

2024 Fall Product Program

VOLUNTEER MANUAL



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 support.gsnutsandmags.com

Girl Scouts Dakota Horizons

Member Services can be reached at 800-666-2141 or email help@gsdakotahorizons.org.

Sept. 20

M2 Troop
Access

Sept. 27

Program
Begins

Oct. 28

In-Person
Orders
Close

Nov. 1

Orders &
Money Due

Nov. 3

Online
Orders
Close

PERKS

- Earn troop funds early! Kick off the new year with some extra funds.
 - \$.75 per nut/chocolate item sold
 - \$5.00 per mags and more
- 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.

REWARDS



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
= \$450 troop proceeds

PRODUCTS

BarkBox

Boxes come with one or two custom Pose & Play dog toys as well as one canister of Berry Trios BARK + Girl Scouts dog treats.

**Fixed quantities available while supplies last.*

New Personalized Products

High quality stationery, note pads, and photo frames! Customers can be creative and customize colors, fonts, names, and more.

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.

Magazines

Customers can purchase or renew their favorite magazines online.

Nuts and Chocolate

16 varieties of nuts and chocolate are available for girl delivery and an even larger selection is available online.

PRODUCT DETAILS



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
- Getting started flyer
- Money envelope

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 2024-25 membership year. Only registered Girl Scouts can participate.

3. Host Family Meeting

Once you have all your information, your next step will be to schedule your troop's fall product program parent meeting.

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.
4. Encourage girls and parents to participate online.
 - With online sales, you won't have to collect money. All sales are done by credit card.
 - Girls can see how they are doing and keep track of their sales.
 - Girls can see the rewards as they earn them.



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 20** 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. Only registered Girl Scouts can participate. Newly registered Girl Scouts will be uploaded weekly throughout the program.
3. Verify your troop bank account is visible in M2. If bank info is not visible, submit the Bank Account Confirmation/ACH Form or email help@gsdakotahorizons.org.
4. **Send the girl launch email to give girls access to their online stores.** Launch email will schedule to send on September 27.

5. Review Resources

Girl Scouts Dakota Horizons Website

www.gsdakotahorizons.org/FallProduct

- Additional Order Cards
- M2 Help Videos
- Patch Program
- Goal Posters
- Shipping Rates
- Trainings via gsLearn

GSDH
WEBSITE



M2 Website

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

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

M2
WEBSITE





TAKING ORDERS

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 must enter orders in M2 prior to October 29.

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

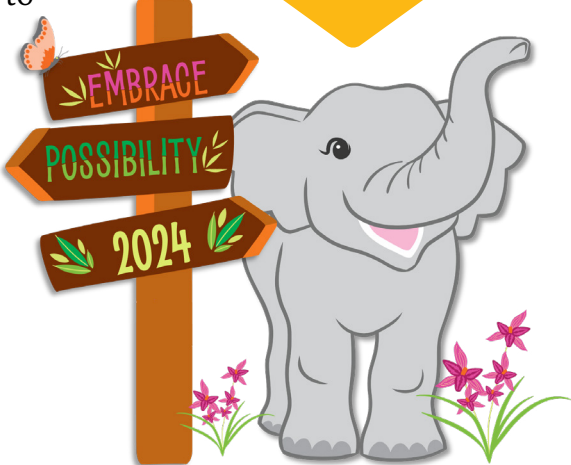
Benefits of Online Orders

- Free magazine with online purchase of nuts/chocolate.
- Credit card payments - no need to handle cash.
- Magazines, Bark Box, personalized product, and Tervis Tumblers online only.
- Expanded product line-up.
- Choice of girl delivery or shipped.
- Orders are shipped right away.

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 \$8 increments to earn the Care to Share patch.
- Place donations on the order card or online.
- Collect funds.
- Council will deliver all donated items.





MONEY MANAGEMENT

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.

Just-in-Time: Money Management

MONEY MANAGEMENT



- **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 4**.
- **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 Management by scanning the QR code or visiting gsdakotahorizons.org/FallProduct.

Council ACH Payment Process - November 15



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. Troops must confirm account information any time a change is made. There is no required annual submission unless changes have been made to the account.
2. Council will upload troop bank information into the M2 system.
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 15. If your troop does not have a bank account, payment in full is still due by **November 15. Contact us at 800-666-2141 or email 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 29** 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. 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 4**.

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 9** to your service unit FPM.
- When rewards are delivered, follow the same process above, reporting any damaged rewards by **December 13**.



2024 Fall Product Program Calendar

September

October

November

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