



FALL PRODUCT PROGRAM 2022 TROOP GUIDE

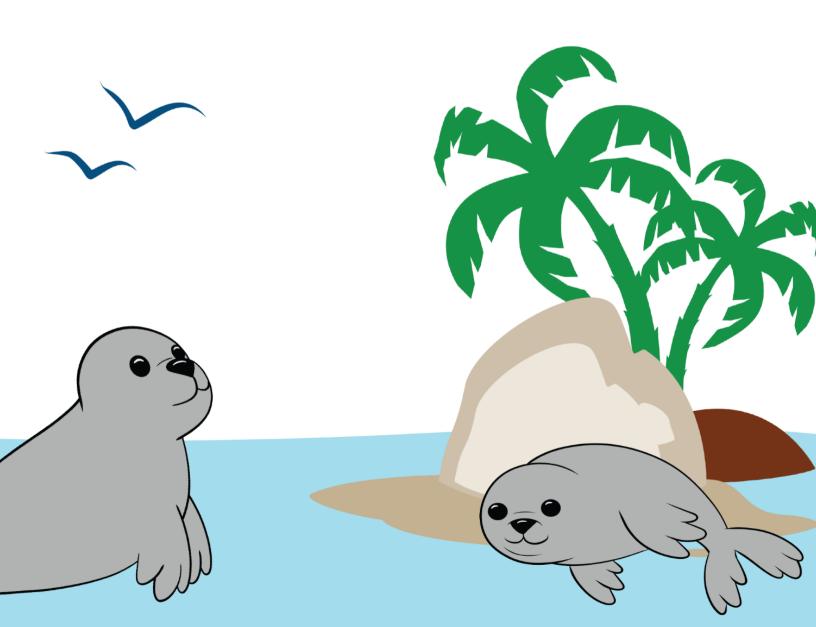


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What is the Fall Product Program?

The fall product program is an integral part of a Girl Scout's journey towards leadership while developing life skills: goal setting, decision making, money management, people skills, and business ethics. Girls also learn skills in financial literacy, entrepreneurship, and e-commerce.

It's easy to participate! Girls choose how they want to participate: <u>in-person</u> with the nut order card; <u>online</u> using the M2 digital platform or a <u>combination of both</u>.

The program is an easy, fun way to earn startup funds for your troop activities and experiences while providing opportunities for troops to give back to the community. Girls can earn exciting rewards! All proceeds stay local to benefit our troops and council.

*It is important to note that troops must participate in both GSJS Fall Product and Cookie Programs to apply for additional money earning activities and travel scholarships.

HOW THE PROGRAM WORKS

This financial literacy program allows girls to be entrepreneurs by offering family and friends the opportunity to purchase delicious nuts, chocolates, and magazines.

There are 2 ways to participate:

In-person by taking orders using the nut order card. Customers will pay only when the items are delivered.

Online by inviting friends and family to place an order through the girl's online store. All online orders are pre-paid by the customer at the time of ordering. Girls won't collect money for any orders placed online.

Nuts and Chocolates:

Customers have two delivery options for nuts and chocolates.

- **Shipped**: Customers can choose to have items sent directly to them for an extra shipping charge.
- **Girl Delivery:** Items are pre-paid online by customer and the girl delivers. There are no shipping charges. They can select from a group of nut and chocolates that the girls can deliver.

Magazines are available online only. They are sent directly to the customer and do not have any extra shipping charges.

MARK YOUR CALENDARS!

September 23: Leader/volunteers receive welcome email; access M2

September 30: Online site opens, and girls may begin to sell in person

October 7: Target date for troop volunteers to add troop bank information in M2

October 24:

- Last day for paper order card sales.
- Parent deadline for entering order card items in M2. *Online girl-delivered* items should not be re-entered.

October 26 by 11:59 PM: Last day for Troops to enter paper orders in M2.

October 27: Girl delivery option ends.

November 12-18: Community deliveries of product. You will be notified by your Community Coordinator of the day, time and place to pick up your products. Troop should print out girl delivery tickets.

November 20 at 11:59 PM All online ordering ends (magazines & direct shipped).

November 21: Last day for girls to make reward choices online, if needed.

December 2 DEADLINES:

- All parent monies collected should be deposited into the TROOP bank account.
- **UNPAID FUNDS REPORT.** if needed, to be submitted to productsales@gsfun.org

December 9: ACH withdrawal of troop balance due council. Check sales summary. Overpayments due troops (shows as a negative balance) will be refunded to troop through www.bill.com in mid-December.

WHAT'S NEW FOR 2022?

PRODUCTS

NEW FLAVOR – Gorp Trail Mix

NEW TINS

- Peppermint Bark in Snowman Tin
- Milk Chocolate Mint Trefoils in Girl Scout Pillars Tin
- Chocolate Covered Pretzels in Little Village Tin



PERSONALIZED PATCHES – see updated requirements to earn

- ◆ FALL PROGRAM PATCH (Girl) launch online campaign; send 18+ emails and use "share my site" function in M2 and reach at least \$350 in total sales
- VOLUNTEER PATCH troop volunteer must queue the <u>PARENT/ADULT</u> <u>EMAIL CAMPAIGN</u> and troop reaches at least \$1,500 in total troop sales
- 2022-2023 GIRL CROSSOVER PATCH girl to send 18+ emails and use "share my site" function in M2 and sell 200+ packages during cookie sale

SPECIAL FALL INCENTIVES – see details on pages 10 and 11

- 🗣 Drawing for a life-size seal,
- Custom GSJS fall patch
- Contest for girls and adults for a pair of Western Chief boots

M2 WEBSITE:

- M2 NEW SITE BRANDING beautiful colors and layout
- PAEC Parent/adult email campaign (formerly PGEB) troop volunteer should queue parent emails before campaign launches on 9/30

ACH UPDATE:

Banking information does not carry over from last year. All participating troops need to enter banking information. See TROOP BANKING section on page 12 for detailed instructions.

VOLUNTEER TRAININGS

Training is essential for new troop leaders & troop product managers. It is designed for new volunteers to learn the ins and outs of the fall product program: why girls should participate, program benefits, rewards, products, and technology used.

Veterans may attend if they want a refresher. Short 1 hour session.

- Wed. Sept. 21 7 pm in person TOMS RIVER*
- Thurs. Sept. 22 7 pm Virtual
- Tues. Sept. 27 7 pm in person FARMINGDALE*
- Wed. Sept. 28 10:30 am Virtual
- ◆ Wed. Sept. 28 7 pm Virtual
- ◆ Wed. Oct. 5 7 pm Virtual

Troop Volunteers: easily register by clicking here:

Event Space Available (doubleknot.com)

ONLINE SELF-TRAINING: Slides of the training will be available in mid-September on the GSJS website for those who can't attend above sessions. See the <u>Fall Product Program page</u>

^{*}In person sessions are at one of our facilities – Toms River Service Center or the GSJS Program Activity Center – space is limited – register soon

FALL TROOP CHECKLIST

PRE-SALE

- ☐ Be Registered only registered adults with approved volunteer role and up to date background check can coordinate the troop's fall product program.
- ☐ Check your troop's MYGS roster to ensure all girls are registered for the 2023 membership year.
- ☐ Access the M2 platform starting September 23. Watch for welcome email click link to get set up.
 - Sign into the M2 platform to create your avatar.
 - Check troop roster to be sure all registered girls are listed in the M2 platform. Notify product sales team if any girl is missing from M2 roster by sending an email to <u>productsales@gsfun.org</u>.
 - Enter troop banking account information in the M2 system by October 7, 2022. See instructions for using the M2 system in the troop guide.
- ☐ Pick-up troop materials from Community Fall Product Sale Coordinator.
- ☐ Have a training night for your girls and their families!
 - How you present the program will have a big effect on the girl's enthusiasm and parent support.
 - Work with girls as a troop to set both troop and individual goals.
 Help them feel comfortable sharing their purpose and goals with supporters.
 - Review the 5 skills, goals, online and in-person safety guidelines, important dates, and money handling procedures.
 - Junior and older have troop discussion on opting out of rewards. If they choose to opt out, update M2 system.
 - All parents must sign the parent permission form when receiving their order card. Keep these forms.
 - Distribute order cards and M2 flyer to girls.

DURING SALE

□ Sept 30 – Oct 24 – Girl order taking for paper orders time frame. Assist girls/parents with logging into M2 system as needed. ☐ Continually communicate with girls and their caregivers. ☐ Remind parents to enter paper order card sales by October 24. ☐ Troop should ensure accuracy of all girl paper card orders entered by parents and/or enter paper order cards by October 26. ☐ Community coordinators will notify you of the date, time, and place to pick up your products. Please be available that day or send a parent to pick up troop order. Deliveries will be the week of November 12-18. □ Online ordering of magazine and shipped nuts/candy ends Nov. 20. ☐ Verify all girl rewards have been chosen in M2 system if choices are needed. (Deadline Nov. 21).

POST SALE

Print girls' delivery tickets from M2 system.
Sort girl orders -parents must count product and sign delivery
ticket for product when picking up their order. Keep this
receipt.
Ensure all monies are collected and deposited into troop bank
account by December 2.

☐ Submit unpaid funds form for any parent with an unpaid balance by December 2 to productsales@gsfun.org.

□ Verify with parents that all girl delivery orders were delivered to customers.

☐ ACH pull for balance owing is scheduled for Dec. 9 – refunds (if applicable) will process later in December

☐ Once rewards are received, immediately count, and confirm all items received. Report errors to coordinator. Troop Reward delivery tickets are available in M2 to view or print.

☐ Download and print the Troop Products & Financials Excel report (provides financial information to include troop proceeds). Save for

vear-end financial report.

Girls AND Leaders Can Earn Two Avatar Patches That Look Like Them!

In the fall, girls and leaders who create Me2 avatars and meet specific criteria will earn a patch with their very own virtual likeness on it. During Cookies, girls and leaders have yet another opportunity to earn an avatar patch—even if they did not earn the Fall Patch!

See the online site or the nut/candy order card for more details. **Don't miss out on these one-of-a-kind patches!**

To earn the Fall Program Patch Girls:

☐ Create avatar, send 18+ emails, use the "Share my Site" function in M2 and reach \$350 in total sales





Troop Volunteers:

☐ Queue the Parent/Adult Email Campaign, create avatar & reach \$1500 in troop sales



To earn the Cookie Crossover Patch- Girls:

 □ In the fall, girls create their avatar, send 18+ emails and use "Share my Site" function during the Fall Program, and sell 200+ packages of cookies during the 2023 Cookie Program

CARE TO SHARE (GIFT OF CARING)



The Care to Share Program is a great way for customers to give back to the community! Girls collect donations (in \$7 increments) and Girl Scouts of the Jersey Shore takes care of delivering the product!

Each donation is credit to the girl's sales and the troop receives \$1 in troop proceeds per donation sold.

Girls earn the Care to Share patch by receiving 5 or more donations.

TROOP PROCEEDS

Troops will earn \$2.00 for each magazine & \$1.00 for each nut/chocolate item.

OLDER GIRL PROCEED OPTION

Older girl troops, Girl Scout Juniors and older can choose unanimously with their troop to receive an additional \$0.20 per item rather than rewards. Girls will still earn patches.

Troop can opt-out in M2. From troop dashboard, select Reward Opt-Out under Rewards & Patches.

Fun Facts About the Hawaiian Monk Seal

- Endemic to Hawaiian Islands and Johnston Atoll
- Up to 7 feet in length, 600 pounds and living 30+ years
- Underwater for 20+ minutes and diving up to 1,800 feet
- Critically endangered due to hunting, accidental capture in fishing gear and habitat destruction



SPECIAL FALL INCENTIVES

Girls who send out 10+ emails by Sunday, October 9, 2022, 11:59 pm (as reported by M2) will receive this patch.





Girls who sell 50+ nut/candy items by the end of the sale will be entered into a drawing for the giant life-size seal!



Save the Date

Saturday, January 14, 2023 Program Activity Center

Sell \$1,100 worth of product during the 2022 Fall Sale for an exclusive invite to our **Top Seller Sock Hop!**

Dance the Twist, Enjoy Soda Shop Treats & Much More!

WIN A PAIR OF BOOTS!

GIRLS who sell 35+ items (as reported by M2) will be entered into a drawing for a pair of Western Chief x Girl Scouts rain boots.

4 Winners - 1 Girl per region

TROOPS* who have 80% of their girls send 18+ emails will have all registered Leaders and Troop Product Sales-Fall Volunteers** entered in a drawing for a pair of Western Chief x Girl Scouts adult rain boots.

4 Winners - 1 Adult per region



X









*A troop is defined as having 5 girls and 2 leaders.

^{**}Leaders and/or Troop Product Sales-Fall Volunteers must be registered for 2023 in 1 of these roles and have a current background check. One (1) entry per adult.

TROOP INSTRUCTIONS FOR USING THE M2 ONLINE SYSTEM (M2)

Welcome emails to access the M2 site will be sent on September 23. If you do not receively visit **www.gsnutsandmags.com/admin** and click on forgot password. If you need further assistance, please contact your Community Coordinator or email **productsales@gsfun.org**

Step 1 - Set up system access to M2 and Update Contact Information

- Troop volunteers receive an email invitation from M2 that explains how to access the site and get started. Once set up in M2, you will have access to your Troop Dashboard. This allows you to manage your troop, send messages to your girls, enter/verify nut/candy order card sales for girls, verify reward choices and view reports. Council will preload girl information into the system for all registered girls.
- Parents receive welcome email on September 30 and can launch their online store and begin their paper order card selling that same day.
- A girl in your troop whose name does not appear should visit www.gsnutsandmags.com/GSJS and enter her information with her parent.
- Enter **TROOP BANKING** information into M2 by **October 7**
 - From Troop Dashboard select **Banking & Payments** (under Financials & Reporting)
 - Click the + sign to the left of your Troop number then select **Manage ACH**
 - Fill in TROOP Bank Name, routing number and account number as it appears on your troop checks and be sure to save.
 - NEW troops without bank accounts:
 - o Must mark "NO BANK ACCOUNT" under bank name in M2
 - o Is responsible to pay council balance by depositing amount due into council's bank account by 12/9/22. Speak with your Community Coordinator on this process.

Step 2 - Add Girl Orders into M2

- The leader must enter any orders not entered by parents into M2 by **October 26th.** To add girl orders from the troop dashboard:
 - Choose Paper Order Entry then click the pink pencil next to the girl's name
 - Enter her total nut/candy items by variety from her order card. **Click Update**.
- Rewards are automatically calculated. Parents/girls and leaders may view the rewards earned online in M2. If there are choices/size options, these selections should be finalized in M2 by **November 21 at 11:59 pm.**
- Once a girl has earned her personalized patch, it will be sent to be produced and mailed to the address entered in the system during the setup process. During the registration process, girls will be given a choice for the background of her patch. Be sure that girls know patches will be sent to be produced when earned, so they should be comfortable with their choice before completing the registration process. Patches can take 6-8 weeks to be produced and arrive.

Step 3 - Submit Nut/Candy Order

• Since order information is automatically transferred, there is no submit button. If order changes are needed after **October 26th**, contact your Community Coordinator or Council Product Sales Team immediately for assistance.

Money Matters

ACH withdrawals

GSJS will conduct an ACH withdrawal for the amount due to council on December 9th. If a troop is owed a refund, a deposit will be made into the troop account in mid-December using bill.com. **All participating troops need to provide council with their bank information.** See instructions on using the M2 system (page 12).

Troops will enter the troop <u>bank name</u>, <u>routing number</u> and <u>account number</u> into M2. You can find this information on your troop check. (Do not use a deposit slip, as the routing number is often different). If you do not have a check, contact your bank to get the correct ACH routing number.

YOUR NAME
123 Main Steet
Anywhere, OH 00000

PAY TO THE
ORDER OF

DOLLARS

LIOU-LO? 23 2 L LIOUD L 23 L 56 78 9 LIOU

ROUTING ACCOUNT CHECK
NUMBER NUMBER

NUMBER

128

128

LIOU-LO? 23 2 L LIOUD L 23 L 56 78 9 LIOUD L 23 L 23 L L 23

New troops or troops without bank accounts should advise <u>productsales@gsfun.org</u> and must mark "NO BANK ACCOUNT" in M2 under bank name. Please speak with your community coordinator for complete instructions on how to pay council. Troops are expected to pay their balance due by 12/9/22.

Additional Money Procedures

- Parents/guardians must sign a Parent Permission and Responsibility form for every participating girl. Troops should keep these forms.
- Girls collect money for in-person paper order card sales at time of delivery. All online sales are prepaid by customer at time of order.
- Parents/guardians should not be asked to pay for product when picking it up from the troop. Exceptions may be considered if there is prior history of outstanding parent debt. In this case, contact product program department at productsales@gsfun.org.
- If the troop chooses to accept paper checks from customers or parents, checks should be made payable to the troop and deposited into the troop bank account. Be sure to have a phone number listed on the check. We recommend you only take checks from people you know and are comfortable contacting if there is a problem. Troops will have to take responsibility for a bad check and any bank fees associated with it.
- When parents pick up nuts/chocolates **they must ALWAYS count and sign for product**; and when parent turns in payments to the troop, **they must ALWAYS be given a receipt**.
- All money collected must be deposited into the troop bank account in a timely fashion so funds clear and are available in time for the ACH withdrawal.
- Unpaid parent funds paperwork must be submitted by email to the product program department by December 2nd, with supporting documentation. See Unpaid Funds Report on page 15.
- <u>Check Troop Summary Report in M2 for the correct amount due council</u>. The ACH withdrawal from the troop bank account for the amount due council, will be reduced for unpaid parent funds reported to GSJS.
- Troops will be charged an overdraft fee if the ACH sweep is declined for insufficient funds. GSJS will repeat an ACH sweep for previously failed payments on December 15th.

Unpaid Funds Policy - Fall 2022

It is the policy of Girl Scouts of the Jersey Shore to work with all Communities, troops, and parents to remediate outstanding balances due to the troop and/or council. To that end, anticipation of delinquent payment and communication to the Product Programs department at GSJS before the Automatic Clearing House (ACH) pull from the troop is required.

The following are guidelines set to remediate outstanding balances due:

Procedures for Unpaid Funds from a Parent:

- 1. Troop Leader/Community Product Sales Manager and/or TPSM must notify council of unpaid funds via email to productsales@gsfun.org no later than seven (7) business days before the ACH pull.* The "Unpaid Funds Report form", a copy of the signed parent permission slip, and signed product delivery ticket are required as support documentation, as well as list of attempts that troop made to communicate with parent on unpaid funds. Council cannot pursue the parent without the proper signed documentation.
- 2. Council will adjust the troop amount owed, to reflect the unpaid parent's portion.
- 3. Once notified, council will contact the parent within 10 business days to start collection process.

In addition, their daughter may not be able to participate in Product Programs in the future until the unpaid fund is paid in full. They will be marked as ineligible and unable to participate as a volunteer in any capacity.

Payments will be accepted via bank check, money order, or a scheduled time with GSJS Product Sale Department to pay over the phone via credit/debit card.

*If troop notifies council AFTER the ACH pull and funds have been pulled from troop account: Troop may be held responsible for collecting payment from the parent/guardian to reimburse the troop funds.

Procedures for Unpaid Funds from a Troop:

- 1. Council will notify troops via email within five business days of any ACH issues after the ACH pull for that Product Program. Troops will be asked to fix issues and pay in full at the FINAL ACH adjustment pull, which is scheduled for December 15, 2022.
- 2. If second/adjustment pull is unsuccessful and funds are still owed, the council will start collection process.

In addition, their daughter may not be able to participate in Product Programs in the future until the unpaid fund is paid in full. They will be marked as ineligible and unable to participate as a volunteer in any capacity.

Payments will be accepted via bank check, money order, or a scheduled time with GSJS Product Sale department to pay over the phone via credit/debit card.



UNPAID FUNDS REPORT

Must be submitted to productsales@GSFun.org by Fall Product: December 2, 2022

Troop Product Manager/Leader Name		Phone #		
Email				
paid Funds Information Responsible Party:		Internal Use Only: S.F. Case#		
Parent/Guardian				
Girl Name:				
Address:		City:	Zip:	
Home #	Cell #	W	ork #:	
Original Amount Due \$	Payments Made	to Date \$	Current Due \$	
	ader signature.		Date	
.L PROGRAM 2022 Please provide communi	ication notes below and an	y other backgrou		
.L PROGRAM 2022 Please provide communi	ication notes below and an	y other backgrou	nd information on back	
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L PROGRAM 2022 Please provide communi First Contact Attempt Date Conversation Details/Notes	ication notes below and an	y other backgrou Contact Ty s if available)	nd information on back	

Thank you!

- We **appreciate** your time, energy, and efforts
- Our Product Program is a success because of YOU!
- You help girls learn and develop skills that last a lifetime
- We look forward to a successful 2022 Fall Product Program as we...

Volunteer Resources

GSJS Product Sales Team

Visit www.gsfun.org/fallproduct
800-785-2090 productsales@gsfun.org
CY Wong, Director of Product Program
Jackie Garbe, Product Sales Consultant

My Community Support

Community Product Sales Coordinator					
Name:					
Phone:					
Email:					



Additional resources are available for download. See About Fall Product Program or contact your community coordinator or the Product Program Team

