

NEW Pocket Guide—full TNM companion available on Fall webpage

# Girl Scouts of Southwest Texas 2023 Fall Product Program Troop Nut Manager Pocket Guide



## August 2023

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## September 2023

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## October 2023

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## November 2023

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11

## August

- **Mon., Aug. 7-Wed., Aug. 16**—Get ready to Own Your Magic:
  - Earn \$50 Nut Bucks for troop & Volunteer Patch for you:
    - Complete **TNM Training & Agreement**
    - Approved **troop bank account** or Agreement to Deposit
    - Submitted June Finance Report **by June 15**
    - Complete **5 online girl permission slips** OR at least 60% of registered girls (reg'd in MyGS as of Aug. 7)
- **Wed., Aug. 23**—
  - Online TNM training, Agreement, and all requirements due to begin Fri., Sept. 1 (*Training and agreement MUST be submitted before you receive any fall program materials*)
  - Online AND paper permission slips due to CNM or PPD to begin Fri., Sept. 1 (*Initial date for girls to begin participating—girl permission slips can still be submitted throughout the program*)
- **Mon., Aug. 28**—M2 site opens to volunteers
- Check-in with CNM for program updates and materials
- Host a goal setting/info meeting for girls and parents

## September

- **Fri., Sept. 1**—Girls can begin taking orders & using their M2 site
- **Wed., Sept. 6**—Just-in-Time Webinar: Fall Review

Webinar recordings are available on FPP webpage!

## October

- **Wed., Oct. 4**—Just-in-Time Webinar: Products are Coming
- **Thurs., Oct. 5**—Parents enter paper orders by 10:59 p.m.
- **Fri., Oct 6**—ACH Auth. on file with GSSWT to use Trp. Acct.
- **Sat., Oct. 7**—TNM enter all girl in-person/paper orders before 10:59 p.m. (*Opens to TNMs Fri., Oct. 6. Don't duplicate what parents entered. If you miss the deadline, you MUST contact CNM within 24 hours!*)
- **Sun., Oct. 8**—Online girl-delivered orders end @ 11:59 p.m.
- **Fri., Oct. 20 & Sat., Oct. 21**—Pick up order; check with CNM
- **Tues., Oct. 24**—Last day to notify CNM of shortages/damages
- **Mon., Oct. 30**—Online shipped & magazine orders close
- **Tues., Oct. 31**—Choose/verify girl recognitions

## November

- **Thurs., Nov. 2**—ACH Sweep notification email
- **Mon., Nov. 6**—
  - Online ACH Adjustment Due—linked in ACH notif. email
  - Delinquent Account Report Due (if applicable)
- **Tues., Nov. 7**—100% of money due to troop bank account or council
- **Thurs., Nov. 9**—
  - ACH sweep by Finance department
  - Online end-of-program report due
- Girl rewards shipped to CNM **last week of Nov.**; TNMs pick-up rewards when notified

Give parents earlier deadline to turn in ALL money!

# Fall Program Checklist

## August—Before the Program

- Troop requirements **to receive M2 access:**
  - Complete June 2023 Finance Report
  - Active troop bank account WITH current ACH Auth. Form
- Check-in with your troop Money Managers about the troop bank account status, June Finance Report, and troop policies for collecting/depositing program money
- Check-in with CNM to receive program materials
  - Including: TNM Pocket Guide, receipts booklets and for girls: order card, money envelope, Family Guide & M2 Flyer
- Have parents complete online permission slip and verify membership is updated—form available on Fall webpage
- Host an informational and goal setting meeting for Girl Scouts and parents (see online TNM Companion for more inspo)
  - Options for participation—Using order card and M2
  - Troop Action Plan—Communication, troop goal/proceeds and due dates
  - Money—Set early and consistent deadlines
  - Using M2 to submit any orders from the girl order card
  - Picking-up orders for girl delivery October 20-23
- Pass out program materials to girls—check your roster in M2 or ask parents for confirmation emails
- On or after Mon., Aug. 28**—Access M2 and check out the site

Girls registered for the FIRST time in 2023-2024 Girl Scout Membership Year (effective Sun., Oct. 1) **ARE eligible to participate** in the Fall Product Program beginning on Fri., Sept. 1!

## September/October—During the Program

- Fri., Sept. 1**—Girl can begin order taking and NO EARLIER, Girl Scout Honor!
- Wed., Sept. 6 @ 10-11 a.m.**—Just-in-Time Webinar: Fall Review—Recording will be available!
- Wed., Oct. 4 @ 10-11 a.m.**—Just-in-Time Webinar: Fall Products are Coming—Recording will be available!
- Thurs., Oct. 5**—Parents can enter girl in-person/paper orders on the Girl Dashboard **until 10:59 p.m.**
- Sat., Oct. 7**—TNMs should enter girls' orders in M2 before 10:59 p.m.—Do not wait for late orders!
  - *Schedule enough time to enter/verify orders—don't duplicate parent entries.*
  - *If miss deadline, contact CNM within 24 hours (or contact Product Program department (PPD) at [customercare@girlscouts-swtx.org](mailto:customercare@girlscouts-swtx.org). **Contacting PPD does not guarantee error will be fixed, but we will try to correct situation, if possible**)*
  - When emailing CNM or Customer Care, include all information such as troop #, girl name, order info and complete description of issue/question
- Fri., Oct. 20-Mon., Oct. 23**—Pick up troop order from CNM
- Distribute products to parents **within 24-48 hours** of receiving.
  - Have each parent picking up product sign a receipt—use Girl Delivery Tickets from in M2 under “Product Management.”
  - If no signed receipt from parent, you will be held responsible for amount due.
  - Usually, damaged products can be replaced. Contact PPD by Tues., Oct. 24 at [customercare@girlscouts-swtx.org](mailto:customercare@girlscouts-swtx.org).
- Remind all parents of money due date—**final due date for depositing money is Tues., Nov. 7!**
- Collect and deposit all program money to troop or council bank account.

READ weekly emails sent on Wednesdays from M2.

## November—End of Program

- Tues., Oct. 31**—Verify/enter reward choices in M2—unselected choices will receive default reward.
- Mon., Nov. 6**—Delinquent Account Report and ACH Adjustment form due for troops with parents still owe money—forms available on Fall webpage.
- Tues., Nov. 7**—ALL money due to troop bank account or directly to Girl Scout Shop/council account.
- Thurs., Nov. 9**—Online end-of-program form due—online form available on Fall webpage AND ACH Sweep of 100% due in M2 (ACH Adjustment due Mon., Nov. 6 if balance has not been collected by all parents).
- Pick up rewards from CNM at end of November and distribute to girls ASAP.

# Fall Program Resources

## Girl Scouts of Southwest Texas

### #1 Way to Contact Us—Customer Care

210-349-2404

[customercare@girlscouts-swtx.org](mailto:customercare@girlscouts-swtx.org)

### Product Program Department (PPD)

Christina Frazier

*Director of Product Program*

Emma Blevins

*Product Program Manager*

Jinnie Garcia

*Product Program Specialist*

Reese Berry

*Product Program Assistant*

**If you cannot reach your CNM, please reach out at [customercare@girlscouts-swtx.org](mailto:customercare@girlscouts-swtx.org).**

Community Nut Manager Info:

*Place CNM info label here.*

*If no label, please ask your co-leader for your community info!*

## MyGS

[www.mygs.girlscouts.org](http://www.mygs.girlscouts.org)

Great for:

- Checking current membership information of Girl Scouts in your troop
- Renewing memberships
- Viewing background check expiration
- Viewing troop roster

## Girl Scouts of Southwest Texas website

[www.girlscouts-swtx.org/fallproductprogram](http://www.girlscouts-swtx.org/fallproductprogram)

Great for:

- Online girl permission slip
- Full Troop Nut Manager Companion
- Just-in-Time webinar recordings, videos and guides—info and help for parents and TNMs
- Troop resources—family guides, FAQ, etc.
- Individually Registered Girl (IRG) Fund Guidelines and IRG Fund Application

Scan QR code to check out the Fall Product Program webpage with the full TNM Companion



## M2

[www.gsnutsandmags.com/gsswtx](http://www.gsnutsandmags.com/gsswtx)

Great for:

- Taking credit card payments
- Sending messages to parents
- Entering in-person/paper orders
- Verifying reward choices



Got questions about a shipped or magazine order?

**GIRLS accessing site:** Girls should use the M2 flyer to access and set-up their virtual storefront—register at [www.gsnutsandmags.com/gsswtx](http://www.gsnutsandmags.com/gsswtx). Parents/girls do not receive email granting access.

**TNMs accessing site:** After online TNM training completed and all TNM/troop requirements are met, an email with a direct link and instructions to access site will be sent—M2 username will be email provided on TNM agreement. Once password created access site by clicking on link in email or visit [www.gsnutsandmags.com/gsswtx](http://www.gsnutsandmags.com/gsswtx)

# Fun Stuff—Girl & Troop Rewards

Girls earn rewards for all items sold (nuts, magazines, donations, etc.)—girls can select their reward selections through M2 but the TNM is responsible for ensure all choices are in M2 by Tues., Oct. 31!



**3 magazines**  
Super Seller Mags Patch



**25 emails sent**  
Online Patch



**5 Care to Share units**  
Care to Share Patch



**10 Care to Share units**  
Double Knotted Headband

Care to Share  
\$5 = 1 Unit



**\$125 total sales**  
Own Your Magic Patch



**\$225 total sales**  
Flower Necklace



**\$300 total sales**  
Ocelot Patch AND Ocelot Charm Bracelet



**\$400 total sales**  
2023 Patch AND Small Ocelot OR Ocelot Socks OR \$5 Nut Bucks\*



OR



**\$400 total sales AND 25+ emails AND Share in M2**  
Personalized patch with avatar

TNMs earn patch by reaching \$2500 & sending parent email blast!



**\$475 total sales**  
Color Changing Light OR \$5 Nut Bucks\*



**\$575 total sales**  
Cat Wireless Headphones OR \$5 Nut Bucks\*



**\$700 total sales**  
T-shirt OR \$10 Nut Bucks\*



**\$850 total sales**  
Large Ocelot OR Bluetooth Speaker OR \$15 Nut Bucks\*

OR



**\$1,000 total sales**  
Goal Getter Patch AND Creativity Bundle (includes stationery, markers & zipper pouch) OR \$20 Nut Bucks\*



**\$1,500 total sales**  
GSSWT 100<sup>th</sup> Anniversary Merch Bundle OR \$25 Nut Bucks\*



**\$2,000 total sales**  
Adventure Event (December/January) OR \$30 Nut Bucks\*

## 100<sup>th</sup> Anniversary Troop Gift of Caring Reward

To help start the celebrating for the upcoming Girl Scouts of Southwest Texas 100<sup>th</sup> Anniversary—**troops that reach \$100 in Gift of Caring donations (20 units)** will receive tickets to attend a 100<sup>th</sup> Anniversary Kick-off Event (invites for Girl Scouts with any sales and 2 adults).

**Troop Proceeds:** All troops receive **18% proceeds** for all items.

**Additional Proceed Opportunities:**

- **Ultimate Early Bird**—Eligible troops can earn additional **7% bonus** by meeting all requirements; applicable troops and CNMs will be notified at the beginning of the program
- **Troop Opt-out**—J, C, S & A troops can earn additional **7%** by opting out of rewards by reaching troop PGA of 320 units and meeting all requirements listed on opt-out form (PGA = total units/# of girls selling)

## Additional Rewards

- **Community Princess T-Shirt**—one girl in each Community with most units sold
- **Super Sister Patch**—combined sister total of 30+ units
- **Sister Personalized Patch**—\$400 combined sales, 25+ emails and share via M2
- **Cookie Crossover Patch**—girls who earn the Fall personalized patch can earn a crossover patch from the cookie program
- **Giant Ocelot Plush**—girl with most units sold on M2