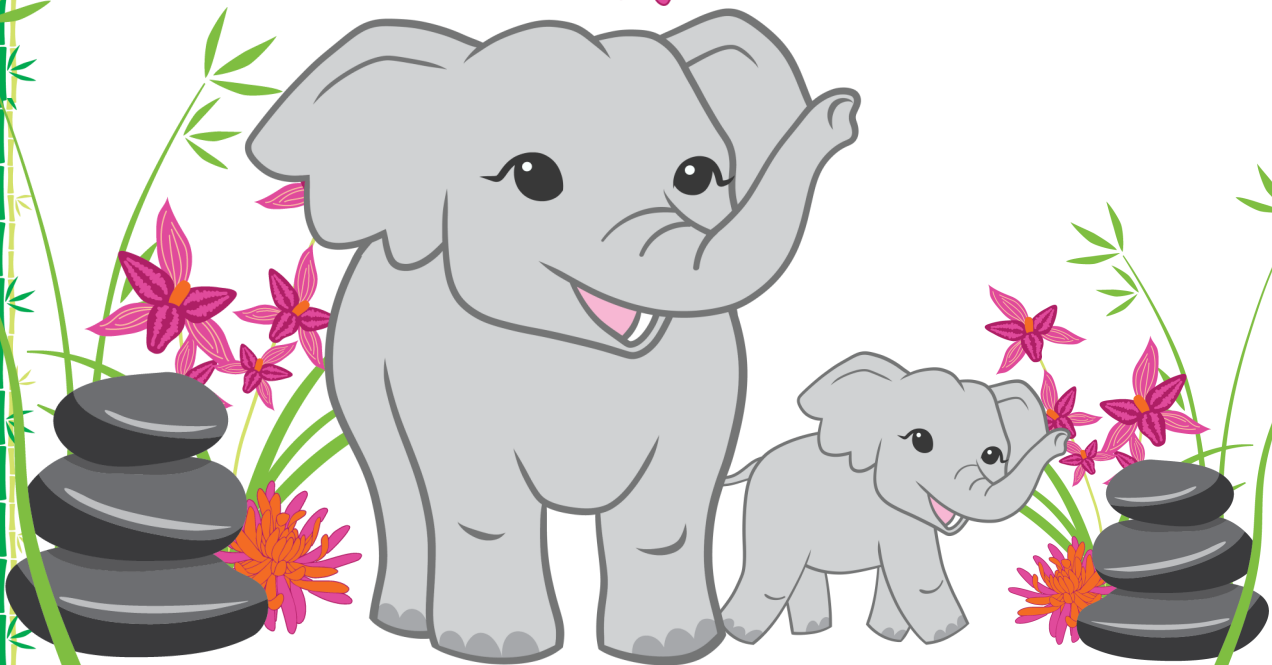


girl scouts 
of greater mississippi

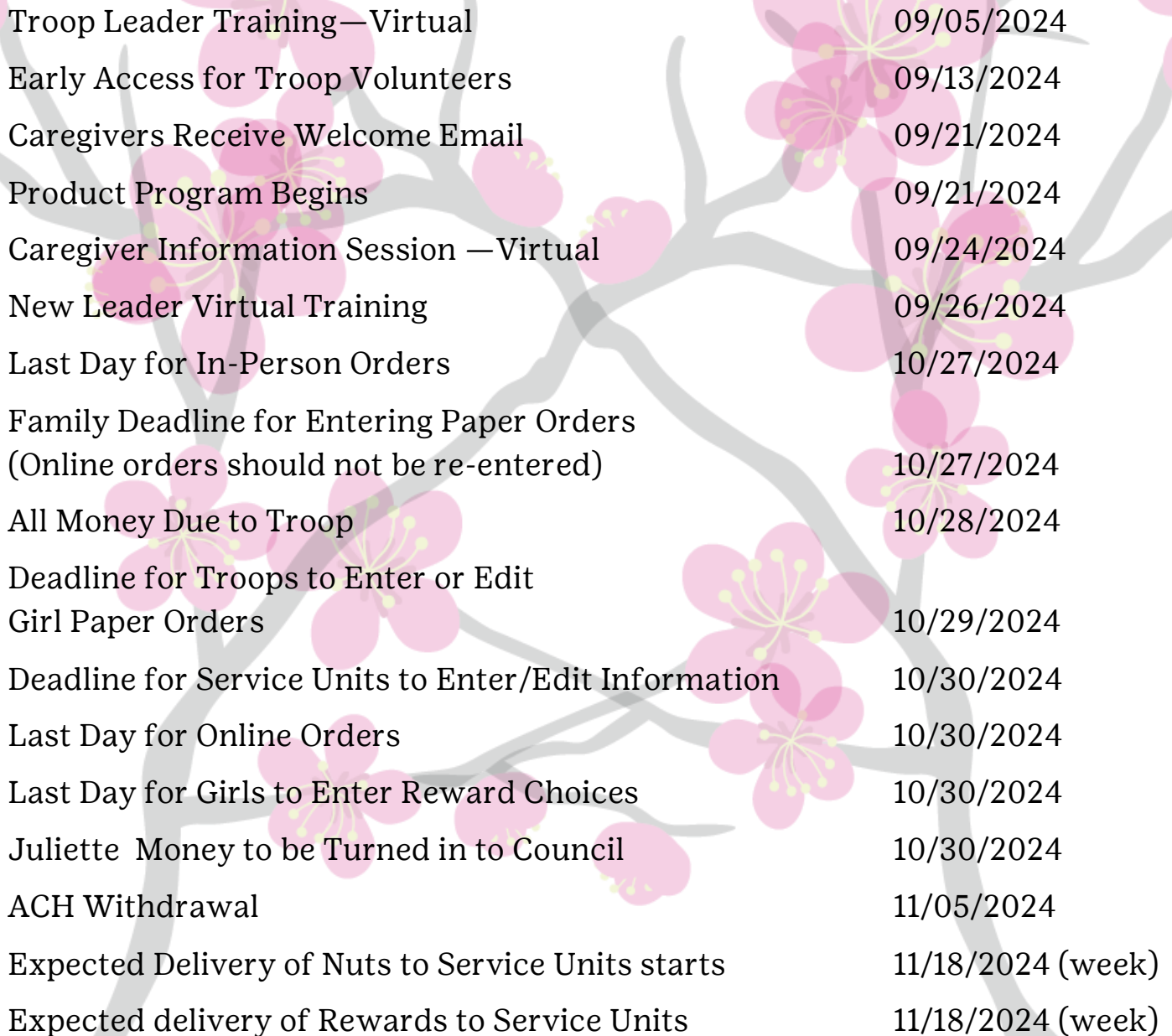
Sweets and Treats 2024

EMBRACE
POSSIBILITY



Fall Program Dates

“Sweets and Treats”



Troop Leader Training—Virtual	09/05/2024
Early Access for Troop Volunteers	09/13/2024
Caregivers Receive Welcome Email	09/21/2024
Product Program Begins	09/21/2024
Caregiver Information Session —Virtual	09/24/2024
New Leader Virtual Training	09/26/2024
Last Day for In-Person Orders	10/27/2024
Family Deadline for Entering Paper Orders (Online orders should not be re-entered)	10/27/2024
All Money Due to Troop	10/28/2024
Deadline for Troops to Enter or Edit Girl Paper Orders	10/29/2024
Deadline for Service Units to Enter/Edit Information	10/30/2024
Last Day for Online Orders	10/30/2024
Last Day for Girls to Enter Reward Choices	10/30/2024
Juliette Money to be Turned in to Council	10/30/2024
ACH Withdrawal	11/05/2024
Expected Delivery of Nuts to Service Units starts	11/18/2024 (week)
Expected delivery of Rewards to Service Units	11/18/2024 (week)

What is the Fall Product Program?

This program is an integral part of the Girl Scout journey in leadership, entrepreneurship and learning and developing her 5 essential skills:

Goal Setting
Business Ethics
Decision Making
People Skills

Money Management

It is also 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!

Materials :

Volunteers and caregivers will receive a PDF of the manual via email. Service Units will receive nut and candy items for troops and girls to sample. Girls will be directly mailed paperwork.

Girl Materials:

Candy/Nut Order Cards
M2 Girl Information Flyer
Permission Form
Sticker



Service Unit Product Chair:

Before the Program Begins

- Check each returning troop for a registered product chair or Troop Leader
- Enter Service Unit delivery shipping address into M2 system for nuts and reward deliveries
- Hold a Service Unit Training for Troop Fall product chairs and Juliettes

During the Program

- Answer questions and promote the program
- Remind of deadlines

After the Program

- Verify girl rewards have been selected when they require a choice
- Receive delivery of product and rewards
- Sort and distribute product and rewards to troops

“Sweets and Treats”

“Sweets and Treats” Training

Virtual Troop Leader Training Session

9/5/2024 @ 6:30 pm.

You must register for training at gsgms.org/events to receive the link to join.

This training will focus on the M2 system:

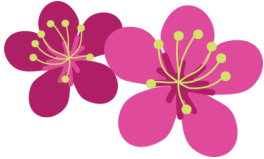
How to enter girl orders

How to pull reports

How to check girl deliveries

How to select rewards

How to communicate with parents

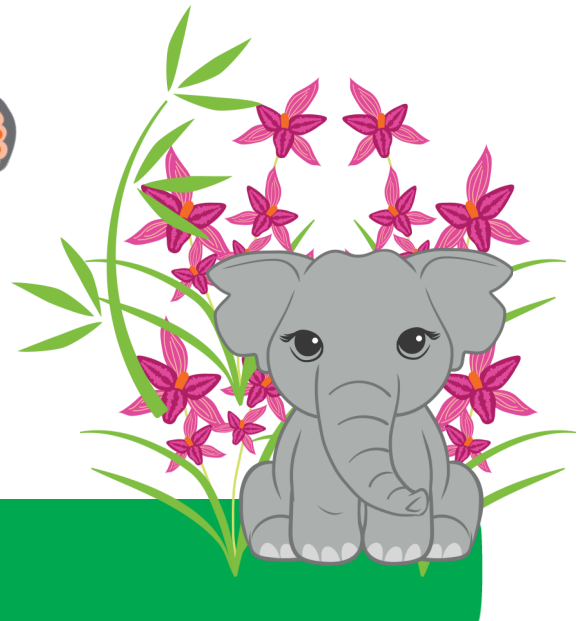


Caregiver Information Session 9/24/2023 @ 6:30 pm

Caregiver can join a virtual question and answer session with a walkthrough of how to set up the girls site and check for orders. You must register on our website at www.gsgms.org/events to receive the link to join.

Topic specific training videos are also available on GSLearn*.

For help accessing your GSLearn account contact Candy Sanders at CSanders@gsgms.org





“Sweets and Treats” Training

There are short topic specific videos available to guide you through the Fall Product Program. Videos are available on a Troop Leader level, as well as for a girl/caregiver.

Click on the link to access any of the fall product training videos.

Troop Leaders

<https://youtu.be/-EWFB-YuEr4> Reward Earners
<https://youtu.be/XtSg3EaSOfo> Personalized Patch
<https://youtu.be/bPGpciNBors> Troop Reports
<https://youtu.be/6Jp9ic2XIq0> Troop Financials
<https://youtu.be/YggYlumSOqU> Parent Adult Campaign
https://youtu.be/OXL1_b7jB08 Entering Paper Orders
<https://youtu.be/GEGO0UDniFk> Troop Delivery Tickets
<https://youtu.be/YDZvolpFl2w> Troop Dashboard

Girls/ Caregivers

<https://youtu.be/skOPa2U9x0Y> Site Set Up
<https://youtu.be/gGqR6amjExw> Creating Your Avatar
<https://youtu.be/0SSAOIYfR8g> Share My Site
<https://youtu.be/qNOgbR1qkW8> Sending Emails
<https://youtu.be/LXt5r8nkhpg> Recording Voice
<https://youtu.be/N3ILXPRloOI> Personalized Patch
<https://youtu.be/K0VFqj9MJxU> Order Card Entry



Scan the QR Code for complete access to all the training videos

You can also access the training videos by clicking the playlist links.

For Troop Leaders

https://www.youtube.com/playlist?list=PL-4pkBvKHb267hXbU9ZwAU_s8GxR07ATp

For girls/caregivers

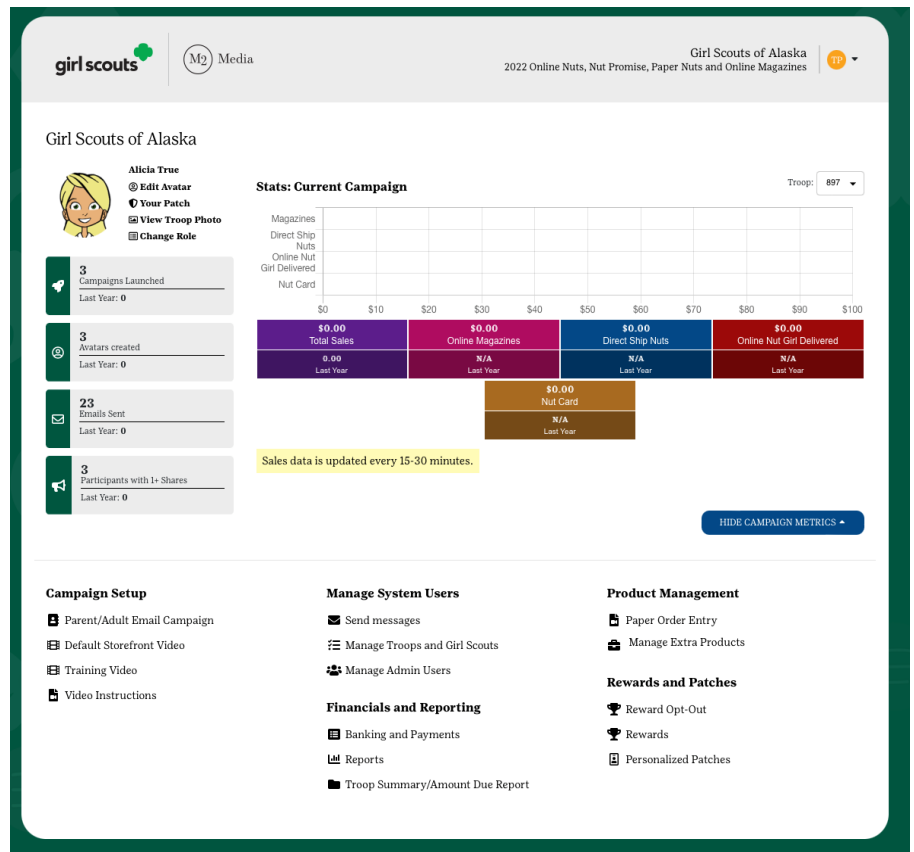
<https://www.youtube.com/playlist?list=PL-4pkBvKHb24Y5HWdyE1MZCCA93ILD8PK>



Troop Overview

Your dashboard will help you manage the progress and the participation of girls in your troop. You can click on any of the links to access the different functions:

- Send your Parent/Guardian Email Blast.
- Rewatch the training video.
- Send targeted messages to communicate with your Girl Scouts.
- Monitor which girls have “launched” their campaign.
- Check your sales reports.
- Enter paper order sales (as needed) for Girl Scouts in your troop.
- Check and make necessary reward selections for girls.
- Print delivery tickets when products and rewards arrive.
- View your troop summary report and amount due to council.



Troop Leaders and Caregivers of Juliettes have the same dashboard. You can reference any of the training videos for help on a specific topic.

Troop volunteers earn the personalized patch when your troop reaches \$600 in sales and troops have sent the parent/guardian email blast.

Troops earn an extra \$.03 during the cookie program with 50% girl registered participation and a minimum of \$255 PGA.

“Sweets and Treats”

EMBRACE POSSIBILITY

Getting Started : Troops

Check your troop roster.

From your dashboard select the option to “manage troops and girls”.

All girls with a current 2024-2025 membership registration “should” be imported into the system when you log in to check your roster.

+ Angelina Bryars	3854	622	107256729	Not Launched Nut Card Only	N/A
+ Norah Costello	3854	622	121232147	Launched	N/A
+ Kaycee Craig	3854	622	110171220	Not Launched	🔔

If you find a girl is missing, email the girl’s first and last name and your troop number to jrothert@gsgms.org. Uploads to the M2 system are done on Tuesday and Friday mornings each week throughout the product program. Paper registrations take time to process so allow at least a week for a new Girl Scout to appear in your troop roster in M2.

Under each girl listed you can see a status column with the progress in setting up their online store:

- Not Launched = this Girl Scout has not set up her online store
- Launched = this Girl Scout set up her online store
- Not launched nut card only = this Girl Scout did not set up her online store but received in-person orders and entered them on the paper order entry screen

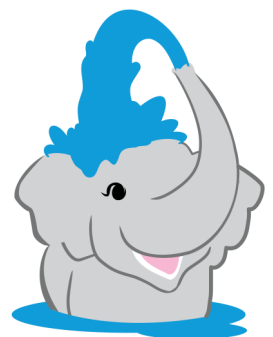
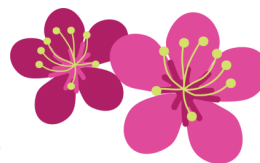
You can click on the “+” next to the girl’s name to see her sales progress.

Click the "+" menu to access additional features and view more information.

Girl Scout Name	Troop #	Serv
✕ Taylor Banes	3854	
👤 View Participant	3854	
📊 View Sales Report	3854	
⚡ Replace Damaged	3854	
📄 View Documents	3854	

Clicking view sales report in the pop up window will take you to the reports screen where you can see a breakdown of her sales progress and orders.

“Sweets and Treats”



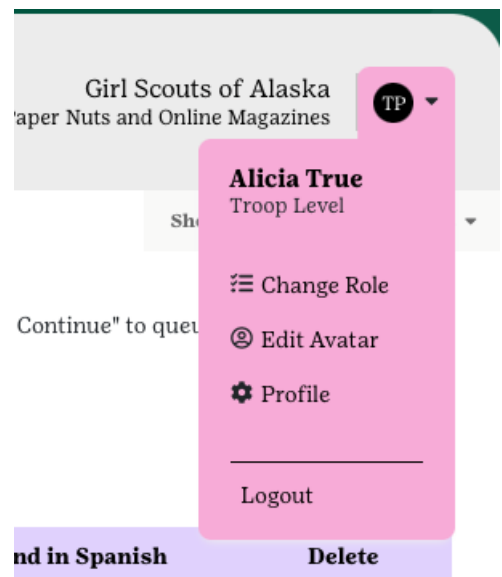
Getting Started: Volunteer

On 9/13/2024 Volunteers will receive an email invitation from M2 that explains how to access the site and get started. If you have not received an email invitation to access the M2 site by 9/16/2023, please visit www.gsnutsandmags.com/admin and select “Forgot Password”. If you need further assistance contact **M2 Customer Service 1-800-372-8520**.

- Login and create your avatar.
- Your access email will prompt you to create a password to access your M2 volunteer account. If you are a returning user, you can login using your existing password.
- You will be prompted to complete account information and watch a short system training video. Enter a mailing address and then proceed to create your avatar.
- Check your troop roster! If you do not see a girl listed, email jrothert@gsgms.org, so her membership status can be checked. Girls are uploaded throughout the product season and newly registered girls will be included in future uploads.
- Set up the parent/guardian email blast to all girls in your troop. The emails will not send until 9/21/2024 but, this tells your parents that it is time for them to help their Girl Scout set up her online store.
- Share your avatar with your Girl Scouts before the season starts. This allows girls in your troop to see your virtual likeness and helps get them excited to create their own. You could hold a contest to see who gets their avatar created first. Come up with ideas to keep them updating their look throughout the season. When your troop reaches \$600 in sales your avatar will be printed on the volunteer patch.



First Name	Last Name	Email	Send in Spanish	Resend	Status	Delete
Alicia	Truesdell	altruend@stagegirl.org		2		
Jennie	Small	jsmall@m2mediagroup.co		2		
Cat	Arnold	carndel@m2mediagroup.co		2		



Troop leaders can switch between roles in the top right corner of their dashboard.

Parent/Guardian Email Blast

Campaign Setup

- Parent/Adult Email Campaign
- Default Storefront Video
- Training Video
- Video Instructions

The first step in setting your troop up for success in the Fall Product Program is to send your parent/guardian email blast. This will notify all the caregivers that it is time to set up their online store. You can access this function from your dashboard under the heading “Campaign Set Up”.

Each girl will have one caregiver imported into the M2 system. This information comes from our registration database. Verify all email addresses and update as needed. You also have the option to send the email in Spanish.

The status column shows the progress and actions of the emails sent. If you get an email status “bounced” you can update that Girl Scout with a new email address and resend the email blast. Use these status updates to help you customize your communication messages to parents.

girlscouts

M2 Media

Girl Scouts of Alaska
2022 Online Nuts, Nut Promise, Paper Nuts and Online Magazines

TP

Show Quick Dashboard Links

Parent and Adult Email Campaign

Please add parent/adult email addresses in order for them to receive a link and instructions on how to participate.

Troop: 897

VIEW EMAIL

ADD CONTACTS

First Name	Last Name	Email	Send in Spanish	Resend	Status	Delete
Alicia	Truesdail	altruem2test+stagegirl@gr	<input type="checkbox"/>			
Jennie	Sorrell	jsorrell@m2mediagroup.cc	<input type="checkbox"/>			
Cat	Arnold	camold@m2mediagroup.o	<input type="checkbox"/>			

UPDATE

Opened

Didn't open

Sent

Delivered

Bounced

Queued for sending

Status Key

RETURN TO DASHBOARD



Using M2 Messages

Manage System Users

☑ Send Messages

☰ Manage Troops and Girl Scouts

👤 Manage Admin Users

Financials and Reporting

💰 Banking and Payments

📊 Reports

📄 Troop Summary/Amount Due Report

- Use the “send message” option to communicate with your Girl Scouts, parents and even customers.
- Select the group tab you want to message, then select “type”. When you select the group you would like to message and pick a subject the M2 system will provide you with a standard text option that you can copy and paste or you can compose your own message.
- Use this feature throughout the program to help communicate and motivate the girls and parents in your troop.

Show Quick Dashboard Links ▾



Send Messages

Send messages to participants, volunteers, and members of this campaign.

Participants Not Launched

Participants Launched

Supporters

Troop Leaders

Service Unit Leaders

History

✉ Emails

VIEW EMAIL HISTORY

Type:

Participants Not Sent Parent and Guardian Blast ▾

Subject:

100 Characters Remaining.

Tip: Please contact your M2 sales representative for suggested copy.

Message:

10000 Characters Remaining.

Tip: Please contact your M2 sales representative for suggested copy.

SEND



Getting Started: Girls



Sweets and Treats

On 9/21/2024 Girl Scouts will receive an email invitation from M2 that explains how to access the site and get started.

- You can go to www.gsnutsandmags.com/gsgms and select “Forgot Password”
or
- Scan the QR code to access the website. Leaders use the purple box to log in. Girls/caregivers use the pink box.

Caregivers

Girl Scouts of Greater Mississippi

Leaders



Girls and Parents/Adults

Already Registered?

LOGIN

New User?

CREATE AN ACCOUNT



Troop Leaders or Volunteers

New and returning users

VISIT ADMIN SITE

Welcome!

Thank you for participating with Girl Scouts. You're helping today's Girl Scouts make the world a better place.

- Create your avatar
- Earn rewards (your avatar can too!)
- Invite friends and family to visit your personalized site

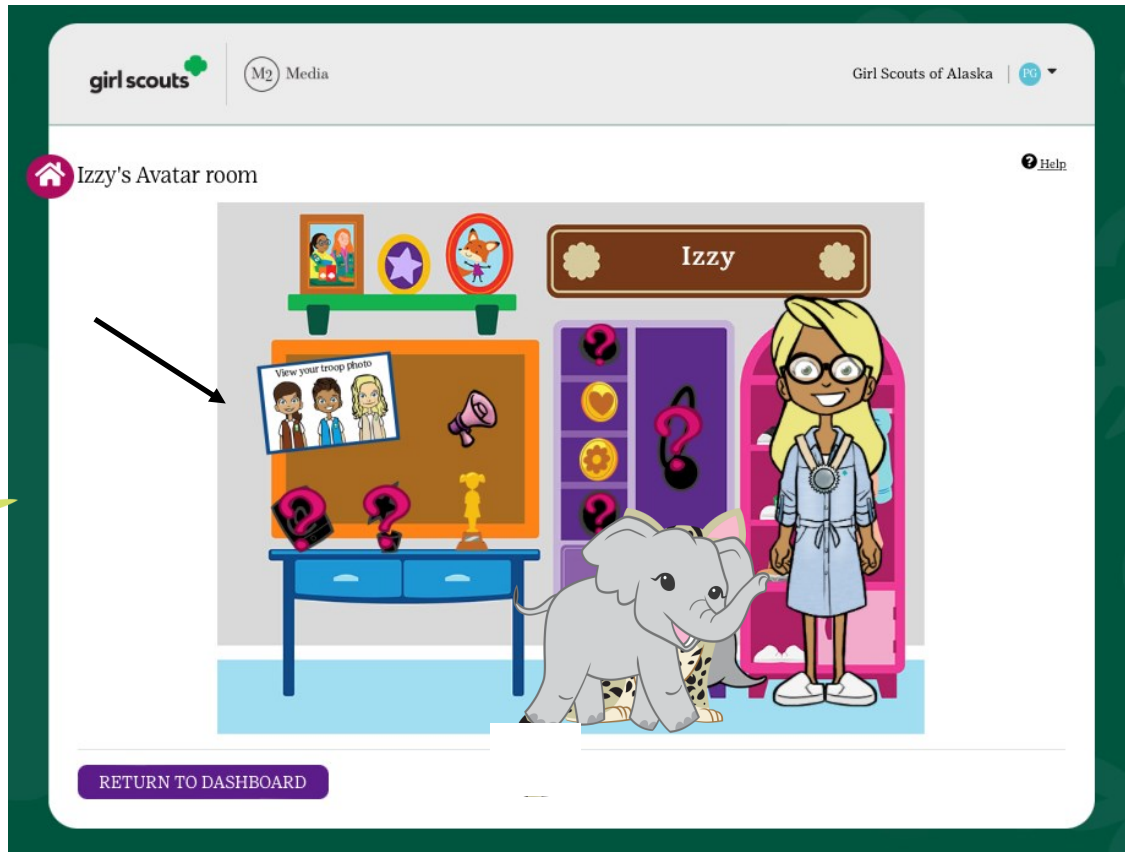


If you need further assistance contact M2 Customer Service 1-800-372-8520.



Girl Engagement

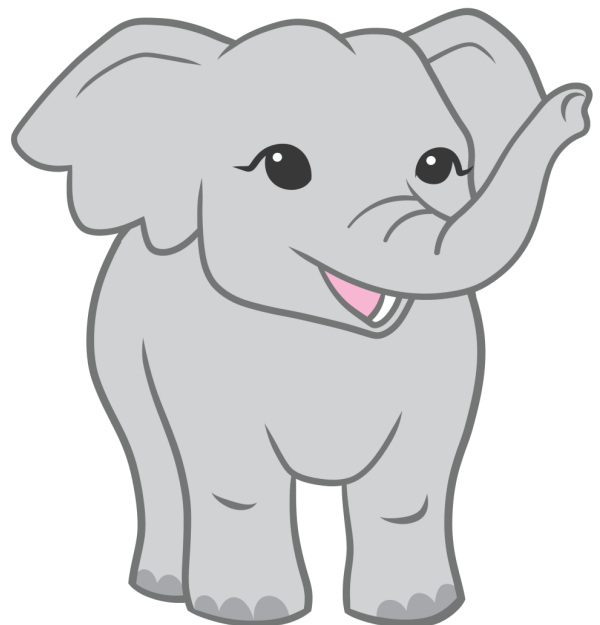
As the program continues, encourage girls to explore their avatar room. They can learn about the virtual rewards, see their troop photo and track their progress.

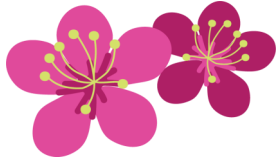


In addition to earning physical rewards a girl can earn virtual achievements. These will be displayed in her avatar room. Before the Girl Scout earns the virtual reward there will be a question mark over the icon. When she earns it, the icon will become colorful. She can hover over any of the icons to display what the reward is and how she can earn them.

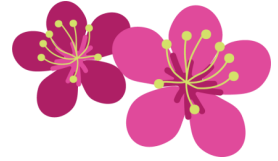
Girls can revisit their dashboard to complete steps to earn the virtual rewards.

She can also customize her avatar at any time during the program to decide what image she wants on her personalized patch.





Order Payments



The Fall Product program is designed for the Girl Scout and her caregiver to handle most of the financial literacy program themselves, putting the Girl Scout front and center of her business.

All orders are paid at the time of the order.

Girls must collect all money for any non-digital orders and turn in to her troop by 10/28/2024. If a Girl Scout does not turn in money from her paper order card orders, the order will be deleted from the system.

All orders are paid for up front. Girls can turn in money to their troop leader for non-digital orders by cash or cashier's check. No personal checks will be accepted.

A parent may choose to enter paper orders received as an online girl delivered order and make the payment for those items through the M2 platform. If a Girl Scout is not using the digital platform during the Fall Product Program, then she must turn in money equivalent and the total number of items needed from her paper order card to her Troop Leader. The Troop Leader will then enter the information into the M2 platform. Only items entered into the system will be received for delivery.

Important Date Reminders



Troop Leaders verify that any money for paper order entries has been paid by the parent by 10/28/2024

Deposit all money into the troop bank account by 10/29/2024.

The automatic ACH withdrawal will be on Monday 11/05/2024.





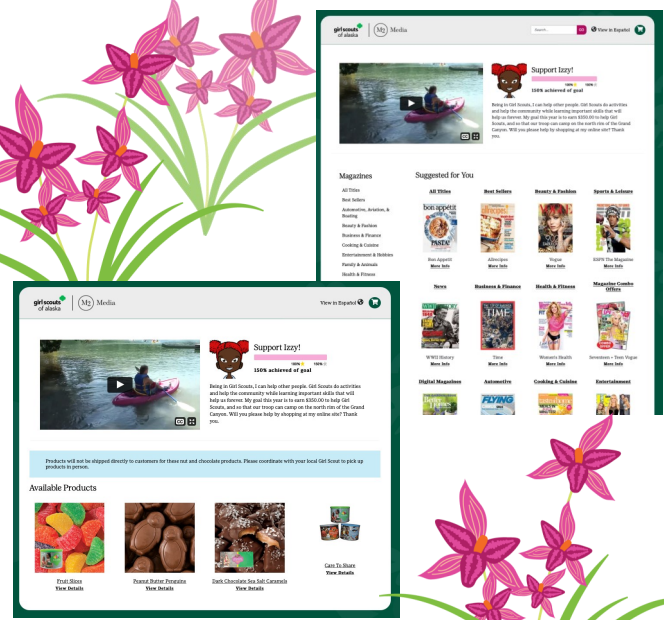
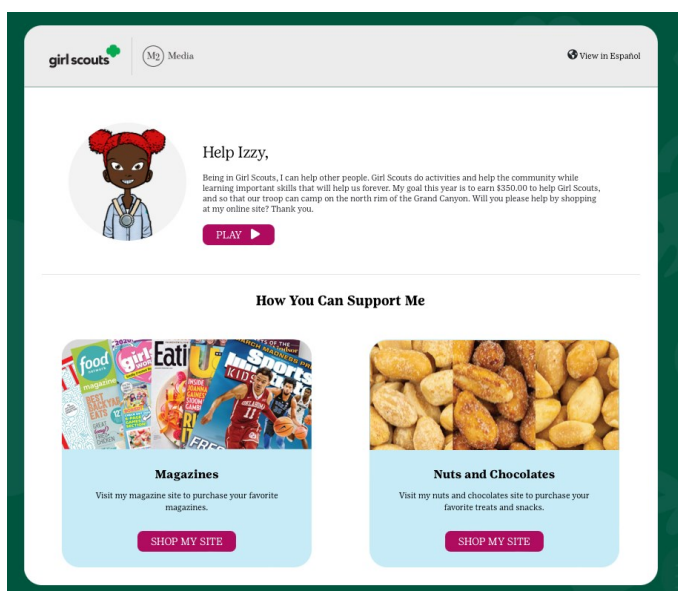
Girls have the ability to collect orders in two different ways. They can use the paper order card, or collect orders digitally. Digital orders are placed when a customer visits the girl's online store and selects either Girl delivery or Direct Shipped.

The online shopping experience offers customers a larger selection of nut and chocolate items as well as a wide range of magazine subscriptions, Tervis tumblers and Girl Scout themed Barkbox. Customers receive a link to shop online directly from the girl/caregiver. Emails will be sent from the M2 system to any email address that the girl/caregiver enters into her store. Girls can use the "share my site" feature from her dashboard to post their link on social media.

All orders placed on the girl's online store are paid for at the time the order is placed. Girl delivered orders will be delivered to the Service Unit for local delivery by the Girl Scout. Direct shipped orders are sent directly to the customer based on the address entered.

The last day for in person order entry is 10/27/2024. The online girl delivered and direct shipping option for customers will remain open for orders until 10/30/2024. The online ordering deadline date gives customers who received their email invitation to shop during the last weekend of the program a few extra days to place their last minute order.

Remind girls who receive digital orders after 10/27/2024 to check their earned rewards for choice selections. You can check the rewards report for the exclamation icon or utilize your message function to send a communication to any Girl Scouts who need to make reward selections.





Exclusive Online Products

BARK

Tervis® Tumblers



Bark Boxes and Tervis Tumblers are back, now with more options.

Bark Box will now offer three custom designed Girl Scout Themed boxes for your furry family.



***New**

Shipping Rates for Tumblers

1st Tumbler - \$7.99 (new)

2nd and 3rd Tumblers - \$5.99 each

4 or more Tumblers; \$1 for each additional

Example: 3 tumblers: \$19.97, 4 tumblers: \$20.97

Online 2024 Exclusive Products

Customizable Stationery sets for any occasion!

New Personalized Products!

High quality stationery, notepads, and photo frames.

Shipped directly with customized colors, fonts, names, and more!





Social Media Guidelines

GSUSA has different guidelines for the use of social media between the Fall Product Program and the Girl Scout Cookie Program. Girls may NOT use social media to share their Fall Program sales links **beyond friends and family**.

These guidelines are implemented to maintain the integrity and consistency of the product program as a whole. Online marketing and sales efforts for the Fall Program should be **limited to friends and family only** and **not promoted on public facing web sites**. There are three fundamental reasons for this:

The Foundational Girl Scout Experience:

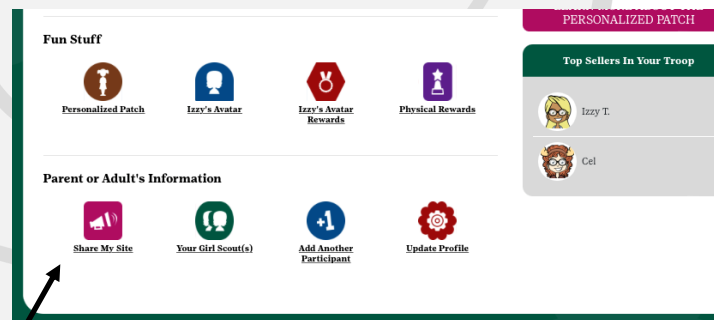
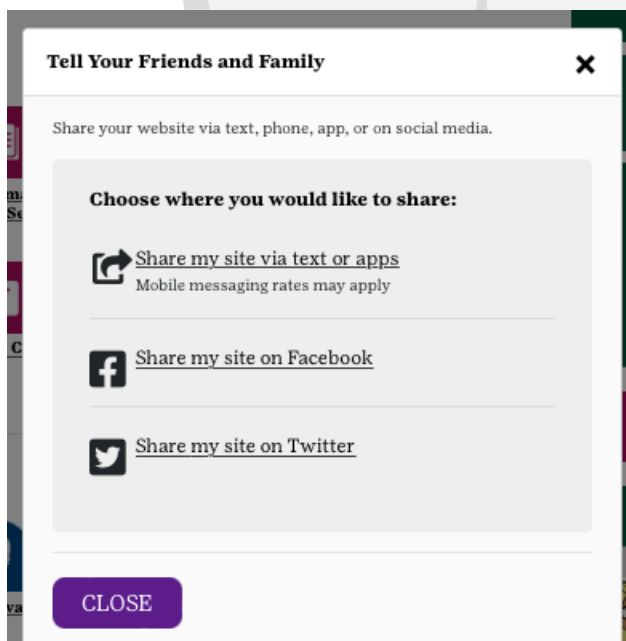
While the Fall Program is important to troops to meet their goals, if girls are engaging large amounts of media in the fall program and cookie program, it leaves little room for outdoor, STEM, life skills and other entrepreneurial experiences.

Press and Public Perception:

The Girl Scout Cookie Program is the foundation of our Entrepreneurship Pillar and we do not want the public or press to get distracted by Fall Program media.

Volunteer and Parent involvement:

The Fall Product Program operated on a larger scale has the potential to put additional responsibilities on families and leaders. Reducing volunteer workload and potential burnout in all aspects of product sales should be considered.



Girls have the ability from their dashboard to use the “share my site” feature. This will add their online store link to their social media pages. It also gives them the ability to share via text message.



Social Media Guidelines

The Fall Product Program allows Girl Scouts to use social media to share their Fall Program sales link **with friends and family**.

Here are a few key things to keep in mind when contacting a caregiver in regards to guidance:

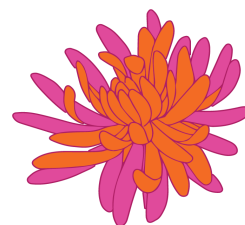
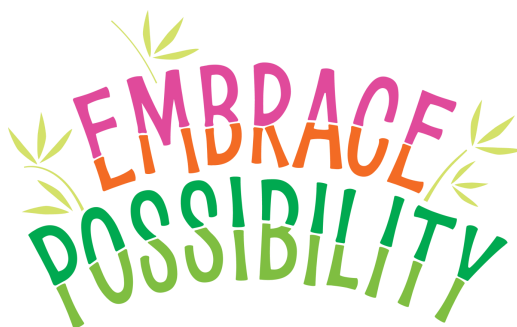
- Ask if they attended the troop fall product training
 - Ask if they received the parent manual
 - Ask if they signed the permission form
- Remind them of the social media guidelines

Caregivers can post the Girl Scouts link to their social media pages and Girl Scouts over the age of 13 may post the link to their social media pages. If a caregiver is an admin on a public facing social media page, posting any Girl Scouts link falls outside of the guidance set by GSUSA for social media.

Girl Scouts or caregivers who post on public facing social media sites will be reminded of the guidelines surrounding the usage of social media for the Fall Product Program and asked to remove the post.

A Girl Scouts online digital platform may be disabled if a caregiver or girl does not adhere to the guidance set by GSUSA and Girl Scouts of Greater Mississippi for the usage of social media after being informed of the guidance.

To engage in a well rounded sense of self, girls should spend equal time in each of the Girl Scout pillars. Posting on public facing social media sites has the potential to increase the amount of time spent by the girl, caregiver and troop leader throughout the duration of the product program limiting her availability to explore activities in another essential pillar.





Reward Information




The Fall product program ends on 10/27/2024. Girls have until 10/30/2024 to finalize their rewards selections. Rewards are automatically calculated and rewarded based off of the total combined sales levels. Girls are only required to make a selection at levels that offer a choice. A Troop leader has the ability to select a reward choice for a girl, but must make the selection by 10/30/2023.

Use the “rewards” option from your dashboard to check and see if you have girls in your troop that need to make a reward selection. On the right side of the screen you will notice an action required icon. This will inform you that a Girl scout needs to make a selection.


If the selection is not complete the council representative will make the selection for the Girl Scout. Troops and Service Units can utilize the message option in M2 to remind your Girl Scouts to make selections for the rewards they earned with choices.

EMBRACE POSSIBILITY



  Girl Scouts of Alaska 
2022 Online Nuts, Nut Promise, Paper Nuts and Online Magazines

Show Quick Dashboard Links ▾






 **Rewards**
Manage physical rewards for this campaign.

Criteria Rewards **Earners** Promotion

Manage Earners
Manage Reward Earners.

SEARCH TOOLS ▾

◀ ◀ 1 ▶ ▶

Service Unit	Troop	Email	Participant Name
Bending Birch	540	✉	Felicia Moreno 
Bending Birch	200000	✉	Jane Doe Tester 
Concord Hill	355	✉	Athena Rangel
Concord Hill	355	✉	Jennie Sorrell 
Concord Hill	897	✉	Celeste Morgan 
Concord Hill	897	✉	Izzy Truesdail 
Concord Hill	11001	✉	Jennie Sorrell
Washington Square	10000	✉	Rose Bowen4

◀ ◀ 1 ▶ ▶



Reward Information

Rewards are automatically calculated in the M2 system and will be visible to girls. Girls must choose when two items are offered. If a girl does not make a choice by 10/30/2024, the council representative must make a selection for the girl. In the event the council has to make the selection, the item will not be able to be exchanged if it is not the preference of the girl. Rewards will be delivered via UPS starting the week of 11/18/2024 to the Service Unit Product Chair address listed in M2.

Girls must make a reward choice at levels:

\$350

Small Plush or
Diamond Art kit

\$450

Mississippi Aquarium
@ Camp or Keychain



\$750

Theme Wristlet or
Camp overnight



\$1150

Queen Size Theme Mat or Elephant Slippers

\$1300

Overnight at the Mobile Science
Exploreum* or Vision Projector



EXPLOREUM
S C I E N C E C E N T E R

Overnight at the Mobile
Science Exploreum
event is scheduled for
Nov 15-16, 2024 (no
substitute date)

Travel not included





“Sweets and Treats”



Nutte Money

- Girls earn Nutte money at key levels.
- Nutte money levels are \$600 and \$900.
- Nutte money is non-cumulative.
- Nutte money is tracked by the council using a google spreadsheet. Girls can use Nutte money in the council shops, to register for council events and in the camp trading post (when open). When a girl uses her Nutte money the spreadsheet is updated by council staff to record how and when the Nutte money was applied.
- Troop leaders can reference the reward section of M2 for a list of girls who earned Nutte money or contact the council office throughout the membership year for updates on girl balances.
- Parents can call the council office to check their Girl Scouts Nutte money balance.
- Nutte money is available from 11/1/2024—3/31/2025.
- Unused Nutte money expires and is not carried over.

EMBRACE
POSSIBILITY



“Sweets and Treats” Reward Experiences

Mississippi Aquarium at Camp



MISSISSIPPI
AQUARIUM.

Saturday, December 14 @ 9 am

Girls who sell at least \$450 will have the choice to come to Camp Iti Kana for a presentation and animal experience presented by the Mississippi Aquarium.

Overnight Experience at Camp

Friday, December 13, 2024.



Girls who sell at least \$750 will have the choice to come to either Camp Wahi or Camp Iti Kana and enjoy a movie night under the stars, campfire smores, outdoor games, night hike and so much more.

ÁBRETE A LAS POSIBILIDADES

Girl and adult ratios must be maintained. Girls who earn and select this reward along with chaperone must register for the reward experience at gsgms.org.

There are no alternate dates for these rewards.

Reward selections cannot be changed after 10/31 if the Girl Scout cannot attend.



“Sweets and Treats” Reward Experiences

EXPLOREUM

S C I E N C E C E N T E R



November 15-16, 2024

Girls who sell \$1300 in the Fall Product Program can choose to attend the Overnight Experience at the Mobile Science Center

Girls and chaperone must register for the event by 10/01/2024. Reward includes admission and all events for the girl and one chaperone.

Event includes dinner and breakfast, two live science demos, and an after hours exploration of the exhibits combined with the overnight adventure.

Travel is arranged by the chaperone.

This reward is date specific, there is no alternate date.



Hands on Hall

Hands on Hall is a Project STE(A)M experience, focusing on Science, Technology, Engineering, Art and Math. This space encourages students to use problem solving and critical thinking skills as they work independently or collaborate on creative activities. Within the gallery you will find the Science Squad Headquarters. This lab offers big bang science in the areas of physics and chemistry.

Wharf of Wonder

Wharf of Wonder, designed for the smallest of our scientists, is a learning adventure for kids ages 0-6. Pre-kindergarten teachers can reserve a unique Wharf of Wonder field trip that includes hands-on activities and special programs for our youngest explorers. The exhibit area is filled with objects that foster dramatic play, promote tactile exploration, stimulate sensorimotor learning and encourage peer interaction.

AM/NS Calvert Curiosity Factory

AM/NS Calvert Curiosity Factory is one of our newest gallery additions. Featuring both classic and new tech, this area has everything from a Lego wall and parachute tubes to our laser and earthquake tables. Housed within this gallery is the **ExploreTec STEM Lab**. With 15 computer stations, 3D printers, robotics, drones and so much more, this lab is the perfect place for students to learn the technological skills that are essential for our future engineers. *STEM Lab is available for special bookings only. The Curiosity Factory is part of the permanent exhibit experience.

My BodyWorks

My BodyWorks and **Mission Nutrition** allow visitors to learn more about the skin they're in and how to make healthy choices. These galleries challenge visitors to test their physical fitness, explore whole systems, and learn about food for life. Within these galleries is the **iHealthy Lab**, an interactive, multifunctional health and biology laboratory. These galleries were developed in collaboration with Infirmary Health System.



Personalized Patches

Log in to the digital platform and create your Avatar.

Choose from two different backgrounds and hundreds of different outfit choices. Your avatar can be sitting on the rock or sitting in a boat.

Girls earn their personalized patch when they sell at least \$350 in combined sales, use the “share my site” function in M2 and send at least 20 emails.



Troop Leaders receive a personalized patch when the Troop reaches \$600 in combined sales.

“Sweets and Treats”

Girls can earn the Cookie Crossover patch during the 2025 Cookie Program when they complete all the requirements for the Fall personalized patch and sell at least 325 boxes of cookies in the 2025 program.



Final Check

Review Girl/Troop Order

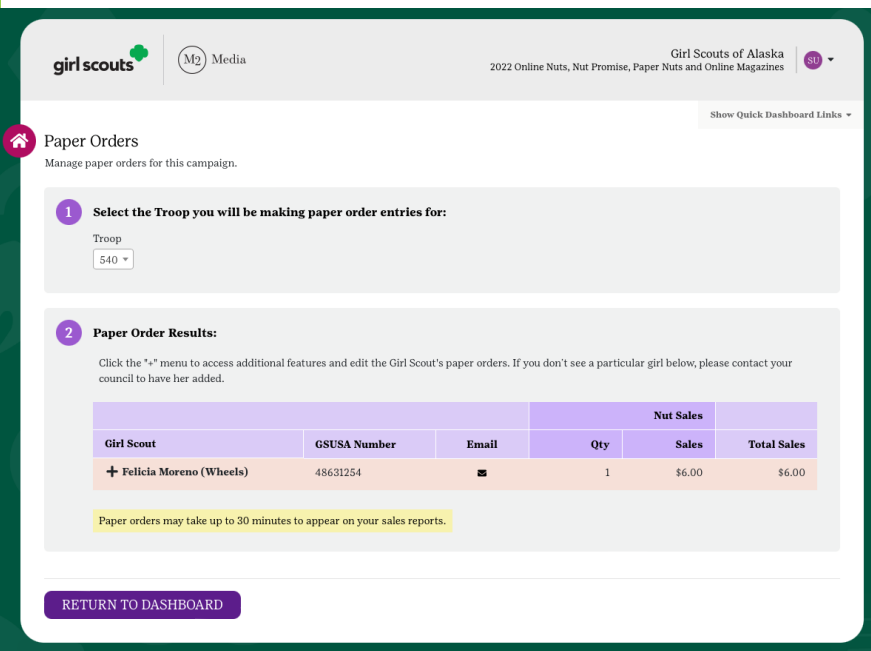
Parents enter paper orders from the nut/chocolate order card in the M2 Online system during the sale by 10/27/2024 at midnight CST.

Parents should not enter products that were ordered online by customers for girl delivery. All online orders are automatically tabulated by the M2 system.

- Troop Fall Product Chair must enter any nut/chocolate orders not entered by parents in the M2 system by midnight EST on 10/29/2024. Only items entered into the M2 system will be received during the Service Unit delivery.
- There is no “submit” button for your order. Your order automatically submits when the council closes the program.

To Add a Girl Paper Order:

- From the dashboard, click Paper Order Entry .
- Click the pencil next to the girl’s name.
- Enter her total number or additional number of nut/chocolate items by variety from her order card.
- Double check the totals for correct calculations.
- Verify the money turned in matches the items on the paper order entry screen.



The screenshot shows the M2 Media interface for Paper Orders. It includes a header with the Girl Scouts of Alaska logo and navigation links. The main content area has a section for selecting a troop (540) and a section for Paper Order Results. The results section displays a table with columns for Girl Scout, GSUSA Number, Email, Qty, Sales, and Total Sales. The table shows one entry for Felicia Moreno (Wheels) with a quantity of 1, sales of \$6.00, and a total sales of \$6.00. A note at the bottom states: "Paper orders may take up to 30 minutes to appear on your sales reports."

Girl Scout	GSUSA Number	Email	Nut Sales		
			Qty	Sales	Total Sales
+ Felicia Moreno (Wheels)	48631254		1	\$6.00	\$6.00

(All items entered on the paper order section must be paid for at the time of the order. Payments are collected upfront and turned in to the troop to be deposited prior to the troop nut order entry deadline of 10/28/2024.)

Service units have until 10/30/2024 to edit girl orders. Select the troop you want, and then select the girl to edit her paper order.

Sales Report

- Each troop's balance due to council will be displayed in the M2 system under the "Banking and Payments" link.
- Funds will be electronically withdrawn from the troop's bank account in the amount owed to the council via the ACH (Automatic Clearing House) bank network on 11/05/2024.

Some troops will see a negative number on the "Balance due council" line. This means the council will make a deposit into their account for the remaining balance of their troop proceeds instead of making a withdrawal.

Total Sales

Total \$ Sold	Shows all orders received by the troop	\$3199.00
Collected Online	Just the total of orders received online (girl delivered included)	\$2567.00
Collected from Customers	Paper order card entries	\$632.00
Troop Proceeds and Bonuses	Troop proceeds based off of total \$ sold	\$543.83
Amount Due Council	Total amount due minus sales collected online	\$88.17
Payments Made to Council	Line remains zero if there is a balance due to council	\$0.00
Balance Due Council	Amount that will be withdrawn during the ACH on 11/05/2024	\$88.17

Campaign Stats

Girls Selling	0
Avatars Created	0
Photos Uploaded	0
Voice Recordings	0
Total Personalized Patches Earned	0
Number Emails Sent	0
Per-Girl-Average Units	0
Per-Girl-Average Dollars	\$0.00
Reward Opt Out	No

The troop summary report also provides the troop with information about troop activity, including the girl PGA. For troops to receive the \$.03 cents in the 2025 cookie program, they need 50% participation in girls registered and a minimum girl PGA of \$255.

This report will also show if the troop opted out of rewards to receive the extra 5% in troop proceeds.

"Sweets and Treats"



Product and Reward Delivery

All rewards and products are delivered to each
Service Unit!

Troops pick up from Service Unit

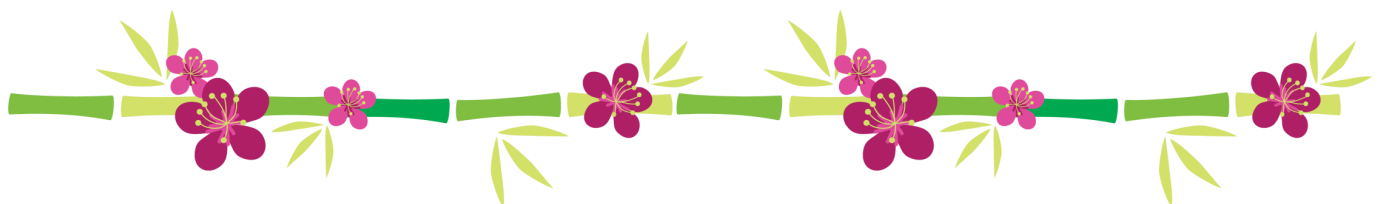
Parents pick up from Troops!

- Service Unit Product Chair must enter the Service Unit's location for nut/chocolate and reward deliveries in the M2 platform.
- Product delivery locations are the Service Unit Product Chair's choice. Ensure you have approval if using a church, business or any public place. You must be present to receive, count and sign for nut/chocolate items. Post Office Boxes are not acceptable delivery addresses.
- Nut/chocolate items will be delivered the week of 11/18/24 to the Service Unit. Delivery times will be set up by the delivery agent and you will be notified by phone and/or email of your delivery time window.
- Be certain to include any information that will be helpful to the delivery agent such as the name of the business, if applicable, or if there is a preferred entrance for the location.
- Rewards will ship to the address entered into the M2 system by the Service Unit Product Chair and will be delivered the week of 11/18/24.

From your dashboard select product/rewards under product management.

You must enter the address for both product and rewards!

“Sweets and Treats”



Service Unit Delivery of Nuts and Chocolates



- There is a tentative Service Unit delivery schedule included in the manual. You can use this schedule to secure a location and make arrangements to be available that day.
- You must update your delivery address in the M2 platform.
- The delivery agent will call you a few days prior to your scheduled delivery date to update with an expected time of arrival.
- When the delivery agent arrives, review the delivery ticket provided. Count the product carefully and then count again to ensure that you have received exactly the right quantities of each product as shown on the delivery ticket.
- Notate any shortages, you do not receive any extras.
- Sign the delivery ticket confirming that you have received the products listed. The agent will give you a copy for your records.
- In the event of a shortage, notate on the delivery ticket. The delivery agent will arrange for the shortage to be delivered.
- Service Unit Rewards will be delivered at the same time.



Preparing for Troop Pick Up

- Log into www.gsnutsandmags.com/gsgms and click Delivery Tickets from your SU dashboard.
- Print two copies of each troops delivery ticket.
- Sort products into troop orders and attach the appropriate Delivery Ticket for each troop. **When reading the delivery ticket, be mindful of cases versus units.**
- When the troops arrive to pick up their products, instruct each troop to count and recount their order before signing the delivery ticket. By signing the Delivery Ticket, the troop agrees to the quantities received as listed on the ticket (only items entered into the M2 system are delivered). Troops sign one copy and you retain it for your records. Give unsigned copy to troop for their records. **Troops delivery tickets includes any products that were ordered online by customers as a girl delivered item.**



Double check your items and then count again!
We do not have extra product.

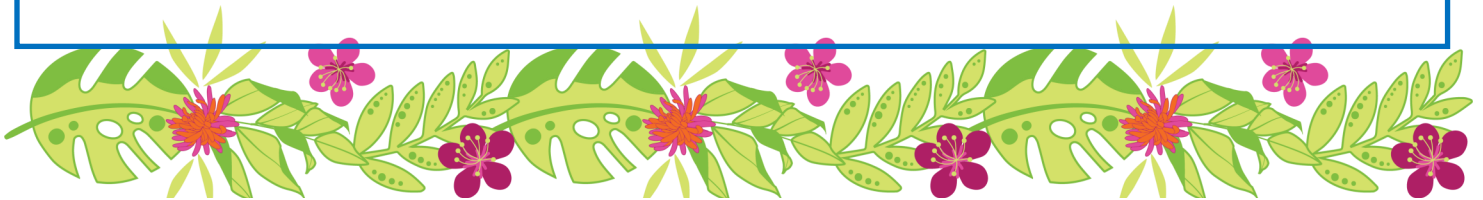


Service Unit Delivery Schedule

The attached delivery schedule is available for your reference and planning. Dates are arranged by the delivery company. Please make your delivery agent aware of any scheduling conflicts as soon as possible. To ensure an accurate contact, you must update your contact and delivery location information in M2. Verify your phone and email address are correct. Delivery agent makes the schedule according to the address loaded in M2.

Doug—302-250-5085

Delivery Agent will also deliver Service Unit Rewards at the same time.



Fall Product Delivery Schedule 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
November		All times are approximate and may fluctuate 60-90 minutes. Doug's contact information 302-250-5085. If you receive a call from this number, please do not ignore.				
17 SU 501-Riverbend 12-1 SU 510-Lower Delta 1-2 SU 533-Attala 2-4	18 SU 504-West Jackson SU 521-Byram SU 508-Leake SU 655-Neshoba/Kemper SU 650-Lauderdale SU 514-Scott SU 517-Mockingbird SU 518-West Rankin SU 506-Hanging Moss	19 SU 534-Tall Pines SU 507-Videns SU 535-Bayview SU 503-N Georgetown SU 502-Clinton SU 524-Claiborne SU 525-Natchez SU 529-Co-Lin	20 SU 515-Dry Creek SU 639-Longleaf SU 618-Redwing SU 634-Wayne CO SU 633-Greene/Perry SU 631-Petal SU 622-Hattiesburg SU 626-Columbia SU 531-Walhall SU 629-Pearl River	21 SU 624-Wiggins SU 609-Biloxi SU 635-Ocean Springs SU 640-Gautier SU 615-PasPoint SU 607-George SU 611-Azalea Pines SU 610-Long Beach SU 603-Hancock	22	18

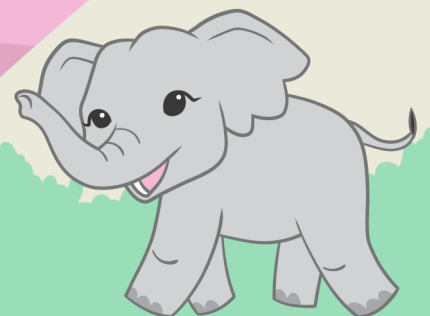


Parent Product Pick Up



- All girl delivered and paper order items are shipped directly to the Service Unit. The Service Unit will sort the items by troop. Troops need to be prompt in the pick up of your troop order. It is important that the delivery of all products and rewards happens in an efficient and effective timeframe. Parents pick up product from Troop Leader or Troop Product chair.
- Verify the count of each item and sign a copy of the delivery ticket. Leave signed delivery ticket with your Service Unit. **It is essential you count and verify all items received.**
- After the Troop order count is confirmed the items may then be taken and can be sorted by girl for parent pick up.
- Parents **MUST** count all of the items to be picked up and sign a copy of the delivery ticket or paper receipt. Items should be verified based on the delivery ticket from M2, not what is written on their paper order card. **Only items entered into the M2 system will be delivered.**
- In the event a parent gets home and begins sorting orders and does not have enough product to fill all of the orders, verify that they counted and signed the delivery ticket when picking up the items. If the troop order was not short from the Service Unit delivery then you received all of the product that was ordered for your Troop. (in most cases, the missing items were never actually ordered, but there was a miscount of items needed and the wrong amount was entered in M2.) The Service Unit nor the council have “extra” product.

DOUBLE CHECK YOUR ITEMS AND THENCOUNT AGAIN! WE
DO NOT HAVE EXTRA PRODUCT.





Need Help?

Do you need help with logging into the M2 platform? Call 1-800-372-8520

Are you missing a girl on your roster? Email jrothert@gsgms.org

Did a customer place an order and you don't see it? Call 1-800-372-8520

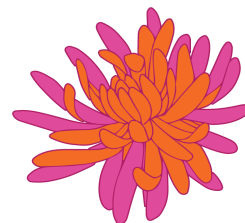
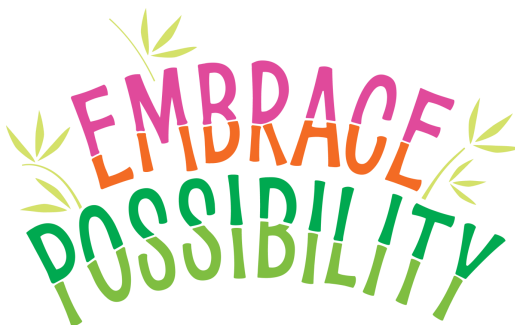
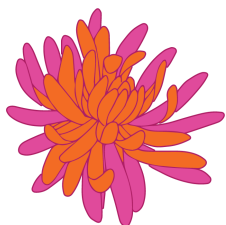
Are you trying to enter a paper order for a Girl Scout? Call 1-800-372-8520

Did a customer request a refund? Call 1-800-372-8520

Troop Banking and Payment Collection Information

- Troops must have a GSGMS approved bank account.
- Payment (cash, check or electronic) is collected from customers at the time of the order.
- Checks should be made payable to the parent and then deposited into their personal account to clear.
- Parents turn in money owed for in person sales to the troop via cash or cashier's check. They can also enter any in-person orders as girl delivered items and pay online through the Girl Scouts M2 platform.
- ACH withdrawal will take place on 11/05/2024 for the amount owed to the council. Proceeds will be left in the account.
- If a girl does not turn in money for her order by 10/28/2024, Do not place her paper order. Contact her parent/guardian, your membership specialist and document the situation.
- Online sales are automatically calculated from the amount due to council. If the amount due to the council is less than the total collected through digital orders minus proceeds, any difference in proceeds will be deposited directly into the troop's account by 11/15/2024.
- To locate your troop balance due to council: Click banking and payments from your troop dashboard or download the troop orders report.

"Sweets and Treats"





The customer care team at M2 is available 24/7 to help assist everyone during the Fall Product program. They can answer technical questions, how to questions, questions about dates, order questions and questions about rewards. This number is available for parents, customers and volunteers.

For questions regarding M2OS or other general sales questions contact the M2 support at

questions@gsnutsandmags.com

or call 1-800-372-8520



COUNCIL CONTACTS:



Product Programs:

Jennifer Rothert
jrothert@gsgms.org
601-726-3324



Finance:

Angie Miller
amiller@gsgms.org
601-326-5640



Registration:

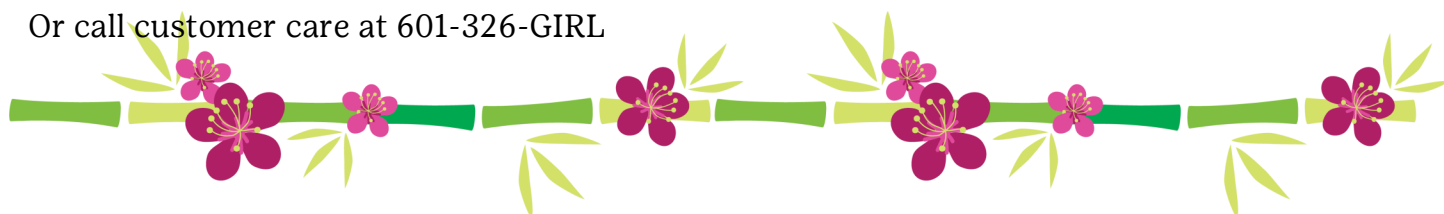
Kyna McCalpin
mccalpin@gsgms.org
601-326-5648



COO:

Sarah Edwards
sedwards@gsgms.org
601-326-5645

Or call customer care at 601-326-GIRL



Fall Product Program 2024

Parent/Guardian Responsibility Form

The adult responsible for the payment of the Fall Product Program should complete this form. Please read this form carefully before signing.

I UNDERSTAND AND AGREE TO:

Participation Guidelines:

My Girl Scout has my permission to participate in the 2024 Girl Scout Fall Product Program.

My Girl Scout cannot participate unless this form is filled out in its entirety.

My Girl Scout is a registered Girl Scout for the 2024-2025 Membership year.

Payment Agreement:

I understand that any Nut/Magazines orders received in the Girl Scouts name, as her parent/guardian, I am responsible for collecting and turning in all monies owed and I am responsible for all the monies received in payment for the Fall Product Program.

I understand that all unsold Trophy Nut Products CANNOT be returned and that I am responsible for payment of any and all products received in my daughter's name.

I understand that I will turn in cash, cashier's check or money order to my Troop Leader for all non-digital orders received in my Girl Scouts name by 10/28/2024.

I understand that if I do not turn in monies due for non-digital orders received by 10/28/2024 to my Troop Leader any outstanding paper order entries will not be ordered.

I understand that I need to deliver all orders placed and received in my Girl Scouts name to the customers within a 2 week time frame after I receive the products.

Girl Name _____ Troop Number _____

Girl T-shirt Size _____ SU# _____

Responsible Adult _____ Email Address _____

Address _____ Cell Phone# _____

Employer _____ Work # _____

RESPONSIBLE ADULT SIGNATURE _____ DATE _____