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# Welcome and Thank You for participating in Girl Scouts of Northern Illinois' 2023 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](http://www.girlscoutsni.org/fallproductprogram) and Rallyhood as a guide for GSNI's 2023 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 Girl Scouts not only learn **Financial Literacy**, but through these **Five Skills** are progressively gaining an **Entrepreneurial Mindset**.



goal setting



decision-making



money management



people skills



business ethics

## Fall Product Program Highlights and Benefits of Participation

- **NEW Products**—Tervis® Tumblers return and Girl Scout exclusive mini BarkBox will be available for customers to purchase. In the Nut & Chocolate store, Thai Chili Mix and Cheddar Caramel Crunch have been added as well as a new holiday tin and the second in a series of collectable Girl Scout tins.
- **Base troop proceeds are 17%! Matches the Cookie Program proceeds!** Earning this base of 17% of total sales creates valuable troop proceeds to fund troop activities early in the membership year.
- **No fee for Girl Delivery online orders!** Customers can order online the same nut and chocolate items listed on the paper order card without paying shipping costs or any additional service fees!
- M2OS all-in-one program management software.
- Troop participation is a required element of the GSNI Honor Troop Program and required to conduct any additional money-earning activities (see page 11).
- Troop participation in Fall Product Program gives Girl Scouts and Troop Product Chairs a head start towards success in the Girl Scout Cookie Program.
- Program revenue contributes to maintaining camps, programs, and properties that help your Girl Scouts succeed in the Girl Scout Leadership Experience. All proceeds stay local!

## For Further Assistance, Contact:

- Your volunteer Service Unit Fall Product Program Coordinator
  - Name \_\_\_\_\_ Phone \_\_\_\_\_
  - Email \_\_\_\_\_
- GSNI Product Program Team
  - Department email, [cookies4you@girlscoutsni.org](mailto:cookies4you@girlscoutsni.org)
  - Anna Jarrett, Director of Product Programs- home base Oswego, [ajarrett@girlscoutsni.org](mailto:ajarrett@girlscoutsni.org)
  - Debbie Karner, Senior Product Program Manager-home base South Elgin, [dkarner@girlscoutsni.org](mailto:dkarner@girlscoutsni.org)
  - Michele Doonan, Product Program Manager-home base Rockford, [mdoonan@girlscoutsni.org](mailto:mdoonan@girlscoutsni.org)
  - Becky Staat, Chief Revenue Officer, [bstaat@girlscoutsni.org](mailto:bstaat@girlscoutsni.org)
- GSNI Customer Care for general questions and to be directed to other departments:  
[customercare@girlscoutsni.org](mailto:customercare@girlscoutsni.org)
- By phone, 844-GSNI4ME (476-4463).



## Resources

- M2OS (This is the ALL-IN-ONE program management system website for troops and Girl Scouts/parents). [www.gsnutsandmags.com/GSNI](http://www.gsnutsandmags.com/GSNI) or use QR code at right.
- More resources and forms are also available on Rallyhood and the GSNI website at [www.girlscoutsni.org/fallproductprogram](http://www.girlscoutsni.org/fallproductprogram). Links to training videos to assist both troops and Girl Scouts/parents with M2OS can also be found here.
- For questions regarding M2OS, all online orders (magazine subscriptions, Tervis® tumblers, BarkBox and online Nut and Chocolate Store) and product concerns, contact M2 Media Group Customer Service at 800-372-8520 or <https://support.gsnutsandmags.com>.

## 2023 Fall Product Program Schedule

Mandatory Troop Online Training on gsLearn.....  
 Service Unit Material Distribution .....  
 Volunteers receive access to M2OS .....  
 Early access when Troop Fall Product Chair queues  
 Parent Adult Email Campaign (PAEC) email\*\*.....  
 Fall Product Program Begins\*\* .....  
 Council importing troop banking information into M2OS  
 for existing troops with banking information on file .....  
 Last Day to take orders on the order card.....

### Parent deadline to enter all

**“off-line” orders** (paper order card)

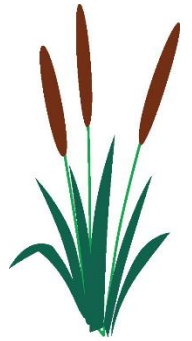
### AND select reward choices (if applicable) in M2OS

Fall Product Program Ends for all orders.....  
 Minimum Troop Size Deadline (see page 11) .....  
 Troop banking information in M2OS deadline .....  
 Troop Order/Reward Entry into M2OS .....  
 (Troop Fall Product Chair can ONLY make edits to Girl Scout entries during these dates.)

### Troop Order/Reward Entry Deadline into M2OS .....

Troop Deposit suggested deadline .....  
 GSNI Automatic Bank Sweep .....  
 GSNI Automatic Bank Credit/Deposit .....  
 (for troops owed troop proceeds due to high amount of online orders)  
 Deliveries (date varies by Service Unit) .....  
 NSF Check Notification Deadline .....  
 Rewards Delivered to  
 Service Unit Fall Product Program Coordinator/Troops

Available starting Wednesday, August 30  
 Early September  
 Tuesday, September 12  
  
 Tuesday, September 19  
 Wednesday, September 20  
  
 Tuesday, October 10  
 Saturday, October 21



### Saturday, October 21 @ 11:59 p.m.

Monday, October 23  
 Monday, October 23  
 Monday, October 23  
 Sunday-Monday, October 22-23

### Monday, October 23 at 11:59 p.m.

Monday, October 30  
 Friday, November 3  
 Friday, November 10  
 Thursday-Saturday, November 9-11  
 Friday, December 8

Approx. first week of December

\*\* Available to Girl Scout with the following completed:

- Girl Scout is a registered Girl Scout member for the 2023-2024 MY (membership year)
- Troop Fall Product Chair(s) have completed the Mandatory Fall Product Program Troop Online Training in gsLearn.
- Troop Fall Product Chair(s) have trained and distributed information to Girl Scouts/parents in the troop.

## Girl Scout Selling Tools

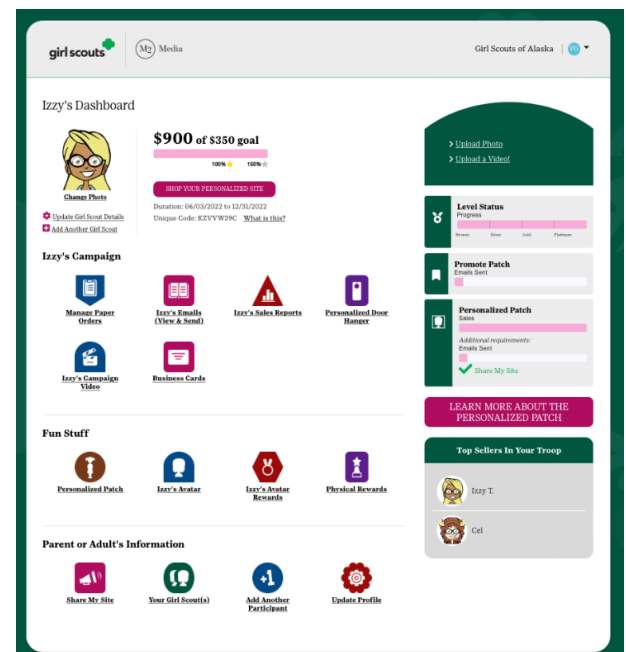
Looking professional is key to the success of any business! The following selling tools are available to Girl Scouts.

### Personalized Business Cards and Door Hangers

- Business Cards and Door Hangers can be printed from a Girl Scout's M2OS Dashboard with the Girl Scouts storefront codes and links already added! These can be left at doors if neighbors and friends are not home when visiting.
- Girl Scouts can use the QR code created on the Door Hanger to send to potential customers.

### Share My Site

- From a Girl Scout's M2OS Girl Scout Dashboard, use “Share My Site” via Text or Facebook and Twitter social media.
- At least one type of Share My Site is required to earn both the Personalized M2 Avatar patch and the Fall & Cookie Crossover Personalized M2 Avatar patch.



## Troop Proceeds and Rewards

- Troops receive a minimum of 17% in proceeds from the total sales of nuts & chocolates, magazines, tumblers and BarkBoxes.
  - This matches the percentage earned in troop proceeds for the Cookie Program, however proceeds can add up faster! For example, 17% of a \$5 package of cookies is \$.85, but 17% of a \$8 nut/chocolate item equals \$1.36 or of a \$20 magazine subscription equals \$3.40!
  - Some troops may receive a credit in proceeds (where council owes the troop money instead of needing to do a bank sweep) due to online orders. This credit will be deposited directly into the troop account or if this amount is under \$20, the troop will be issued a GSNI e-code.
- Troop Fall Product Chair(s) can create their own M2 Avatar and receive their own personalized patch with TOTAL troop sales of \$1,750+ **AND** queue launch emails to Girl Scouts using *Parent Adult Email Campaign (PAEC)* under *Campaign Setup* on the troop dashboard in M2OS.
- Older Girl Scout “Opt-Out” Option (Cadettes, Seniors, Ambassadors/Grades 6—12 only): Troops receive a base of 19% in proceeds from total sales of nuts/chocolates, magazines, tumblers and BarkBoxes. Girl Scouts will receive patches only, with no additional rewards.



## Service Unit Goal Rewards

Troops participating in the Fall Product Program help their Service Unit (SU) have extra money for activities or help off-set the cost for SU events/day camps. Each service unit that meets its Fall Product Program goal will receive bonus funds of 1% of total sales for the service unit. Ask your Service Unit Fall Product Program Coordinator for additional details on the service unit's goal.

## Volunteer Position Description—Troop Fall Product Chair

The title Troop Fall Product Chair also represents the volunteer titles of Troop Product Chair or Troop Leader serving this role.

**Term:** A one-year term that is renewable upon successful completion of a year-end review.

**Summary:** The Troop Fall Product Chair organizes and oversees the Fall Product Program to include Girl Scout-led decisions.

**Reports to:** Service Unit Fall Product Program Coordinator

**Support:** Service Unit Team, Girl Scouts of Northern Illinois Product Program Team

**Benefits:** Strengthen Leadership Skills, Increase Management Skills, Enhance Business Skills

### Responsibilities:

- Promote participation of Girl Scouts in the Fall Product Program. Encourage understanding of benefits of program participation, including learning practical life skills, financial literacy, and entrepreneurial mindset.
- Complete required training(s) for each program season annually.
- Plan, organize and implement Fall Product Program for the troop. Complete requirements by deadlines.
- Communicate program details, procedures, and deadlines to Girl Scouts and parents/care givers in troop.
- Keep accurate product inventory and financial records. Utilize receipts when distributing or collecting product or money.
- Understand financial transactions in M2OS online selling 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 Administrator at the end of the program.
- Pick up the nut and chocolate orders from volunteer Service Unit Fall Product Program Coordinator 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 and distribute to Girl Scouts.
- Attend service unit volunteer meetings regularly and ensure troop representation.

### Qualifications:

- **Personal Integrity:** Demonstrate dependability, honesty, and credibility.
- **Adaptability:** Adjust, modify own behavior, and remain flexible and tolerant in response to changing situations and environments, unexpected obstacles, or diverse people expressing different perspectives, needs or demands.
- **Oral/Written Communication:** Express ideas and facts clearly and accurately.
- **Fostering Diversity:** Understand, respect, and embrace differences.
- **Computer Skills:** Access to e-mail and the Internet.

### Additional Requirements:

- Must be at least 18 years of age.
- Be guided in all actions by the Girl Scout Mission, Promise and Law.
- Experience in education and/or adult education is a plus.
- Must be a registered member of Girl Scouts of the USA (GSUSA) and have a Girl Scouts of Northern Illinois (GSNI) background check on file.
- Must have knowledge of Girl Scouting, including Safety Activity Checkpoints and council policies.
- Remain informed about and comply with current policies, procedures, and guidelines of GSNI and GSUSA.
- Must complete required training(s) as assigned and provided by GSNI and GSUSA.



**M2OS** is the ALL-IN-ONE Fall Product Program software system.

- One system for order management of both online and offline orders. Same software for Girl Scouts and troops.
- Fully mobile responsive design (i.e., works on your cell phone or tablet)!
- Real-time online ordering—no waiting for online orders to be transmitted to another system.
- Girl Scouts/parents can enter offline orders directly.
- Girl Delivery for online orders of items listed on paper order card.
- Spanish options are available throughout the site.

From 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!



### **How do Troops get started?**

Volunteers with a 2023-2024 Girl Scout membership and registered with the role of Troop Fall Product Chair, Troop Product Chair or Troop Leader as of September 3 and whose troops have met the minimum troop size requirement (see page 11) will receive a launch email on Tuesday, September 12. If a volunteer does not receive or cannot find the launch email and the other parameters are true, go to [www.gsnutsandmags.com/admin](http://www.gsnutsandmags.com/admin), enter email and click “Forgot Password”. As volunteers/troops continue to register and meet minimum requirements, launch emails will be sent as additional Girl Scouts/troops are uploaded into M2OS.

- 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 will also be able to queue launch emails to Girl Scouts using *Parent Adult Email Campaign email* under *Campaign Setup* on the troop dashboard in M2OS. By queuing this email, Girl Scouts in the troop will receive their launch email one day early on Tuesday, September 19. It is also a requirement to receive the volunteer customized M2 Avatar patch. Similar to volunteers, Girl Scouts will only be listed if their 2023-2024 Girl Scout Membership was completed by Sunday, September 3.
- 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 2023 Fall Product Program Mandatory Online Troop Training has been completed.

### **How do Girl Scouts/parents get started?**

For Girl Scouts, M2OS is not just a platform for taking online orders. **We HIGHLY RECOMMEND all participating Girl Scouts login with their parent and set up their M2OS account.** From M2OS, each Girl Scout can create a *personalized M2 Avatar*! Girl Scouts/parents can also manage the sale by entering paper order card (offline orders), choosing rewards, viewing sales stats, finding program dates/information and activities, as well as sending customized emails, Share My Site (social media links), and inviting friends and family to support the Girl Scout’s program goals.

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 19. Otherwise, parents of registered Girl Scouts will be sent a launch email on Wednesday, September 20. Girl Scouts must have been registered by Sunday, September 3 to receive these initial launch emails. If registered later, launch emails will be 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](http://www.gsnutsandmags.com/gsni), use the QR code below, OR go to [www.girlscoutsni.org/fallproductprogram](http://www.girlscoutsni.org/fallproductprogram) or Rallyhood and click on the link to get started.

- Volunteers with a Girl Scout must initially login to the M2OS admin site and Girl Scout site separately, but once this is completed volunteers will be able to toggle between the two sites to access everything for the troop and their own Girl Scout(s).
- Parents will enter zip code for council verification, enter participant information and secure password, select/enter troop number, edit participant nickname if desired.
- Parents should assist their Girl Scout with the setup of the page.
  - Enter a goal and what Girl Scouting means.
  - Create a personalized M2 Avatar and record a message from the M2 Avatar.
  - Personalize the campaign.
  - Promote the campaign through emails and Share My Site.
  - Prepare to earn the personalized patch by entering the Girl Scouts name (or nickname or initials), choose the background and provide a mailing address.
  - Visit the Avatar Room to earn virtual rewards.
- The Girl Scout’s dashboard serves as campaign headquarters! Parents can also reference the Family Newsletter and go to Rallyhood or [www.girlscoutsni.org/fallproductprogram](http://www.girlscoutsni.org/fallproductprogram) for more information, training videos and resources.

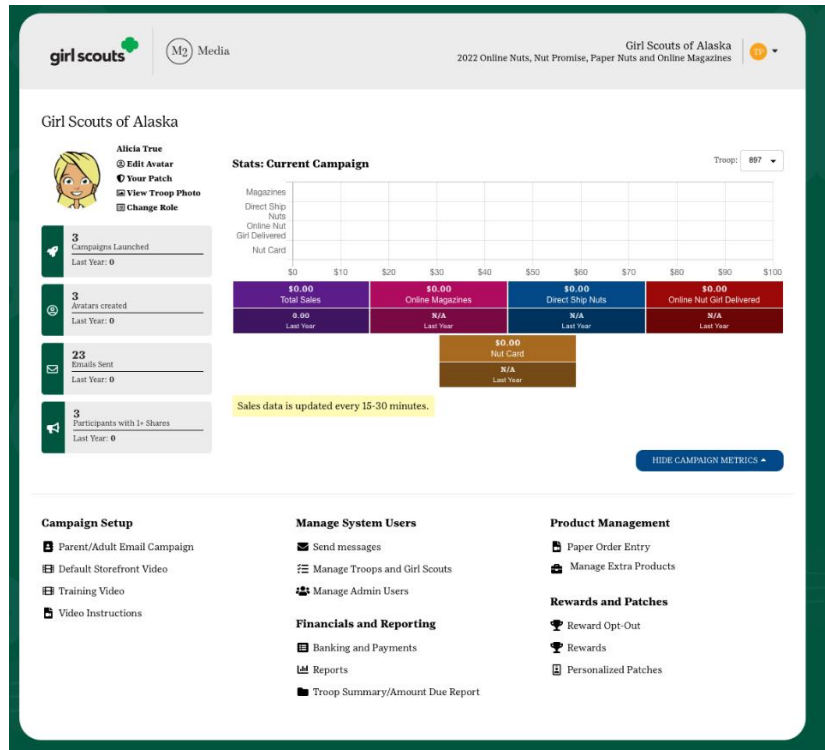


# Checklist for Troop Fall Product Chair(s)

Please note, the title Troop Fall Product Chair also represents the volunteer titles of Troop Product Chair or Troop Leader serving this role.

## Pre-Sale

- Register all Girl Scouts in the troop as Girl Scout members for the 2023-2024 MY (membership year) by September 3, 2023.
- If not already a Girl Scout member, register yourself as a Troop Fall Product Chair or Troop Product Chair with the troop. Troop Fall Product Chair(s) must be current Girl Scout members and complete a background check due to the responsibilities of handling product and money.
- Complete the Fall Product Program Mandatory Online Troop Training available on gsLearn. This training must be completed prior to receiving the troop's Fall Product Program materials (order cards, Troop Manual, etc.). If a new volunteer, the general volunteer training for Troop Product Chair on gsLearn must also be completed.
- Login to M2OS from the launch email sent Tuesday, September 12 or go to [www.gsnutsandmags.com/admin](http://www.gsnutsandmags.com/admin), enter email and click "Forgot Password" after Tuesday, September 12. See page 5 for additional details.
  - Test your login and password to be sure you can access troop level information. If you are unable to access the troop dashboard, you may need to register as a Girl Scout member for the 2023-2024 MY (membership year), complete a background check or have the role of Troop Fall Product Chair, Troop Product Chair or Troop Leader added to your membership for the appropriate troop. Contact your Service Unit Fall Product Program Coordinator or council for assistance. Your troop will not be loaded into M2OS if it does not meet minimum size requirements (see page 11).
  - Queue the *Parent Adult Email Campaign* BEFORE Tuesday, September 19. This will ensure the parents in your troop receive their Girl Scout's launch email and can get started one day early. **This is also part of the requirements 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.
    - If not listed, confirm if registered. Reminder, uploads of Girl Scouts into M2OS will be completed weekly (generally on Tuesdays) and financial assistance requests could take as long as 2-4 weeks to process.
    - If a Girl Scout is listed, but no ID is listed, she may not be registered.
    - For general membership/registration assistance, contact [customer@girlscoutsni.org](mailto:customer@girlscoutsni.org) or call 844-GSNI-4-ME (476-4463).
  - New troops enter troop checking account and bank routing numbers by deadline. Existing troops review banking information for accuracy after the upload on Tuesday, October 10. Go to Manage ACH on Banking & Payments under Financials & Reporting on M2OS troop dashboard.
- Prepare materials for distribution to Girl Scouts.
  - Write Girl Scout's name and important dates on order card, money envelope, etc.
  - Provide your contact information.
  - Print or make copies of forms as needed.
- Review this Troop Manual along with resources and activities posted at [www.girlscoutsni.org/fallproductprogram](http://www.girlscoutsni.org/fallproductprogram) and Rallyhood to use at the troop planning meeting.
- Meet with Girl Scouts and parents at a troop meeting.
  - Discuss what participants will be learning and the benefits of participation.
    - Five Skills, Financial Literacy and Entrepreneurship.
    - Troop proceeds and individual rewards.
    - All proceeds stay local with troops and council.
  - Set goals.
    - Discuss and decide on a troop goal together. Discuss how Girl Scouts may want to set their individual goals. NOTE: Statistics prove that troops and Girl Scouts that set goals with a purpose will sell more and be more likely to reach their target!



- Discuss products.
  - Nuts/Chocolates and Magazines, Tervis® Tumblers and BarkBox (online only) and Donation/Care to Share
- Discuss Girl Scout/parent procedures.
  - Taking Orders
    - Nut/Chocolate order card
    - Online order-taking for magazines, Tervis® Tumblers, BarkBox and Nut & Chocolate Store
      - Online ordering with Girl Delivery available for items on the paper order card.
  - Accepting Payment.
    - All in-person orders require payment to be received at the time of the order in the form or 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
    - Parents/Girl Scouts can enter their paper order card (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.
  - Product Program Permission/Financial Responsibility Form (Have parent/guardian sign and return at the meeting, if possible.) Keep on file for one year. 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 Online flyer
- Participate as a troop in any additional activities related to the Fall Product Program.



### **Post-Sale**

- Collect payment from Girl Scouts and collect order cards if necessary.
  - Troop Fall Product Chairs may ask/suggest parents enter information from paper nut/chocolate order cards into M2OS.
  - Troop Fall Product Chairs may still want to collect or receive a copy or picture of the paper nut/chocolate order card to verify correct entry.
  - Collect money in-person to verify the amount received and issue a receipt using the receipt booklet.
- Collect and/or have parents enter Girl Scouts' reward choices in M2OS where applicable.
- Log into M2OS
  - Go to Manage Troops & Girl Scouts under Manage System Users on the M2OS troop dashboard and confirm again that all Girl Scouts who are registered as current Girl Scout members are listed. Girl Scouts will not be able to receive their product or rewards until membership registration is completed. 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 22 & 23.
    - 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.
    - If an older Girl Scout troop (Cadette, Senior, or Ambassador) is opting 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. 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 22 & 23.
    - Save as entering.
- If not already done, new troops must enter troop checking account and bank routing numbers into M2OS by deadline. Returning troops, after October 10, should confirm council imported banking information is correct. If not, make corrections and provide your Member Support Specialist with updated information.
- Recommend depositing all checks/cash into troop account by deadline of Monday, October 30, 2023.
  - If you have received notification from your bank 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, December 8, 2023.

Some troops may receive a credit in proceeds (where council owes the troop money instead of needing to do a bank sweep) due to online orders. This credit will be deposited directly into the troop account on Friday, November 10 or if this amount is under \$20, the troop will be issued a GSNI e-code.

## **Delivery of Product**

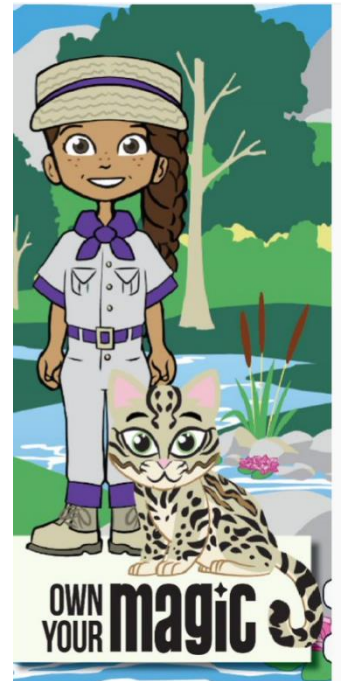
- Pick up all nut and chocolate items, ordered via order cards or Girl Delivery online orders, from volunteer Service Unit Fall Product Program Coordinator on the designated date (varies by service unit).
- Make two copies of each Girl Scout's order (print from M2OS or use bubble sheets or receipt booklet) 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.
  - Count the order with the Girl Scout and the parent to verify it is correct.
  - Have parent sign both copies of the printed order/bubble sheet/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.

## **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 items by Girl Scout. Use M2OS to verify what items each Girl Scout received.
  - NOTE: Cashew Cash e-codes will be emailed directly to the email address associated with 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 a tentative shipping date.
- DO NOT distribute rewards to Girl Scout if membership/registration has not been completed or payment for product has not been received.
- Distribute the rewards at a troop meeting.
  - 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 Administrator/Troop Leader.
- Product Issues
  - For questions regarding M2OS, all online orders (magazine subscriptions and online Nut and Chocolate Store, Tervis® Tumblers and BarkBox) and product concerns, contact M2 Media Group Customer Service at 800-372-8520 or <https://support.gsnutsandmags.com>.



## **Financial Information**

- Troops should contact GSNI's **Finance Department** for any concerns or problems regarding bank sweep, proceeds credits, or NSF (Non-Sufficient Fund) checks at 844-GSNI-4-ME (476-4463) or [customercare@girlscoutsni.org](mailto:customercare@girlscoutsni.org).
- 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.

## Products

### Ashdon Farms Nuts and Chocolates

The GSNI Nut/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!** All Girl Scouts who sell at least 15 nut/chocolate items will receive the *Own Your Magic* patch.

- Peace Out Girl Scout Tin with Mint Treasures - \$12
- Mushroom & Friends Holiday Tin with Deluxe Pecan Clusters - \$10
- Whole Cashews with Sea Salt (Can) - \$8
- Chocolate Covered Almonds (Can) - \$8
- Peanut Butter Bears (Box) - \$8
- Caramel Apples (box) - \$8
- English Butter Toffee (Box) - \$8
- Deluxe Pecan Clusters (Box) - \$8
- Dark Chocolate Caramel Caps with Sea Salt (Box) - \$8
- Dark Chocolate Mint Penguins (Box) - \$8
- Dark Chocolate Peppermint Pretzels (Bag) - \$8
- Peanut Butter Trail Mix (Bag) - \$7
- Thai Chili Mix (Can) - \$7
- Cheddar Caramel Crunch (Bag) - \$7
- Fruit Slices (Can) - \$6
- Care to Share (donation) - \$6



### Online Nut and Chocolate Store for direct shipping orders

Using the Online Nut and Chocolate Store, customers will now be able to order, pay for, and receive direct shipments of nuts and chocolates! (Shipping and handling fees will be charged to the customer.) Girl Scouts and troops will receive credit for these sales, the same as all online sales. In addition to the 15 items listed above, customers will also be able to order the COMPLETE line of Girl Scout products including online exclusive products from Ashdon Farms. These include:

#### Girl Scout Additional Products

- Mushroom & Friends Holiday Tin w/ Chocolate Covered Pretzels - \$10
- Honey Roasted Mixed Nuts (Jar) - \$12
- Cranberry Nut Mix (Can) - \$7
- Butter Toasted Peanuts (Can) - \$8
- Dulce de Leche Owls (Box) - \$8
- Chocolate Covered Raisins (Can) - \$8
- Dill Pickle Peanuts (Can) - \$7
- Hot Cajun Crunch (Can) - \$7
- Sweet & Salty Mix - \$7
- Honey Roasted Peanuts (Can) - \$7

#### Girl Scout Online Exclusive Products

- Almond Cran-Orange Crunch (Bag) - \$8
- Gourmet Caramel Corn with Almonds and Pecans (20 oz.) - \$24
- Gourmet Nut Blend (15 oz.) - \$25
- 2020, 2022 Girl Scout Tins w/Mint Treasures - \$12 each

### Additional Online ONLY Products

- **Magazine subscriptions**
  - Includes a wide range of magazine subscriptions for up to 90% off newsstand prices! Subscriptions are delivered directly to customers.
- **Tervis® Tumblers**
  - Tervis® offers premium insulated tumblers, ranging from top sellers to favorite MLB®, NFL® and collegiate sports teams and more. All items will be shipped direct to customers. Shipping costs will be \$5.99 per tumbler for the first three and an additional \$1.00 for each additional tumbler on the same order.
- **Girl Scout themed BarkBox**
  - The Girl Scout themed BarkBox will include a custom Pose & Play Beret dog toy and one canister of Berry Trios™ dog treats. Both items come packaged in a custom Girl Scouts Mini BarkBox with a Girl Scout liner. The cost is \$19.99 per box. Boxes are shipped directly to customers for a flat shipping fee of \$5 per address. All Girl Scouts who sell at least 3 magazine subscriptions, tumblers and/or BarkBoxes will receive the *Ocelot* patch.



## Care to Share/Donation



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

- Customers may make a \$6 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. This donation purchase is the **ONLY** way to earn the Care to Share patch.
- These donations may be purchased from the online 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.*

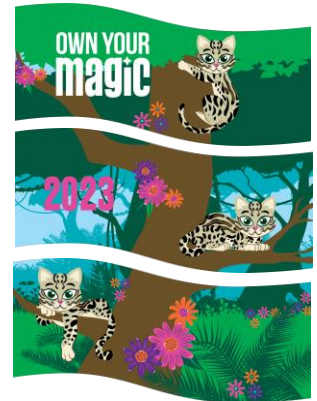
## Girl Patches and Rewards

### Patches

- *Own Your Magic* – Sell fifteen (15) or more nut/chocolate items in-person or online.
- *Ocelot* – Sell three (3) magazine orders, tumblers and/or BarkBoxes
- *2023* – Send 18+ emails using M2OS platform to potential customers.
- *Care to Share* – Receive four (4) or more donations for nuts.



- *Personalized M2 Avatar patch* – Create avatar, send 18+ emails and Share My Site using M2OS platform to potential customers AND Sell \$350+ in TOTAL sales. If earned, this patch will be mailed directly to the Girl Scout from M2 Media Group vendor. Two different designs to choose from!



- *2023-2024 Fall and Girl Scout Cookie Crossover Personalized M2 Avatar patch* – Create avatar, send 18+ emails and Share My Site using M2OS platform to potential customers during the 2023 Fall Product Program AND Send 18+ unique emails using Digital Cookie DC24 platform and sell 225+ packages of cookies during the 2024 Cookie Program. If earned, this patch will be mailed directly to the Girl Scout from M2 Media Group vendor after the 2024 Cookie Program ends.
- NOTE: Personalized patches can take 8-12 weeks in production time after requirements are met and received by M2.

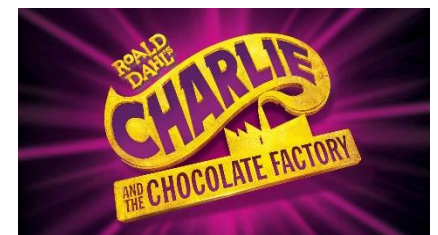


### Rewards

- All rewards are pictured on the order card.
- Rewards will be earned for total dollar sales at the following levels and are cumulative.
  - \$150 – LED Bike Lights
  - \$250 – Own Your Magic Necklace and Goal Getter Patch
  - \$350 – Small Ocelot Plush
  - \$400 – Ocelot Charm AND Charm Bracelet
  - \$450 – **CHOICE** of Theme Stickers & Headband OR \$10 Cashew Cash
  - \$550 – Ocelot Socks
  - \$650 – Large Ocelot Plush
  - \$800 – Own Your Magic T-shirt
  - \$1,000 – Cat Headphones
  - \$1,500 – **CHOICE** of Create Your Magic Kit^ OR \$50 Cashew Cash
    - ^Retro Bulb, Color Changing Markers, Zipper Pouch, Paint by Numbers, Selfie Ring Light
  - \$3000 – **CHOICE** of Nintendo Switch OR Camping & Hiking package^^
    - ^^4-person tent, sleeping bag, LED lantern, hydration backpack, trekking poles
- Cashew Cash works similar to Cookie Dough. All Cashew Cash earned during the 2023 Fall Product Program will expire April 1, 2025. Cashew Cash e-codes will be emailed directly to the email address associated with the parent/primary caregiver listed with the Girl Scout's membership.



**The Top 10 Fall Product Program Entrepreneurs** will be invited with a chaperone to a Broadway production of **Charlie and the Chocolate Factory** at Paramount Theater in Aurora, IL for a 1:00 p.m. show on Sunday, November 12, 2023 (date and time are tentative).



## Troop Size Requirements Relating to Product Program Participation

In an effort to ensure GSNI abides by IRS guidelines revolving around Product Sales, troop size guidelines as they pertain to Product Program rewards (Fall Product and Cookie Programs), have been developed. It is important that 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 was implemented starting in September 2016.**

- Girl Scout Daisy, Brownie and Junior Troops: *Minimum size is 5 Girl Scouts* (from multiple families) and 2 unrelated volunteers, one of which is a female.
- Girl Scout Cadette, Senior, and Ambassador Troops: *Minimum size is 3 Girl Scouts* (from multiple families) and 2 unrelated volunteers, one of which is a female.
- Girl Scouts in troops that have not met these minimums will be treated as Juliettes (Independently Registered Members) for the purposes of troop proceeds and Girl Scout rewards.
- The minimum MUST be met by October 23, 2023, for the 2023 GSNI Fall Product Program.

### **What DOES this mean?**

- If a troop does not meet the minimum size as outlined above, the troop will automatically be treated as a group of Juliettes. For example, if there is a Brownie troop of 4 Girl Scouts, the troop will be treated as a group of Juliettes and no troop proceeds will be awarded.
- During sweeps, the troop account will be swept for the entire cost of product sold (not including online orders). Proceeds are NOT kept by the troop. Girl Scouts will earn S'more Dough in place of troop proceeds.
- Notes on S'more Dough:
  - S'more Dough uses are similar to Cashew Cash and distributed as an e-code by email directly to the Girl Scout/parent.
  - The amount of S'more Dough a Girl Scout earns is based on ranges of product sold.
  - For more information on S'more Dough ranges and Juliette Product Program participation, contact your Service Unit Fall Product Program Coordinator or a member of the GSNI Product Program Team.

**What DOESN'T it mean?** It does NOT mean that the troop will no longer be a troop. The troop remains intact and would be included in the Opportunity Catalog for additional Girl Scouts to join.



## Troop Requirements for Participating in Additional Money-Earning Activities

Troops are encouraged to participate in GSNI Product Programs as their primary resource for money-earning activities. To participate in an additional money-earning activity, troops must submit a money-earning application. For the application to be considered:

- The troop must participate at the minimum levels listed below in both the Fall Product and Cookie Programs to apply for any additional money-earning activities.
  - Fall Product Program: Troops must have at least 25% of registered Girl Scouts participate and achieve \$150 in total troop sales.
  - Cookie Program: Troops must have at least 50% of registered Girl Scouts participate and achieve at least 180 package troop/group total in sales.
- Juliettes must also submit a money-earning application, be in good financial standing with Council, have permission from parent/guardian and participate in both the Fall Product and Cookie Programs at the minimum levels listed below.
  - Fall Product Program: Juliettes must participate and have minimum sales of \$15.
  - Cookie Program: Juliettes must participate and have minimum sales of 18 packages.
- Girl Scouts in troops 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. A Girl Scout earning her Gold Award, must follow and meet the guidelines of a Juliette to receive approval for an additional money-earning activity. This difference is due to the fact that Bronze and Silver Awards are earned as a troop or small group within the troop. Gold Awards are earned as an individual.

In an effort to preserve the integrity of the Fall Product and Cookie Programs, troops should avoid holding money-earning activities targeted to the public from September 15-October 31 and December 15-March 31.

# Additional Resources

Resources listed below and more for the  
GSNI 2023 Fall Product Program  
are available at Rallyhood and  
[www.girlscoutsni.org/fallproductprogram](http://www.girlscoutsni.org/fallproductprogram)

## Trainings and Manuals

- 2023 Mandatory Online Troop Training is available on gsLearn
- 2023 Troop Manual
- 2023 Juliette Parent Manual
- 2023 Family Newsletter
- 2023 Program Schedule

## Forms and Tools

- Product Program Permission/Financial Responsibility form
- Troop Fall Product Chair Volunteer Description/Agreement form
- Product Bubble form
- Internet Safety Pledge
- Donation Receipt
- Goal Chart

## Resources for M2OS

- Video tutorials and training materials for Girl Scout/Parent and Troop volunteers

## Rewards

- Rewards and patches available for Girl Scouts to earn

## Ocelot Facts and Activities

