

Wrapping Up The Program Checklist

Final paperwork and payments are due to your service unit's Product Program Coordinator by Sunday, October 31, 2021. Please coordinate with your PPC to make your final payments and turn in your troop's orders.



Check off the items you've completed at the end of the program!

- ☐ Collect all girl order cards. Enter or verify all orders in M2 under Paper Order Entry. GSSNE orders the exact number of items that troops enter into M2, so it is important that girl orders are entered accurately. Please note, if girls have Girl Delivered or online orders, these will be included automatically in girl and troop totals, they do not need to be manually added.
- ☐ Collect cash and checks from girls and deposit into troop bank account.
- ☐ Confirm the reward items that your girls will be receiving. Please note that if a girl sells 20+ nut/candy items, 100+ nut/candy items, or 8+ & 15+ mags she will have a choice between multiple reward options. Please have parents/caregivers choose their girl's option on the parent permission form at the beginning of the program and save them until the end of the program for reward order verification.
- ☐ **Print your troop's Summary/Amount Due Report.**
 1. To prevent overpaying what is owed by your troop, please wait until online sales end at 11:59 pm on October 29, 2021 to pull this report for your final payment. Even if your troop stops taking in-person orders before this date, online sales can still come in until October 29. Additional online sales will increase your proceeds and the amount of money your troop has deposited, and will change the final amount due to council.
 2. To find this report, go to M2's *Financials & Reports* section on the dashboard then click the *Troop Summary/Amount Due Report* option.
 3. **The report titled Troop Summary/Amount Due Report will show you a summary of everything from the sale, including what your troop owes to council.** This amount will already have your troop's proceeds (including proceeds from online sales) and any payments that have been made through online sales (or earlier in the sale) subtracted from it.
 4. Pay the exact amount listed in the *Amount Due Report* to council.
- ☐ There are multiple ways of paying your troop's balance to council at the end of the program.
 1. Submit amount due from your Summary Report through our ePayment system (details on page 11). Print a copy of your confirmation email to turn in with your Amount Due Report to your Product Program Coordinator.
 2. Write a check from your troop account to GSSNE for the amount due from your Amount Due Report. Turn in your troop check with a copy of your Amount Due Report to your Product Program Coordinator.
 3. Deposit money directly to GSSNE at a bank by using one of the GSSNE deposit slips. GSSNE deposit slips can be obtained from your PPC or from council.
 4. Hand in cash, checks and a copy of your summary report to your Product Program Coordinator. The amount you hand in should match the amount due on your Amount Due Report.
- ☐ Turn in all payments and a copy of your final Amount Due Report to your Product Program Coordinator by October 31, 2021.
- ☐ Recognition items and patches will be shipped to your service unit's Product Program Coordinator in December and will be distributed to you upon arrival. Distribute these to the girls in your troop as soon as you receive them. To find out which girl earned which recognition items and patches, visit M2, go to *Reports*, then *Special Reports*, and pull a *Girl Scout Rewards*.