

Welcome to the 2025 Fall Product Program!

Girl Scouts of Northern Illinois (GSNI) is looking forward to a great Fall Product Program season with delicious nut and chocolate products, wide variety of magazines and new products for your troop to promote, sell and receive proceeds. The GSNI Product Program Team leverages national programs from our vendors Ashdon Farms and M2 Media Group and customizes it for GSNI. Please use this manual and resources at www.girlscoutsni.org/fallproductprogram and [Rallyhood](#) as a guide for GSNI's 2025 Fall Product Program.

When you help your troop participate in the Fall Product Program, you are helping Girl Scouts gain independence and confidence, all while building social and practical life skills toward their future. Through the Fall Product Program our Girl Scouts not only learn **Financial Literacy**, but through these **Five Skills** they are progressively gaining an **Entrepreneurial Mindset**.



goal setting



decision-making



money management



people skills



business ethics

Where to Find What You Need to Know!

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Contacts and Resources

Product Program Questions/Concerns
E: cookies4you@girlscoutsni.org

Product Hotline
Business Hours M-F
Ph: 847-214-9295

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Product Program Manager
Team Lead for Fall Product Program

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Product Program Manager

Debbie Karner
Product Program Manager

Samantha LeHew
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Nicole Murphy, Chief Revenue Officer

Volunteer and Girl Scout/Parent access to M2OS

- www.gsnutsandmags.com/GSNI
or use QR code



- M2OS Customer Service
<https://support.gsnutsandmags.com>
OR 800-372-8520

Product Program Resources

- Rallyhood
<https://rallyhood.com/157733>
- GSNI Product Program Website
www.girlscoutsni.org/fallproductprogram
- GSNI Customer Care (for membership, finance-related or general questions)
customercare@girlscoutsni.org
OR 844-476-4463



2025 Fall Product Program Schedule

Friday	Aug. 29	Troop Online Training available on gsLearn. Resources available at www.girlscoutsni.org/fallproductprogram and Rallyhood .
early	September	Distribution of troop materials by Service Unit Coordinator.
Tuesday	Sept. 9	Volunteers receive access email to M2OS.
Tuesday	Sept. 16	Girl Scout/parent receives access to M2OS when Troop Fall Product Chair queues Parent Adult Email Campaign (PAEC) email.**
Wednesday	Sept. 17	Fall Product Program Begins.**
Tuesday	Sept. 30	Council imports troop banking information into M2OS for existing troops with banking information on file.
Tuesday	Oct. 21	Virtual MicroTraining @ 12-1 p.m. OR 7-8 p.m. Meeting links also available on GSNI website or Rallyhood . TOPIC: End of Season Task Review
Wednesday	Oct. 22	Troop banking entry into M2OS deadline.
Saturday	Oct. 25	<ul style="list-style-type: none"> • Last Day to take paper order card orders. • Parent deadline to enter all “off-line” (paper order card) orders AND select Girl Scout reward choices (if applicable) in M2OS by 11:59 p.m.
Sunday & Monday	Oct. 26 & 27	Troop Fall Product Chair may enter or edit order or reward entries in M2OS only on these dates.
Monday	Oct. 27	<ul style="list-style-type: none"> • Fall Product Program Ends for all orders. • Minimum Troop Size deadline. • Troop Order/Reward entry deadline into M2OS by 11:59 p.m.
Monday	Nov. 3	Recommended deadline for depositing money into troop account.
Friday	Nov. 7	GSNI Automatic Bank Sweep to collect funds due to council.
Thursday-Saturday	Nov. 13-15	Service Unit Deliveries (date varies by service unit).
Friday	Nov. 14	NSF Check Notification Deadline.
Friday	Nov. 21	GSNI Automatic Credit/Deposit for troops owed troop proceeds from council due to exclusive or primarily having online orders.
early	December	Rewards shipped to Service Unit Fall Product Program Coordinator.

** See page 8 for [Product Ready](#) information.

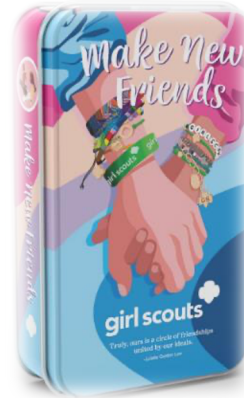


2025 Products

Ashdon Farms Nuts and Chocolates

The Nut and Chocolate Paper Order Card will have 15 items available in a range of prices. All items listed on the order card will also be available to order online for Girl Delivery. The cost of online orders for Girl Delivery is the same as ordering on the paper order card!

- Girl Scout Tin with Mint Treasures - \$14
- Holiday Tin with Deluxe Pecan Clusters - \$13
- Holiday Tin with Chocolate Covered Pretzels - \$13
- English Butter Toffee (Box) - \$10
- Almonds Covered in Chocolate Coating (Can) - \$10
- Peanut Butter Bears (Box) - \$9
- Deluxe Pecan Clusters (Box) - \$9
- Dark Chocolate Caramel Caps with Sea Salt (Box) - \$9
- NEW Cherry Almond Clusters (Box) - \$9
- Whole Cashews with Sea Salt (Can) - \$9
- Dark Chocolate Mint Penguins (Box) - \$9
- Dark Chocolate Peppermint Pretzels (Bag) - \$9
- Vanilla Honey Roasted Pecans (Can) - \$9
- Peanut Butter Trail Mix (Bag) - \$8
- Fruit Slices (Can) - \$7
- Care to Share (Donation) - \$7



Online Nut and Chocolate Store for direct shipping orders

Using the Online Nut and Chocolate Store, customers can order, pay, and receive direct shipments of nuts and chocolates! Girl Scouts and troops will receive credit for all online sales. In addition to the 15 items listed above, customers can find more products online:

Girl Scout Additional Products

- Honey Roasted Mixed Nuts (Jar) - \$13
- **NEW** Nut & Caramel Trail Mix (Can) - \$9
- Butter Toasted Peanuts (Can) - \$9
- Dulce de Leche Owls (Box) - \$9
- Chocolate Covered Raisins (Can) - \$9
- Cranberry Nut Mix (Can) - \$8
- Dill Pickle Peanuts (Can) - \$8
- Hot Cajun Crunch (Can) - \$8
- Sweet & Salty Mix (Can) - \$8
- Honey Roasted Peanuts (Can) - \$8

Girl Scout Online Exclusive Products

- Caramel Apples (Box) - \$9
- Gourmet Caramel Corn with Almonds and Pecans (20 oz. Tin) - \$25
- Gourmet Nut Blend (15 oz. Tin) - \$26
- Jumbo Cashews (15 oz. Tin) - \$25
- 2024 Girl Scout Memory Tin w/Mint Treasures - \$14

Online Nut and Chocolate Store Direct Shipping Fees

Product Subtotal	Standard	2-Day
\$1-\$30	\$11.95	\$28.35
\$31-\$60	\$16.20	\$36.10
\$61-\$90	\$26.20	\$49.35
\$91-\$150	\$41.95	\$81.85
\$151+	\$45.95	\$89.85



Additional Online Exclusive Products (ships directly to customers)

• NEW Candles

- Eight (8) unique scented candles: Balsam Fir, Banana Bread, Cranberry Orange, Gourmet Sugar Cookie, Holiday Homecoming, Juicy Apple, Lavendar Vanilla, and Orange Cinnamon Clove.
- 16 oz., double wick.
- Cost \$29.95 each.
- Shipping costs will be \$14.99 for the first item and \$4 for each additional item purchased on the same order and going to the same address.



• Magazine Subscriptions

- Shipping fee of \$2.95 per order regardless of number of subscriptions ordered or number of addresses.
- No shipping fee for Digital subscriptions.
- Options to waive \$2.95 shipping fee:
 - Purchase one of the \$10 special offer subscriptions offered at check-out.
 - When purchasing a Tervis tumbler, BarkBox, personalized product or candle and also purchasing a magazine subscription at checkout, the \$2.95 magazine shipping fee is waived.



• Tervis® Tumblers

- Tervis® offers premium insulated tumblers, ranging from top sellers to favorite MLB®, NFL® and collegiate sports teams and more.
- Shipping costs are \$8.99 per tumbler for 1 tumbler, \$16.98 for 2 tumblers, \$21.97 for 3 tumblers and an additional \$1.00 for each additional tumbler on the same order going to the same address.



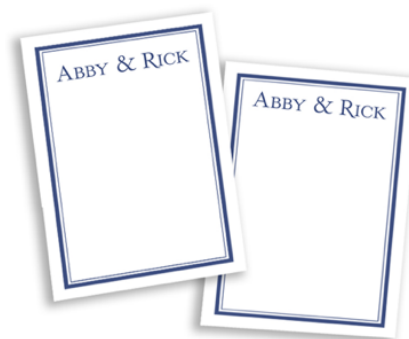
• Girl Scout themed BarkBox



- **Three (3) NEW BarkBoxes.** Each includes Girl Scout themed toy and Pup Patch dog toys and a Canister of Berry Trios™ dog treats - \$28.99 each.
- Full BarkBox *returning from 2024* includes custom S'mores Stick and Pup Patches dog toys and a canister of Berry Trios™ dog treats - \$27.99.
- Mini BarkBox *returning from 2024* includes a custom S'mores Stick dog toy and a canister of Berry Trios™ dog treats - \$22.99.
- Shipping cost for a single box is \$5. Shipping to the same address for 2+ boxes is \$10.
- BarkBoxes are available while supplies last.

• Personalized Products

- There are 15 Additional items available including personalized stationery, note pads, and picture frames.
- Pricing ranges from approximately \$21-\$61.
- Shipping costs will be \$14.99 for the first item and \$4 for each additional item purchased on the same order and going to the same address.



Girl Scout Patches and Rewards

Care to Share/Donation

For customers not interested in purchasing any of the products offered but still want to support the Girl Scouts, donation opportunities are available!



- Customers can make a \$7 donation for nuts to be sent to military troops.
- All Girl Scouts who receive at least **four (4)** nut donations will earn the *Care to Share* patch.
- These donations can be purchased from the online girl delivery Nut and Chocolate Store or on the paper order card. *Please note, purchasing the \$20 donation on the online magazine store does NOT apply toward earning the Care to Share patch.*

Patches

- *Brave. Fierce. Fun! patch* – Sell **fifteen (15)** or more nut/chocolate items in-person or online.
- *Bear patch* – Sell **three (3)** magazine orders, Tervis® tumblers, Girl Scout themed. BarkBoxes and/or personalized products
- *2025 patch* – \$275+ in total sales.
- *Online patch* – Send 18+ emails using M2OS.



- *Personalized M2 Avatar patch* – Create avatar, send 18+ emails and Share My Site using M2OS platform AND sell \$375+ in TOTAL sales. Two different designs to choose from!

- *2025-2026 Fall & Girl Scout Cookie*

Crossover Personalized M2 Avatar patch – Create avatar, send 18+ emails and Share My Site using M2OS platform during the 2025 Fall Product Program AND send 18+ unique emails through Digital Cookie and sell 225+ packages of cookies during the 2026 Cookie Program. NOTE: Personalized patches take 8-12 weeks in production time.



Rewards

Rewards are earned for total dollar sales and are cumulative

- **\$175** – Flower Hair Clips
- **\$275** – Bandana and 2025 Patch
- **\$375** – Small Grizzly Bear Plush
- **\$450** – Choice of: Bear Charm and Charm Bracelet **OR** \$10 Cashew Cash*
- **\$550** – Journal and Glitter Pen
- **\$650** – Brave. Fierce. Fun! T-shirt
- **\$800** – Large Grizzly Bear Plush
- **\$1,000** – String Art & Watercolor Art Crafts
- **\$1,500** – Choice of Mini Travel Bag and Travel Jewelry Box **OR** \$50 Cashew Cash*
- **\$3,000** – Choice of Premium Vlogging Kit **OR** Beauty and the Beast Castle Lego set



**Cashew Cash earned during the 2025 Fall Product Program will expire September 15, 2026. Cashew Cash e-codes will be emailed directly to the parent/primary caregiver.*

Top 10 Fall Product Program Entrepreneurs will be invited with a chaperone to Medieval Times, Schaumburg, for 4 p.m. dinner and show on Sunday, November 16.



Troop Proceeds and Rewards

- Troops earn a minimum of 17% in proceeds from total sales.
 - Some troops may receive a credit in proceeds from online orders (where council owes the troop money instead of needing to do a bank sweep).
 - This credit is deposited directly into the troop account. If this amount is under \$20, the troop will be issued a GSNI e-code.
- Troops can earn additional troop proceeds during the 2026 Cookie Program. *UPDATED based on volunteer feedback.*
 - Troops that achieve **\$225 PGA** (per Girl Scout average of Girl Scouts selling) in 2025 Fall Product Program **AND 225 cookie package PGA** in the 2026 Cookie Program, earn an additional \$.05 per cookie package in troop proceeds.
- Girl Scout Reward 'Opt-Out' Option (*Cadettes, Seniors, Ambassadors*)
 - Girl Scouts will receive patches only, with no additional rewards.
 - Troops receive **19%** in proceeds from total sales of all fall product.



Service Unit Goal Rewards

Each service unit that meets its Fall Product Program goal will receive bonus funds of 1% of the service unit's total sales. Ask your Service Unit Fall Product Program Coordinator for additional details on the service unit's goal.

Troop Fall Product Chair

The Troop Fall Product Chair organizes and oversees the Fall Product Program for the troop to include Girl Scout-led decisions as well as coordination with the Troop Leader(s). The Troop Fall Product Chair receives support from the Service Unit Fall Product Program Coordinator and Girl Scouts of Northern Illinois (GSNI) Product Program Team.

The Troop Fall Product Chair should be comfortable with keeping accurate inventory and financial records, using program software, and communication with Girl Scouts and parents in the troop to effectively organize and implement the program.



Responsibilities (See pages 11-13 for [Troop Fall Product Chair Checklist](#))

- Promote participation in the Fall Product Program. Encourage understanding of benefits of program participation, including practical life skills, financial literacy, and entrepreneurial mindset.
- Complete required trainings for each program season annually.
- Plan, organize and implement Fall Product Program for troop. Complete requirements by deadlines.
- Communicate program details, procedures, and deadlines to Girl Scouts and parents in troop.
- Keep accurate product inventory and financial records. Utilize receipts when distributing or collecting product or money.
- Understand financial transactions in M2OS online systems. Collect cash and checks from Girl Scouts for in-person transactions and deposit in troop account in preparation for payment to council through ACH sweep.
- Manage the troop's funds in accordance with all policies and procedures of GSUSA and GSNI. Provide receipts and financial records to Troop Leader(s) at the end of the program.
- Pick up the delivery of nut and chocolate product from volunteer Service Unit Fall Product Program Coordinator. Sort and distribute to the Girl Scouts in your troop; parent signature required. Remind Girl Scouts to distribute to customers in a timely manner.
- Pick up rewards from the Service Unit Fall Product Program Coordinator. Sort and distribute to Girl Scouts earning in the troop.
- Attend service unit volunteer meetings regularly and ensure troop representation.

Additional Requirements:

- Be a registered adult member of Girl Scouts of the USA (GSUSA) for the current membership year.
- Have a Girl Scouts of Northern Illinois (GSNI) background check on file.
- Have knowledge of Girl Scouting, including Safety Activity Checkpoints and council policies.
- Be guided in all actions by the Girl Scout Mission, Promise and Law.
- Remain informed and comply with current policies, procedures, and guidelines of GSNI and GSUSA.

Ready to Get Started?

Is your Troop Product Ready?

- Two (2) registered Troop Leaders with current background checks on file with GSNI.
- Troop Leaders completed all required trainings including the new GSUSA Child Abuse and Neglect Prevention Training.
- The troop has a current bank account, and the ACH Agreement has been submitted to GSNI.
- Returning troops have submitted financial documents to GSNI for the previous year (MY25).
- Troop has met the [Troop Minimum Size Requirement](#) (to earn troop proceeds).

Protect the Troop

All troops need to have the parent/guardian of each Girl Scout complete the [Product Program Permission/Financial Responsibility Form](#). This form is critical to have on file so GSNI can assist with pursuing parent debt if necessary.



M2OS Fall Product Program software system

- One system for order management of both online and offline (paper order card) orders.
- Same software for Girl Scouts/Parents and Troops/Volunteers.

How Do Troops/Volunteers Get Started?

Using M2OS, Troop Fall Product Chairs can

- monitor Girl Scout activity,
- manage orders and rewards,
- create a M2 Avatar,
- send email messages to all Girl Scouts/parents in the troop,
- post messages for Girl Scouts/parents to view on their dashboard, and more!

Troop Fall Product Chair(s) can create their own M2 Avatar and receive their own personalized patch with TOTAL troop sales of \$2,000+ **AND** queue launch emails to Girl Scouts using *Parent Adult Email Campaign (PAEC)* under *Campaign Setup* on the troop dashboard in M2OS.

Volunteers with a 2025-2026 Girl Scout membership and registered with the role of Troop Fall Product Chair or Troop Leader, whose troops have met the minimum troop size requirement and are [Product Ready \(see above\)](#) will receive a launch email on **Tuesday, September 9**.

As volunteers/troops continue to register and meet requirements, launch emails will be sent as additional Girl Scouts/troops are uploaded into M2OS on a weekly basis.

- The launch email will prompt the volunteer to create a password to access the M2OS volunteer account.
- Next, volunteers will be prompted to complete account information, watch a short system training video, enter a mailing address (in the event an M2 Avatar patch is earned), and create an M2 Avatar.
- Volunteers should also queue launch emails to Girl Scouts using *Parent Adult Email Campaign (PAEC) email* under *Campaign Setup* on the troop dashboard in M2OS. **This is a requirement to receive the volunteer customized M2 Avatar patch.*
- Please note: the Troop Fall Product Chair will not be able to receive the troop's program supplies from the Service Unit Fall Product Program Coordinator until the troop is Product Ready and 2025 Fall Product Program Online Troop Training has been completed in gsLearn.

If a volunteer does not receive or cannot find the launch email and all troop and volunteer requirements are met, go to www.gsnutsandmags.com/admin, enter email and click "Forgot Password".

How Do Girl Scouts/Parents Get Started?

Launch emails queued by the Troop Fall Product Chair will be sent *one day early* to parents of all registered Girl Scouts in the troop on **Tuesday, September 16**. Otherwise, parents of registered Girl Scouts will be sent a launch email on **Wednesday, September 17**. Launch emails are sent weekly as additional Girl Scouts are uploaded into M2OS.

If a launch email is not received/found, parents can go to www.gsnutsandmags.com/gsni, use the QR code, or go to www.girlscoutsni.org/fallproductprogram or [Rallyhood](#) and click on the link to get started.

- Volunteers with a Girl Scout must log in to both the **M2OS admin site** and **Girl Scout site** once. After that, they can easily switch between both accounts.



M2OS Girl Scout Dashboard

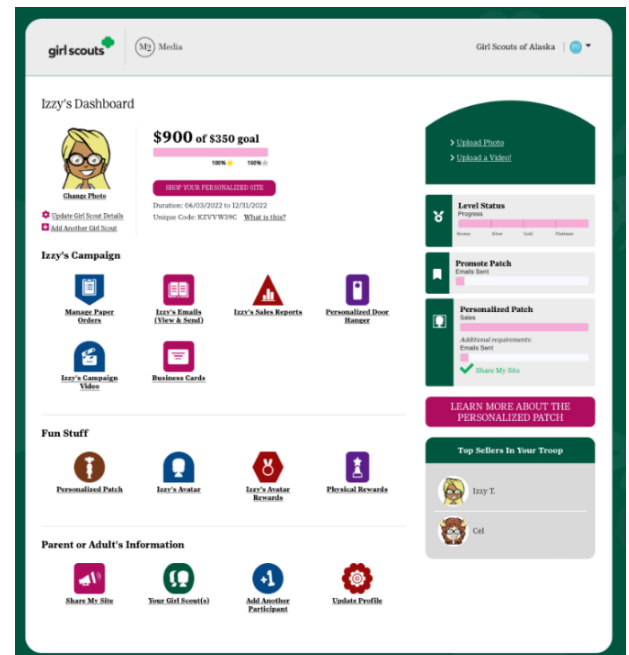
The Girl Scout's dashboard serves as campaign headquarters! We strongly encourage all participating Girl Scouts login with their parent and set up their M2OS account.

From M2OS, Girl Scouts and their parent(s) can:

- Create a personalized M2 Avatar.
- Manage the sale online and by entering paper order card orders.
- Choose rewards.
- View sales stats.
- Find program dates/information.
- Find activities..
- Print personalized business cards and door hangers
- Send customized emails
- Share My Site** (text and social media links) invites to friends and family to support the Girl Scout's program goals. *To earn both the Personalized M2 Avatar patch and the Fall & Cookie Crossover Personalized M2 Avatar patch, at least one type of Share My Site is required.*

Help your Girl Scout setup their page.

- Set a goal and write what Girl Scouting means to her.
- Create a custom M2 Avatar and record a message.
- Personalize her campaign page.
- Set up her personalized patch.
- Visit the Avatar Room to earn virtual rewards.



Parents can also reference the [Family Newsletter](#) and go to [Rallyhood](#) or www.girlscoutsni.org/fallproductprogram for more information, training videos and resources.



Troop Minimum Size Requirement

To ensure GSNI abides by IRS guidelines revolving around product sales, these troop size guidelines as they pertain to product program troop proceeds (fall product and cookies), have been created. It is important we comply with IRS guidelines so as not to endanger the not-for-profit status of GSNI, GSUSA and Girl Scout councils nationwide. This policy has been in effect since September 2016.

Troop Level

Minimum Size

Daisy, Brownie, Junior **5** Girl Scouts (from multiple families) + 2 unrelated leaders (1 must be female)
Cadette, Senior,
Ambassador **3** Girl Scouts (from multiple families) + 2 unrelated leaders (1 must be female)

Deadline to meet minimum size: Monday, October 27.

What happens if your troop size does not meet the minimum?

This DOES NOT mean your troop is no longer a troop.

- Your troop will be treated as a group of **Juliettes** (individual Girl Scouts) for the purpose of troop proceeds.
- Girl Scout rewards will still be earned.
- During money sweeps, the **entire cost of product** sold will be swept from the troop account.
- **No troop proceeds** will be awarded.
- **S'more Dough** will be given to participating Girl Scouts instead of troop proceeds.
- Notes on S'more Dough:
 - S'more Dough distribution, uses and restrictions are similar to Cookie Dough.
 - The amount of S'more Dough a participant earns is based on ranges of product sold.
 - For more information on S'more Dough ranges and Juliette participation, contact the GSNI Product Program Team.



Requirements for Additional Money Earning Activities

While Girl Scouts/troops are encouraged to participate in GSNI product programs as their primary money-earning activities, Girl Scouts/troops are also able to earn money through activities outside of Product Programs. However, in order to apply for any additional money-earning activities, the troop must participate at the minimum levels listed below in both the Fall Product and Cookie Programs. *Please note that additional money-earning activities are not permitted during September 15-October 31 and December 15-March 31, to preserve the integrity of the Fall Product and Cookie Programs.*

Fall Program

At least **25%** of registered Girl Scouts participate
At least **\$250** Total Troop Sales

Cookie Program

At least **50%** of registered Girl Scouts participate
At least **240** Packages Total Troop Sales

Individually Registered Girl Scouts (Juliette) Requirements

- Be in good financial standing with council.
- Parent/guardian permission.
- Participate in both the Fall Product and Cookie Programs at the minimum levels listed below.

Fall Program

Minimum sales of **\$25**

Cookie Program

Minimum sales of **24** packages

Bronze, Silver, and Gold Award Requirements

- A Girl Scout interested in additional money-earning activities as part of earning their Bronze or Silver Awards, must follow all the troop guidelines listed above for approval. *Bronze and Silver Awards are earned as a troop or small group within the troop.*
- A Girl Scout earning a Gold Award, must follow and meet the guidelines of a Juliette to receive approval for an additional money-earning activity. *Gold Awards are earned as an individual.*

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"> ○ 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). ○ 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. ○ Confirm all Girl Scouts are listed by going to Manage Troops & Girl Scouts under Manage System Users on troop dashboard in M2OS. <ul style="list-style-type: none"> ▪ 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). ○ 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.
	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.
	<p>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.</p> <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.
	<p>Go to Rewards under Rewards & Patches on the M2OS troop dashboard and select/verify Girl Scout rewards in M2OS.</p> <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.
	<p>Recommend depositing all checks/cash into troop account by Monday, November 3.</p> <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.
	<p>Arrange a time when the Girl Scouts and parents can pick up their orders. Complete the following before their departure.</p> <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

	<p>Sort/bundle the reward items by Girl Scout. Use M2OS to verify what items each Girl Scout earned.</p> <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.
	<p>DO NOT distribute rewards to Girl Scout if membership/registration has not been completed or payment for product has not been received.</p>
	<p>Distribute rewards to Girl Scouts at a troop meeting.</p> <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

	<p>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.</p>
	<p>Share all financial records you have gathered with the Troop Leader.</p>

Thank You for participating in the 2025 Fall Product Program!

