

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

Please distribute materials to troops no later than Sept 18th 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
- 08/06 Training available on gsLearn!
- 08/26 Attend SU Huddle
- 08/27 Begin Hosting SU Huddles
- 09/20 Troop Bank Info Available on M2
- 09/20 M2 site is live for Volunteers
- 09/27 **Online & In-Person Orders Begin**
- 10/28 **In-Person Orders End**
- 10/29 Parents will be locked out at 11:59 PM
- 11/01 Troops will be locked out at 11:59 PM
- 11/03 FPMs will be locked out at 11:59 PM
- 11/03 **Online Orders End**
- 11/15 ACH Withdrawal
- 11/25 Product deliveries begin to FPM
- 12/04 Product deliveries begin to customers *(or earlier, if products arrive!)*
- 12/09 Deadline to report damaged products
- 12/05 Reward deliveries begin to FPM
- 12/16 Deadline to report damaged rewards

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 account information is current.
If not, submit a Bank Authorization Form.
 - 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 IRGs
- Made sure delivery site is ready
- Checked the calendar for delivery date

Delivery Time

Product delivery will take place around November 25, 2024.

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!

PERSONALIZED AVATAR PATCHES

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

Girls:

1. send 18+ emails
2. sell 2 mags & more and 45 nut/chocolate items
3. 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!

Create your own avatar and choose 1 of the designs shown below.



COOKIE CROSS OVER PATCH

Girls earn this patch during the 2025 Cookie Program by:

1. Sending 18+ emails
2. creating their girl avatar
3. using the “Share My Site” function in M2 in the fall
4. Selling 325 packages of cookies.

They will get a reminder email during Cookie Season!



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

