouts liner. *\*Fixed quantities of Bark Boxes produced and available while supplies last.*



## Tervis Tumblers

Tervis® provides a wide selection of premium insulated tumblers and water bottles, ranging from top sellers to your favorite MLB®, NFL®, and collegiate sports teams and more.



# getting started

## 1. Take gsLearn Training

To prepare for the fall product program, a troop fall product coordinator (FPC) or co-leader from each troop is required to view the training on gsLearn and work closely with their service unit fall product manager.

Troop FPCs will receive the following materials (also available on our website) from the service unit fall product manager.

### Troops (1 per troop):

- Volunteer manual

### Girl Scouts (1 per girl):

- Order cards
- Online flyer
- Money envelope
- Girl activity guide (mailed to home)

ACCESS  
gsLearn



## 2. Review the Troop Roster

Troop co-leaders should access their most current troop roster through myGS on the Girl Scouts Dakota Horizons website. Please ensure all girls are registered for the 2023-24 membership year. Only registered Girl Scouts can participate.

## 3. Host Family Meeting

Plan ahead! Once you have all your information, your next step will be to schedule your troop's fall product program parent meeting (prior to program start date).

1. Educate girls and parents on the fall product program.
  - Discuss the parent financial responsibility.
  - Troop goals – what are your troop's annual plans and goals?
  - Girl goals – each Girl Scout should set her own goals based on plans for the year.
2. Hand out the materials to each girl.
3. Set important dates and clearly communicate deadlines to parents.
  - Weekly money turn-in dates.
  - Order cards turn in date.



Earn this  
matching set  
during the fall and  
cookie programs!

## Volunteer patch just for you!

When fall product coordinators and leaders complete the following steps by September 28, they'll earn a patch.

1. Let us know you are managing your troop's program by selecting the Fall Product Coordinator role in MyGS.
2. Complete training in gsLearn.
3. Send the girl launch email to give girls access to their online site.



# Volunteer Personalized Patch

As the troop FPC, you can create your own personalized patch to display on your volunteer vest!

When you create your avatar and your troop sells \$1,500 during the fall product program, you'll receive your free personalized patch in the mail.

## 4. Verify Troop Info in M2

<https://www.gsnutsandmags.com/gsdh>

The M2 online system (M2) is where girls, parents and troops will send emails, enter orders, track sales and select rewards.

1. Log in to M2 via registration email sent on **September 22** and review your troop FPC's contact information. This is the person who will receive all fall product program communications for the troop.
2. Verify your troop roster. Newly registered Girl Scouts will be uploaded weekly throughout the program. Only registered Girl Scouts can participate.
3. **Send the girl launch email to give girls access to their online stores.** Launch email will schedule to send on September 29.

## 5. Review Resources

**Girl Scouts Dakota Horizons Website** | [gsdakotahorizons.org/FallProduct](https://gsdakotahorizons.org/FallProduct)

- Additional Order Cards
- M2 Help Videos
- Girl Activity Guide
- Goal Posters
- Trainings via gsLearn
- Patch Program

**M2 Website** | <https://www.gsnutsandmags.com/gsdh>

- Enter and/or manage your troops orders
- Create avatar
- Order nuts, magazines, and more
- View reports and delivery tickets



# taking orders

## Online Orders

M2 allows girls to sell safely online to family and friends with creativity and flair. Through her personalized store, she will be able to:

- ★ Send emails that contain a direct link to shop on her personalized store
- ★ Share her shopping link via text message or Facebook (personal sites only)
- ★ Track goals
- ★ View and select rewards
- ★ Create a themed avatar

## Order Card/In-Person Orders

The order card offers customers nut/chocolate items that a girl will deliver in-person once received by their troop. Customer orders are tracked on the order card by name, number of items being purchased and payments made. Payment should be collected at the time of order. Parents will enter in-person orders in M2 prior to October 31.

## Heroes on the Horizon

Girl Scouts love to give back! Ask customers to donate to our “Care to Share” program to give nuts to local organizations throughout our council.

- Collect 6 nut donations in \$7 increments to earn the Care to Share patch.
- Place donations on the order card or online.
- Collect funds.
- Council will deliver all donated items.

### Benefits of Online Orders

- Free magazine with online purchase of nuts/chocolate.
- Choice of girl delivery or shipped.
- Tiered shipping rates based on number of items.
- Orders are shipped right away.
- Credit card payments - no need to handle cash.
- Bark Box and Tervis Tumblers online only.
- Expanded product line-up.

## Resources

Check out these additional resources to help guide your troop through the fall product program.

These resources (plus more) are located on the council website.

HOW TO VIDEOS



SHIPPING RATES



REWARDS



PRODUCTS



# money matters

Instilling good business ethics in girls, families and volunteers is a key aspect of the program.

## Money must be:

- Collected from the customer at the time of order.
- Collected from Girl Scouts on a weekly basis.
- Deposited into troop bank account weekly.

### MONEY MATTERS



## Just-in-Time: Money Matters

- **Outstanding Balance Forms** - If the troop has been unsuccessful in collecting funds due from parents, the Troop FPC may submit the Outstanding Balance Form. This form is due by **November 6**.
- **NSF Checks** - NSF Checks are those returned to the troop from the bank due to insufficient funds. Council offers assistance with NSF checks.

For more information regarding Outstanding Balance Forms or NSF Checks, view the Just-in-Time: Money Matters by scanning the QR code or visiting [gsdakotahorizons.org/FallProduct](https://gsdakotahorizons.org/FallProduct).

## Council ACH Payment Process - November 17

Troops are required to participate in the ACH process for council payment.

1. Submit the Bank Account Confirmation/ACH Form within 10 business days of opening or making updates to your troop bank account confirming your troop's account information. No required annual submission.
2. Council will upload troop bank information into the M2 system starting **October 10**.
3. Watch for reminder emails from M2 about payment.
4. Ensure the amount due is available prior to the ACH withdrawal date.
5. After the ACH has taken place, verify the amount withdrawn by reviewing your bank statement.

Troops not providing this information can jeopardize the troop's financial standing and their ability to participate in council product programs.

**All funds are due in full to council on November 17. If your troop does not have a bank account, payment in full is due by **November 17**. Contact us at 800-666-2141 or email [help@gsdakotahorizons.org](mailto:help@gsdakotahorizons.org) for instructions and more information.**

# end of program checklist

- Remind all parents to total each product at the bottom of the order card and enter totals in M2 by **October 31** at 11:59 PM CT.
- Collect nut/chocolate order cards from each girl. Verify the quantities and rewards choices are entered correctly in M2. Be sure to save the order cards to give back to the girls at delivery time! *Note: Online sales are automatically calculated.*
- Collect all money due—count the money with the parent present and issue receipt and verify the parent gave the correct amount owed via M2.
- Deposit all money into your troop authorized bank account. To determine the troop's amount due to council, see the “Troop Summary/Amount Due” dashboard on M2.
  - All money must be turned in with order cards. If not, fill out an electronic Outstanding Balance Form by November 6.



## Product and Reward Distribution

Each service unit has a different way they coordinate deliveries. Watch for communication from your service unit FPM for when and how product and rewards will be picked up.

- Be prepared for your product pick up and know what items you will be receiving by using M2 delivery tickets. You will receive exactly what your troop sold. No extras.
- Count and recount! Make sure you have all your items listed on your delivery ticket.
- Sign and get a receipt for product received.
- Sort and distribute product to girls as quickly as possible so they can deliver to customers.
- Return order cards to girls in your troop when they pick up product.
- Report damaged product by December 8 to your service unit FPM.
- When rewards are delivered, follow the same process above, reporting any damaged rewards by December 15.

# 2023 Fall Product Program Calendar

September

October

November

| Sunday   | Monday                               | Tuesday                    | Wednesday   | Thursday                   | Friday                               | Saturday |
|--|--------------------------------------|----------------------------|---|----------------------------|--------------------------------------|----------|
| 10   | 11                                   | 12                         | 13  | 14                         | 15                                   | 16       |
| 17   | 18                                   | 19                         | 20  | 21                         | 22                                   | 23       |
| Trainings (FPC/Troop/Parent)                     |                                      |                            |   |                            | M2 Troop Access                      |          |
| 24   | 25                                   | 26                         | 27  | 28                         | 29                                   | 30       |
|  |                                      |                            |   |                            | Program Starts                       |          |
| October 1  | 2                                    | 3                          | 4   | 5                          | 6                                    | 7        |
| Bank & ACH Form Due                              | Fall Program (In-Person/Online)      |                            |   |                            |                                      |          |
| 8  | 9                                    | 10                         | 11  | 12                         | 13                                   | 14       |
|  | GSDH Closed                          | Bank Info Uploaded         | Fall Program (In-Person/Online)                             |                            |                                      |          |
| 15   | 16                                   | 17                         | 18  | 19                         | 20                                   | 21       |
| Fall Program (In-Person/Online)                  |                                      |                            |   |                            |                                      |          |
| 22   | 23                                   | 24                         | 25  | 26                         | 27                                   | 28       |
| Fall Program (In-Person/Online)                  |                                      |                            |   |                            |                                      |          |
| 29   | 30                                   | 31                         | November 1  | 2                          | 3                                    | 4        |
|  | Parents Total Orders and Enter in M2 |                            | Troop FPC Verify Orders in M2 Collect Money and Order Cards |                            | FPM Review Orders                    |          |
|  | Program Ends                         | Parent Lockout 11:59 PM CT |   | Troop Lockout 11:59 PM CST |                                      |          |
| 5  | 6                                    | 7                          | 8   | 9                          | 10                                   | 11       |
| SU FPM Lockout 11:59 PM CST<br>Online Sales Ends | Outstanding Balance Forms Due        | Council Submit Orders      |   |                            |                                      |          |
| 12   | 13                                   | 14                         | 15  | 16                         | 17                                   | 18       |
|  |                                      |                            |   |                            | ACH Withdrawal                       |          |
| 19   | 20                                   | 21                         | 22  | 23                         | 24                                   | 25       |
| 26   | 27                                   | 28                         | 29  | 30                         | December 1                           | 2        |
|  | Product Delivery Begins              |                            |   |                            | Report Damaged Product by December 8 |          |