

## 2022 Fall Product Program—Troop Checklist

This checklist is meant to be a quick reference tool. For full checklist, see pages 6-8 of the troop manual.

### **Pre-Sale**

- Confirm all girls participating are registered Girl Scout members for the 2022-2023 membership year.
- Register yourself as a Troop Fall Product Chair with the troop.
- Complete the Fall Product Program Mandatory Online Troop Training available on gsLearn.
- Login to M2OS from the launch email on Tuesday, September 13, or go to [www.gsnutsandmags.com/admin](http://www.gsnutsandmags.com/admin), enter email and click “Forgot Password” after Tuesday, September 13. See page 5 and 6 of Troop Manual for additional details.
  - Test your login and password to be sure you can access troop level information.
  - Confirm all girls are listed; go to Manage Troops & Girl Scouts under Manage System Users on troop dashboard.
  - Queue the Parent Adult Email Campaign (PAEC) BEFORE Tuesday, September 20.
- Enter/review troop checking account and bank routing numbers by deadline. Go to Manage ACH on Banking & Payments under Financials & Reporting on M2OS troop dashboard.
- Prepare materials for distribution to girls. Review resources for activities to use at the troop planning meeting.
- Meet with girls and parents/guardians at a troop meeting.
  - Discuss what girls will be learning, benefits of participation, products, and girl/parent procedures. Set goals.
  - Distribute materials to each registered Girl Scout in the troop.
    - Product Program Permission/Financial Responsibility Form (Have parent/guardian sign and return at the meeting.) This form is critical to have on file, so GSNI can assist with pursuing parent debt, if necessary.



### **Post-Sale**

- Ask parents to enter off-line orders into M2OS and/or collect order cards. Collect payment from girls.
- Collect and/or have parents enter girls’ reward choices in M2OS where applicable.
- Log into M2OS and go to Manage Troops & Girl Scouts under Manage System Users on troop dashboard to confirm again that all girls who are registered as current Girl Scout members are listed.
  - Enter/verify order information in M2OS.
    - DO NOT enter orders without receipt of payment.
    - Enter/verify items ordered from nut/candy order card. DO NOT enter Girl Delivery Online orders.
  - Enter/verify girl rewards in M2OS.
    - If an older girl troop (Cadette, Senior, or Ambassador) is opting out of rewards, this selection MUST be completed on Reward Opt-Out under Rewards & Patches on the troop dashboard of M2OS prior to submitting rewards. Once this is selected it cannot be reversed. If a change is needed, please contact council.
    - Enter/verify reward selection choices where applicable, if not done in advance.
- Save as entering. No final submit button.
- New troops must enter troop checking account and bank routing numbers into M2OS by deadline.
- Deposit all checks/cash into troop account by deadline.



### **Delivery of Product**

- Pick up all nut and chocolate items ordered via order cards or Girl Delivery online orders from volunteer Service Unit Fall Product Program Coordinator on the designated date (varies by service unit).
- Make two copies of each girl’s order (print from M2OS or use bubble sheets) so the second can be used as a receipt to give to the girl/parent when the order is picked up. Receipt booklets may also be used to issue a receipt.
- Sort items by each girl’s total orders.
- DO NOT distribute product to Girl Scout if membership has not been completed or payment has not been received.
- Arrange a time when the girls and parents/guardians can pick up their orders. Count and verify order is correct with girl/parent. Parent signs both receipts; give them one copy. Advise the girls to deliver the items as soon as possible.

### **Delivery of Rewards**

- Pick up the girl rewards from the volunteer Service Unit Fall Product Program Coordinator on the designated date.
- Sort/bundle the items by girl. Use M2OS to verify what items each girl received.
  - NOTE: Cashew Cash e-codes will be emailed directly to the email address associated with the Girl Scout’s membership. Personalized Avatar patch will be shipped directly to the Girl Scouts who earned from M2 vendor.
- DO NOT distribute rewards to Girl Scout if membership has not been completed or payment has not been received.
- Distribute the rewards at a troop meeting.

### **Finalize Program**

- Keep copies of the Product Program Permission/Financial Responsibility Forms.
- Share all financial records you’ve with the Troop Administrator/Troop Leader.

