

FALL PRODUCT PROGRAM

Service Unit FPM Guide & Checklist

We hope this guide will help you through the process of running a successful Fall Product Program. Your efforts are extremely important to the success of the Fall Product Program ~ without you, this would not be possible!

Materials Checklist

Each Troop gets:

- Volunteer Manual

Each Girl per troop gets:

- Order Card
- Online Flyer
- Money Envelope
- Girl Activity Guide—mailed to each registered girl week of 9/18/2023

Please distribute materials to troops no later than Sept 22nd so they are ready for the M2 Site Online Launch Email.

Email cookies@gsdakotahorizons.org to request additional materials.

Thank You for volunteering as your service unit's Fall Program Manager (FPM)! Seriously, what would we do without you?

Digital Avatar



Did you know?

As the FPM for your service unit, you get a free avatar patch! We can't wait to see what you create!

Dates to Remember

_____	YOUR SU Troop Huddle Date
08/16	Training available on gsLearn!
08/28	Begin Hosting SU Huddles
09/22	M2 site is live for Volunteers
09/29	Online & In-Person Orders Begin
10/01	Bank Authorizations Form Due to GSDH
10/10	Troop Bank Info Uploaded
10/30	In-Person Orders End
10/31	Parents will be locked out at 11:59 PM
11/02	Troops will be locked out at 11:59 PM
11/05	FPMs will be locked out at 11:59 PM
11/05	Online Orders End
11/17	ACH Withdrawal
11/27	Product deliveries begin to FPM
12/04	Product deliveries begin to customers
12/08	Deadline to report damaged Product
12/05	Reward deliveries begin to FPM

Before the Program

- Review the Fall Program Materials—get familiar with them prior to hosting your SU Huddle!
- Speaking of the Huddle...**
- Get your invites out to the Troop Leaders/Troop Fall Product Program Coordinators.
- Meet with your SU Team to set your service unit goals and possibly host a SU Rally!
- Host your SU Huddle. Reach out to us if you need help with this.
- Login and get familiar with the M2 site: **gsnutsandmags.com**. Clever, huh?
- Compare your Service Unit Roster—make sure all troops are uploaded into the M2 system.
- Ensure your service units' Bank Authorization Form has been submitted.
- Choose a location for your Fall Product to be delivered. Your location must be:
 - Safe for volunteers and product: clean, dry, well lit, animal/insect free, and secure
 - Accessible: easy for product delivery by truck and possible pallet jack, meaning no stairs
 - Nearby for a majority of volunteers

During the Program

- Communicate often!**
 - Send emails through M2 directly to your troop co leaders/coordinators
 - Remind co leaders/coordinators to do weekly money turn-ins and make deposits often
 - Highlight promotions and girl rewards
 - Submit any Outstanding Balance/ NSF Forms as needed
 - Reminder about important dates and deadlines

After the Program

Make sure all your troops have:

- Completed Girls Sales & Rewards Orders
- Confirmed their bank info is available
- Deposited all funds to troop account
- Submitted any Outstanding Balance Forms

Make sure you have:

- Collected money from IRMs
- Made sure delivery site is ready
- Checked the calendar for delivery date

Delivery Time

Product delivery will take place around November 27, 2023.

Delivery from Agent - **NUTS & CHOCOLATES:**

- Count all product with agent and ensure quantities match delivery ticket.
- Agent will have extras on hand for damaged and/or missing product.
- Sign and keep a copy of the delivery ticket.

Delivery from UPS - **REWARDS:**

- Count all rewards and ensure it matches the packing slip. If you are missing any, contact us.
- Get ready by printing reports for Nut/Chocolate for all troops in the service unit.
- Sort Product and Rewards by troop and schedule/plan pickup/drop-off with troops.
- Encourage troops to deliver all product to their customers as soon as they get them.
- Ensure troops hand out rewards to girls as soon as possible - they are excited!

The REALLY Fun Stuff !

Facebook Updates

We do have a [Facebook page](#) just for YOU! This is a great place to communicate with the other FPM's! You can share ideas, ask questions or maybe even win a prize!

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.



PERSONALIZED Avatar Patches

Girls, Troop Co-Leaders and YOU can earn the FUN Avatar Patch!

- **Girls:** send 18+ emails, sell 2 mags & more and 45 nut/chocolate items, use the "Share My Site" function in M2.
- **Troop Co-Leaders:** have your troop sell \$1500 in Total Troop Sales.
- **FPM's:** each of you will get one free patch—just for being YOU!



COOKIE Cross-Over Patch

Girls earn this patch during the 2024 Cookie Program by:

- Sending 18+ emails, creating their girl avatar, using the "Share My Site" function in M2 in the fall and
- Selling 325 packages of cookies.

They will get a reminder email during Cookie Season!



INSTANT Reward for Girls

Mailed directly to the girl at the start of the program.



Changemaker CHARM for Girls

Earn the Ocelot charm by selling 10 nuts/chocolates items.



General Information

Individually Registered Girls (IRG)

IRG's are Girl Scouts that are not registered in a particular troop. We ask that each service unit assist IRGs throughout the Product Program to make sure they are getting the same experience as other Girl Scouts. You can choose an IRG Coordinator or the FPM can help manage the program for these girls.

- All SUs will have an IRG troop in the M2 online site, the troop # will be '90 + SU#'. (ie: 90150)
- IF there are girls in this troop, the FPM will be listed as their Troop Leader. You can add an IRG Coordinator into the system once you are logged in.
- Ensure the IRG Coordinator and these girls are getting all troop communications.
- The SU bank account will be listed as the 'troops' bank account number.
- FPM to deposit all funds from IRG Girl Scout. Amount due will be ACH'd from SU account.

IRG Proceeds

- IRG Girl Scouts earn Dakota Dough in place of Troop Proceeds.
- See the Individually Registered Girls Proceeds Flyer (hosted on GSDH website) for more information.

Service Unit Proceeds

Service Units will earn a MINIMUM of \$0.03 per nut/chocolate item sold just for the girls participating in the Fall Product Program! You can earn MORE as your Service Unit increases participation—up to \$.06 per nut/chocolate item. It's all about getting girls involved and teaching them the 5 skills!

Participation	\$0.03
70% to 79.99%	\$0.04
80% to 89.99%	\$0.05
90% to 100%	\$0.06

What does your Service Unit's Participation look like and how much can your Service Unit earn?

Number of Girls in your Service Unit: _____

Number of Girls that participated last year: _____

Goal of Girls to participate this year: _____

Resources

• M2 Site

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

• Training Videos

Available on GSDH website & M2 Site

• M2 Customer Care Team

• Dakota Horizons Member Services

1-800-666-2141

help@gsdakotahorizons.org

• GSDH Website

www.gsdakotahorizons.org

