

Troop Fall Product Chair Checklist

Program Start Tasks

	All Girl Scouts participating in the Fall Product Program must be registered members of Girl Scouts of the USA (GSUSA) for the 2025-2026 membership year (MY26).
	Register as a member of Girl Scouts of the USA (GSUSA) with volunteer role of Troop Fall Product Chair with the troop and have a current background check on file with GSNI.
	Complete the Fall Product Program Online Troop Training through gsLearn, available starting August 29. This online training must be completed to receive the troop's program materials.
	<p>Login to M2OS from the volunteer launch email sent Tuesday, September 9 (see page 8).</p> <ul style="list-style-type: none"> ○ <u>Test login and password. If unable to access the troop dashboard, contact your Service Unit Fall Product Program Coordinator or council for assistance. Your troop will not be loaded into M2OS if it is not Product Ready (see page 3) and met minimum size requirements (see page 10).</u> ○ <u>Queue the <i>Parent Adult Email Campaign</i> BEFORE Tuesday, September 16, to give Girl Scout's the opportunity to start one day early. This is also a requirement for volunteers to receive their own personalized M2 Avatar patch.</u> ○ <u>Confirm all Girl Scouts are listed by going to Manage Troops & Girl Scouts under Manage System Users on troop dashboard in M2OS.</u> <ul style="list-style-type: none"> ▪ <u>If not listed, confirm if registered. If listed without an ID, the Girl Scout may not be registered. For general membership questions, contact customercare@girlscoutsni.org or call 844-GSNI-4-ME (476-4463).</u> ○ <u>New troops enter troop bank account and bank routing numbers by deadline. Returning troops review banking information for accuracy after uploaded on Tuesday, September 30. Go to Manage ACH on Banking & Payments under Financials & Reporting on M2OS troop dashboard.</u>
	Prepare materials for distribution to Girl Scouts.
	Review this Troop Manual along with resources and activities posted at www.girlscoutsni.org/fallproductprogram and Rallyhood to use at the troop planning meeting.
	<p>At a troop meeting, discuss the following with Girl Scouts and Parents.</p> <ul style="list-style-type: none"> ○ Discuss what participants will learn and the benefits of participation including 5 essential life skills, entrepreneurial mindset, troop proceeds, individual rewards, and council support. ○ Set troop goals together and discuss how participants may want to set their own goals. ○ Discuss products and selling options. ○ Discuss Girl Scout/parent procedures. <ul style="list-style-type: none"> ▪ Accepting Payment. <ul style="list-style-type: none"> • All in-person orders require payment to be received at the time of the order in the form of cash or checks payable to the troop (i.e., Girl Scout Troop 5555). • Online orders, including Girl Delivery, are paid at the time of the order with a credit/debit card. ▪ Entering Orders and Choosing Rewards <ul style="list-style-type: none"> • Parents/Girl Scouts can enter their paper order card totals (off-line orders) themselves into M2OS. • Girl Scouts must select choices for any rewards after earned by deadline. ○ Distribute materials to each registered Girl Scout in the troop. <ul style="list-style-type: none"> ▪ Have parent(s) sign the Product Program Permission/Financial Responsibility Form. Keep on file through 2026 Cookie Program. This form is critical to have on file, so GSNI can assist with pursuing parent debt, if necessary. ▪ Family Newsletter, Nut/Chocolate Order Card, Money Envelope, M2 flyer.
	Participate as a troop in any additional activities related to the Fall Product Program.

Program End Tasks

	Girl Scout/parent enters paper order card orders into M2OS and/or turns in paper order card into Troop Fall Product Chair to be reviewed/entered in M2OS.
	Collect money for all in-person orders from Girl Scout/parent. Issue a receipt using the receipt booklet. Deposit in troop bank account as soon as possible.
	Girl Scouts/parents enter reward choices in M2OS where applicable.
	Go to Manage Troops & Girl Scouts under Manage System Users on the M2OS troop dashboard and confirm all participating Girl Scout members are listed. Troop Fall Product Chairs will not be able to add Girl Scouts to M2OS. This can only be done at the council level.
	Go to Paper Order Entry under Product Management on the M2OS troop dashboard and enter/verify order information in M2OS. Troop volunteers will only be able to enter or edit orders on their designated dates—Sunday & Monday, October 26 and 27. <ul style="list-style-type: none"> ○ Orders should not be entered without receipt of payment. ○ Enter/verify items ordered from paper order card. DO NOT enter Girl Delivery Online orders. ○ Save after entering/editing each Girl Scout.
	Go to Rewards under Rewards & Patches on the M2OS troop dashboard and select/verify Girl Scout rewards in M2OS. <ul style="list-style-type: none"> ○ If a Cadette, Senior, or Ambassador Girl Scout troop chooses to opt-out of rewards, this selection MUST be completed on Reward Opt-Out under Rewards & Patches on the M2OS troop dashboard PRIOR to the reward entry deadline. Once this is selected it cannot be reversed. If a change is needed, contact the council. ○ Verify that the rewards auto-populated correctly. ○ Select/verify reward choices where applicable. Troop volunteers will only be able to enter or edit rewards on their designated dates—Sunday & Monday, October 26 and 27. ○ Save as entering/editing each Girl Scout.
	If not already done, new troops must enter troop checking account and bank routing numbers into M2OS by deadline. Returning troops confirm council imported banking information is correct.
	Recommend depositing all checks/cash into troop account by Monday, November 3. <ul style="list-style-type: none"> ○ If notification from the bank is received regarding NSF (Non-Sufficient Funds) checks, contact GSNI Finance Department immediately. Girl Scouts/parents should contact the customer(s) for new payment, but if faced with difficulty collecting payment, GSNI's Finance Department may be able to assist if notified by the deadline of Friday, November 14.

Delivery of Product

	Pick up all nut and chocolate items, ordered via paper 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 Scout's order (print from M2OS or use bubble sheets or receipt booklet) so the second can be used as a receipt to give to the Girl Scout/parent when the order is picked up.
	Sort items by each Girl Scout's total orders.
	DO NOT distribute product to Girl Scout if membership/registration has not been completed or payment for product has not been received.
	Arrange a time when the Girl Scouts and parents can pick up their orders. Complete the following before their departure. <ul style="list-style-type: none"> ○ Count the order with the Girl Scout and the parent to verify it is correct. ○ Have parent sign both copies of the receipt and give them one copy. ○ Return the original nut/chocolate order card to the Girl Scout if it was collected. ○ Advise Girl Scouts to deliver the items to their customers as soon as possible.
	Pick up the Girl Scout rewards from the volunteer Service Unit Fall Product Program Coordinator on the designated date (varies by service unit).

Delivery of Rewards

	Sort/bundle the reward items by Girl Scout. Use M2OS to verify what items each Girl Scout earned. <ul style="list-style-type: none">NOTE: Cashew Cash e-codes will be emailed directly to the parent/primary caregiver listed with the Girl Scout's membership. Personalized M2 Avatar patch will be shipped directly to the Girl Scout after it is earned from M2 Media Group vendor. Personalized patch may take up to 8-12 weeks to receive. Girl Scouts can look on their dashboard to see shipping status.
	DO NOT distribute rewards to Girl Scout if membership/registration has not been completed or payment for product has not been received.
	Distribute rewards to Girl Scouts at a troop meeting. <ul style="list-style-type: none">Celebrate accomplishments!Congratulate Girl Scouts!Create excitement about how the troop is going to use the troop proceeds!

Finalize Program

	Keep a copy of the Product Program Permission/Financial Responsibility Form . This is valid for one year, so another form does not need to be completed for participation in the Girl Scout Cookie Program.
	Share all financial records you have gathered with the Troop Leader.

Thank You for participating in the 2025 Fall Product Program!

