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 2024-2025 membership year (MY25).
	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 Girl Scouts of Northern Illinois (GSNI) background check on file.
	Complete the Mandatory Online Troop Training through gsLearn. This online training must be completed to receive the troop's program materials. Available on gsLearn starting August 30.
	Login to M2OS from the launch email sent Tuesday, September 10 (see page 6 of Troop Manual). ○ 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 of Troop Manual) and met minimum size requirements (see page 12 of Troop Manual). ○ Queue the *Parent Adult Email Campaign* BEFORE Tuesday, September 17, 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. ○ New troops enter troop bank account and bank routing numbers by deadline. Existing troops review banking information for accuracy after uploaded on Tuesday, October 8. 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.

	At a troop meeting, discuss the following with Girl Scouts and Parents.
	○ Discuss what participants will be learning 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.
	  ▪ Nuts and chocolates, donation/Care to Share—paper order card and online.
	  ▪ Magazines, Tervis® Tumblers, Girl Scout exclusive BarkBoxes and personalized stationery products and picture frames—Online only.
	○ Discuss Girl Scout/parent procedures.
	  ▪ Accepting Payment.
	  ▪ Entering Orders and Choosing Rewards
	○ Distribute materials to each registered Girl Scout in the troop and have parent(s) sign the Product Program Permission/Financial Responsibility Form.

	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. OR turns in paper order card into Troop Fall Product Chair to be entered into M2OS.
	Collect money for all in-person orders. Issue a receipt using the receipt booklet.
	Girl Scouts/parents enter reward choices in M2OS where applicable.
	Login to M2OS
	Go to Manage Troops & Girl Scouts under Manage System Users on the M2OS troop dashboard and confirm all participating Girl Scout members are listed.

	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 27 and 28.**
	Go to Rewards under Rewards & Patches on the M2OS troop dashboard and select/verify Girl Scout rewards in M2OS. o 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 reward entry deadline. o Select/verify reward choices where applicable. **Troop volunteers will only be able to enter or edit rewards on their designated dates—Sunday & Monday, October 27 and 28.**
	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 4, 2024.

Delivery of Product

	Pick up product 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 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. o Count the order with the Girl Scout and the parent to verify it is correct. o Have parent sign both copies of the receipt and give them one copy. o Return the original nut/chocolate order card to the Girl Scout if it was collected. o Advise Girl Scouts to deliver the items to their customers as soon as possible.

Delivery of Rewards

	Pick up the Girl Scout rewards from the volunteer Service Unit Fall Product Program Coordinator on the designated date (varies by service unit).
	Sort/bundle the reward items by Girl Scout. Use M2OS to verify what items each Girl Scout earned.
	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.

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.