



# Fall Product Program Caregiver Guide



## Important Dates!

Early access for troop Volunteers	09/12/2024
Fall Product Program Begins!	09/20/2024
Fall Product Program Ends	10/20/2024
Adult/caregiver deadline for entering in-person orders into M2 system	10/20/2024
Deadline for troop to enter or edit order card items for participants	10/22/2024
Last day for participants/troops to make reward choices	10/23/2024
All money due to troop no later than	10/23/2024
ACH withdrawal (full balance due)	10/24/2024
Delivery of nut/chocolate items to SU volunteers	11/13/2024-11/20/2024
Last day for delivery to customers	11/27/2024

## Did You Know?

As an integral part of a Girl Scouts' journey toward leadership, she'll be learning and developing:

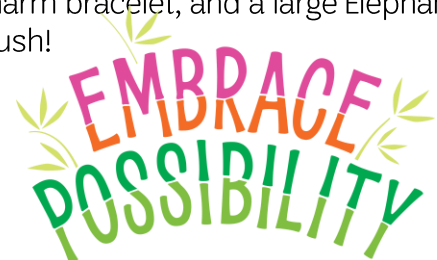
- Goal Setting**
- Decision Making**
- Money Management**
- People Skills**
- Business Ethics**

An easy, fun way to **earn startup funds** for your troop activities at the beginning of the Girl Scout year - don't miss out on all the fun!

## Rewards

Girl Scout rewards can be found on the back of the order card.

- Participants should register online to track reward progress & select rewards as they are earned!
- Girls can earn unique patches, a charm bracelet, and a large Elephant plush!



## Earn Customized Patches



### Fall Patch

To earn:

1. Create your avatar
2. Send 18+ emails
3. Sell \$350 in total sales
4. Choose your background & your avatar design!

### Cookie Program Crossover Patch

To earn:

1. Fall Criteria: Create your avatar & send 18+ emails & "share my site" function
2. 2025 Cookie Program: Sell 300+ boxes of cookies



## Order Card Entry:

- Girl Scouts/Caregivers have until **October 20** to enter order card items into the M2 system & select rewards. Leaders **MUST** enter or edit any missing/remaining orders by **October 22**.
- How to enter orders:
  - Choose *Paper Order Entry* from your dashboard
  - Click on the plus sign next to the Girl Scout's name to enter or edit orders – DO NOT enter online girl-delivered product [Online products are automatically added to order when placed]
  - Enter total ordered items by variety from order card – Click *Update* & make sure totals match the order card
  - Where's the SUBMIT button? There is no submit button as orders are transmitted for fulfillment automatically on **October 23** after system is locked and council submits orders

## Troop Banking & Payment Collection

- Payment (cash, check, or electronic) is collected from customers upfront at the time an in-persons order is placed
- Should your troop choose to accept checks, they should be made payable to your troop. Only accept checks from people you know and are comfortable contacting if an issue occurs
- Funds owed to GSHCC will be collected via ACH by October 24
- If you do not turn in money to your troop by October 23, your troop will NOT place your order. You will be contacted by your fall product manager, your service unit fall product manager will be informed, with all interactions documented.
- Online sales/orders will reflect as paid in the M2 system and final funds or ACH (if applicable by this time) will be adjusted for troop to earn proceeds on these sales

## Optional Older Girl Proceeds and Rewards

Older Girl Scouts may opt out of rewards to earn an additional 5% towards troop proceeds. This is a girl-led decision – not an adult decision – and must be unanimous from the girls participating to opt out of rewards.

## Tips!

- Only order the exact number of products sold – do not over order because product cannot be returned to GSHCC
- Rewards are automatically calculated based on items ordered but could take up to 1 hour to update after adjustments have been made to products sold

## Care to Share

- Care to Share is a great way for customers to give back to the community through donations of products.
- Our council's Care to Share items will be donated to local food banks
- Girl Scouts earn the Care to Share patch by receiving 6 or more donations.

## We Appreciate You!

**Thank you for being an integral part of the Fall Product Program**



## PARTICIPATION OPTIONS

Product	Sale Type	Product	Delivery to Customers	Troop Proceeds
<b>Nuts/Chocolate:</b>	<b>In-Person</b>	<ul style="list-style-type: none"> <li>• Participants collect money from customers at the time of order</li> <li>• Family/troop enters orders into M2 by the appropriate deadline</li> <li>• Participants turn in money to troop</li> </ul>	Delivered to customer by Girl Scout	15% per item sold
	<b>Online Girl-Delivered</b>	<ul style="list-style-type: none"> <li>• Girl Scouts create their personalized storefront in M2 and send emails to friends and family</li> <li>• Customers pay online and participants deliver products</li> <li>• Orders are automatically credited to the participants in M2</li> </ul>	Delivered to customer by Girl Scout <i>(If a Girl Scout/family receives an online order from a customer where they will not be able to deliver the items in person, they will need to contact M2 customer service by October 20 to cancel)</i>	15% per item sold
	<b>Direct Shipped</b>	<ul style="list-style-type: none"> <li>• Girl Scouts create their personalized storefront in M2 and send emails to friends and family</li> <li>• Customers pay online, including the cost of shipping</li> <li>• Orders are automatically credited to the participants in M2</li> </ul>	Shipped directly to the customer <i>(1-2 weeks standard delivery timeframe after order processing. Customers will have option for expedited shipping)</i>	15% per item sold
<b>Mags, Tumblers, BarkBox, &amp; custom stationary</b>	<b>Online</b>	<ul style="list-style-type: none"> <li>• Girl Scouts create their personalized storefront in M2 and send emails to friends and family</li> <li>• Customers pay online</li> <li>• Orders are automatically credited to the participants in M2</li> </ul>	Shipped directly to the customer <i>(6-8 weeks standard delivery timeframe after order processing)</i>	15% per item sold