

# 2023 Fall Product Program



OWN YOUR  
magic

## Product Program Coordinator Guide

### Key Dates

**Thursday, September 14th:** Order taking begins both in-person and online. Girl Scouts can start taking orders anytime during the program.

**Friday, October 27th:** Last day to take orders. Online orders shut off at 11:59pm.

**Saturday and Sunday, October 28th-29th:** Troop orders and payments due to Service Unit PPC.

**Sunday, October 29th:** Verify troop orders & make any adjustments. Orders will automatically submit, system will be locked at 11:59pm on 10/29

**Thursday and Friday, November 16th and 17th:** Candy and nuts arrive to Service Units for distribution.

**December:** Reward Items delivered to Service Unit PPC



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## **GSSNE Contacts:**

Ginger Lallo, Chief Operating Officer

Rebecca Reynolds and Michelle Jessop, Product Program Managers

401-331-4500 or [customercare@gssne.org](mailto:customercare@gssne.org)

500 Greenwich Ave., Warwick, RI 02886

**Ashdon Farms (nuts & candy product questions)** 1-800-274-3666

**M2 Customer Service (magazines, online tech support, custom patch)**

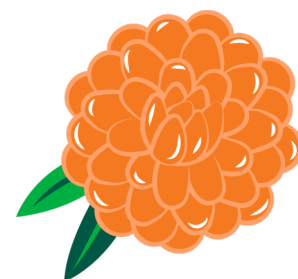
1-800-372-8520 [support.gsnutsandmags.com](http://support.gsnutsandmags.com)



Welcome to the 2023 Fall Product Program and thank you for volunteering to serve as your service unit's Fall Product Program Coordinator. Your efforts are extremely important to the success of the Fall Program! This manual, along with the Troop Guide and our online tools, will provide you with all of the product information, important dates, contact information, and reporting guidelines that you will need to run a successful program for your community!

Thank you for your dedication and hard work as you support our Girl Scouts every day!

The Product Program Team,  
Ginger, Rebecca, Michelle



# Participation

## Why Participate?

The Fall Product Program is a council-sponsored program that combines educational activities with money earning opportunities for troops. During the Fall Product Program, Girl Scouts participate in selling nuts and candy from Ashdon Farms and magazines from M2, all of which go a long way to help with troop start-up funds! The Fall Product Program is a simple, fun introduction to Girl Scout Product Programs!



### The Five Skills

When Girl Scouts participate in the Fall Product Program, they develop these five essential skills:

- **Goal Setting:** Girl Scouts set goals individually and with their troop and then develop a plan to reach these goals. They also learn to work together as a team while working toward their goals!
- **Decision Making:** Girl Scouts decide as a team how they will spend their proceeds, which allows for collaboration and critical thinking.
- **Money Management:** When they process orders, Girl Scouts learn how to handle customer's money and they also learn how to process online sales through credit card transactions. This teaches them important financial literacy skills.
- **People Skills:** Girl Scouts learn how to approach customers and gain self confidence in public speaking when making their sales pitch while selling fall products. They need to be able to present the product and payment options to friends and family members which helps in developing healthy relationships and self-esteem.
- **Business Ethics:** Girl Scouts learn to be responsible and honest throughout the Fall Product Program. They learn to use care with money and product and the importance of follow through by delivering product to customers in a timely manner. These skills help reinforce the positive values that girls learn throughout Girl Scouting.

## Types of participation

### Online

- Girl Scouts can send emails to family and friends and ask them to support their troop.
- There is a large selection of nuts and candy to choose from, including online exclusive treats!
- Magazines, Tervis cups, and BarkBoxes are all available online.

### Candy/Nut Order Card

- Customers can place orders for candy/nut items using the Girl Scout's order card. These items are delivered in mid-November—just in time for the holidays!

# Girl Scout Safety and Technology

## Girl Scout Safety

Safety is always a priority for our council. More detailed information can be found in the Volunteer Essentials and Safety Activity Checkpoints on our council's website, gssne.org. All Girl Scouts participating in online Girl Scout activities should read and sign the Girl Scout Internet Safety Pledge. Below are some other tips for having a safe and successful Girl Scout Product Program:

- **Show you're a Girl Scout:** Always wear the Girl Scout membership pin, vest/sash/tunic, and/or Girl Scout clothing to identify yourself as a Girl Scout.
- **Buddy up:** Always use the buddy system. It's not just safe, it's more fun!
- **Be prepared:** If taking orders door-to-door, only do so in an area that you're familiar with.
- **Partner with adults:** Adults must accompany Girl Scouts when they are taking orders, selling or delivering product.
- **Plan ahead:** Always have a plan for safeguarding money, and avoid walking around with large amounts of it or keeping it at home or school. Girl Scouts should give money to supervising adults, who should deposit as soon as possible.
- **Do not enter:** Never enter the home or vehicle of a person when you are selling or making deliveries.
- **Sell in daytime:** Sell only during daylight hours.
- **Protect privacy:** Full names, addresses, and email addresses should never be given out to customers. Protect customer privacy by not sharing their information except for the product program.
- **Be safe on the road:** Always follow safe pedestrian practices, especially when crossing at intersections or walking along roadways. Be aware of traffic when unloading product and passengers from vehicles.

## GSUSA Policy on Online Selling, Marketing, & Social Media

No Girl Scout, or adult acting on behalf of Girl Scout members, can collect money online for Girl Scout products or a money-earning activity online. The exception to this is GSUSA approved product programs.

- **The Girl Scout Product Programs are girl-led programs, and online marketing and sales efforts should always be led by a Girl Scout while also being supervised by their parents or caregivers.**
- Friends and family of a Girl Scout participating in Girl Scout Product Programs must not market or share their contact information, sales links, or sales information on online resale sites (examples: Craigslist, yard sale sites, Facebook Marketplace, neighborhood sites, Amazon, or e-Bay). They also should not share their sales link with any news outlets.
- For safety purposes, Girl Scouts should consider truncating or removing their last name when using social media sites to protect their identity.
- Should any online marketing activities be identified as in violation of this policy, GSUSA or GSSNE reserves the right to intervene and request removal or remove the post.
- To protect your personal identity, NEVER direct message with people you do not know online or on social media platforms.

# Getting Started

## Service Unit PPC checklist prior to troop training

- Read this entire guide and also the troop volunteer guide.
- Make sure you have renewed your Girl Scout membership for the 23-24 troop year.
- Attend the Fall Kickoff event on August 23rd and hang out with Rebecca, Ginger and Michelle.
- Read and sign the 2023 Service Unit Product Program Coordinator Description and Agreement.
- Schedule a training meeting for your service unit. All troop leaders and fall product volunteers should attend.
- Check the roster of your service unit in Looker (Girls Scouts.looker.com) and compare to your roster in M2 when you first log in. Let council know if there is anyone missing. If you have trouble accessing Looker, please contact [customercare@gssne.org](mailto:customercare@gssne.org).
- Locate and secure a delivery site for the product. An order of 50+ cases for your service unit can be delivered. Deliveries and pickups will be November 16-17.

## Getting started on M2OS

M2OS (M2) is the online platform used during the Fall Product Program. This platform is used by both Girl Scouts and troop/service unit volunteers to take and track orders for candy, nuts, and magazines.

- Service Unit volunteers maintain previous account information if they are returning from last year. They will have access to M2 earlier than troop volunteers and Girl Scouts. If your membership isn't renewed however, you will be deactivated.
- Girl Scouts and Troop volunteers who have a 23-24 membership by August 25th will be uploaded to M2 before the start of the program. They will receive a registration email to create their M2 account on or around September 6th. **If they had an account last year, it has been erased and they will need to create a new one.**
- Any Girl Scouts who join or renew after August 25th, will need to be sent an email invite from their troop volunteer to create an M2 account.
- After the start of the program, newly registered/renewed members will be uploaded to M2 twice a week. This will allow troop volunteers to send them the welcome email.
- Verify all Girl Scouts participating in the program are listed in M2 under the Manage Troops & Girl Scouts link on your dashboard.
- If you notice a Girl Scout from your MyGS roster that has not appeared on your M2 roster within a week, please reach out to [customercare@gssne.org](mailto:customercare@gssne.org) or call 401-331-4500 so we can get them added.

# Troop Training Checklist

**Use this list to help you cover all the important aspects of the fall product program during your troop training.**

## **Compliance**

- Have each troop's leader **AND** product program volunteer sign the Troop Product Program Agreement before or on the day of your training.
- Remind troop volunteers that product program materials should not be distributed to Girl Scouts who are not registered for the 23-24 membership year or do not have a permission form signed.
- Girl Scouts cannot begin selling until the sale start date of September 14th. Invitations to sign up for an account on M2 will be sent to Girl Scouts on or around September 13th if they were registered or renewed before August 25th. Anyone who renews or joins after that will be invited once the troop volunteer activates the Parent Adult Email Campaign.
- Review safety and Girl Scout marketing guidelines from GSUSA found on page 5 of this guide and page 4 of the troop volunteer guide.

## **Participation**

- Review the different methods of participation in the program—online and in-person
- Review the product offerings from Ashdon Farms and also the reward options. Encourage troop goal setting. Be sure to include military share in your discussion.
- Explain troop proceeds including reward opt-out for older troops. Directions to opt-out are found on page 14 of this guide and page 11 of the troop guide.
- Discuss product program participation standards for additional money earning activities. These standards can be found in the PPS which is available on the GSSNE website.

## **M2OS**

- Troop volunteers will automatically be loaded into M2OS and will receive an email inviting them to register with the site. If they have a 23-24 membership in place before August 25th. This email will go out around September 6th. Encourage them to log in and check their roster right away and continue checking throughout the season.
- Remind them to activate the Parent Adult Email Campaign any time a new troop member is added to M2.

## **Payment and Sale End**

- Explain different payment methods including ePayment, deposits, and cash/checks.
- Remind troops not to run the summary report or make final payment until after the online sale closes at 11:59 pm on October 27th.
- Discuss product delivery and show troop volunteers where to print delivery tickets. Remind everyone to write receipts for all product.





# M2OS Navigation for PPCs

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

**Manage Service Unit, Troops, Girl Scouts**—Service unit users can use this as a way to view all sales reports and payments for the service unit, troops, and Girl Scouts.

**Manage Admin Users**— Manage administrative accounts for this campaign. You can also see which troop leaders have watched the training video.

**Banking & Payments**—View all troop payments for this service unit. You can also view Girl Scout payments by clicking on each troop, and can add Girl Scout payments if needed.

**Reports**— View all financial and special reports for the service unit.

**Troop Summary/Amount Due Report**— This is the report that troops will use to find their balance owed. This has a summary of all sales, and also has campaign stats.

**Paper Order Entry**—This is where you can view and manage troop orders. Be sure to verify all orders, and if troops need to make adjustments after 10/27 you will need to make those changes. There is no submit button, all orders in by 10/29 at midnight will be automatically submitted.

**Delivery Tickets**—This will show up once all orders are in. You will be able to view and print your delivery tickets and reward tickets.

**Personalized Patches**—Manage personalized patches for this campaign. See who needs to finish creating their patch.

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



# Troop Order and Reward Instructions

## Troop Order

If your Girl Scouts are participating in the M2 online system, their caregiver should enter the orders collected on the paper order card into M2. If you have a caregiver that cannot do this, or one whose Girl Scout did not set up a M2 account, you will need to enter these orders by following the instructions below. Don't forget, you will only be able to do this from October 21-25.

1. Log into the M2 system and click on Paper Order Entry from your homepage.
2. Look for the Girl Scout from the drop down menu. If they aren't showing up, you can manually key in the name. **Only do this if they are not showing in the drop down menu. Otherwise you will duplicate them and create two orders. This will cause rewards to calculate incorrectly.** Enter the quantities from the paper order card and click Update. If you need to edit the quantities after the order has been entered simply click on the name, revise the quantities, and click update.

**NOTE:** You do NOT need to enter any orders placed in the M2 system by customers. These will automatically show up in the system. There is NO SUBMIT button. Once the quantities are put in M2 and saved, the order has been entered. Any items entered into M2 will be ordered.

## Troop's Reward Order

Rewards are ordered automatically based on the orders in M2 for each Girl Scout. Therefore, the only "choices" that will need be selected are for t-shirt sizes. It can take up to a few hours for the system to update earned rewards after orders are entered so choices may not show up right away. The last day for Girl Scouts and troops to choose rewards is October 29th.

Caregivers who set up an M2 account with their Girl Scout will be prompted to make reward choices. However, if they do not do this, troop volunteers will need to do this for them.

1. Log in to M2 and click on "Rewards" and click "Earners"
2. Click on Girl Scout's name. If there is a triangle with a "!" that means they have a choice that needs to be made.
3. Click on the triangle and make the choice, then click update.

Follow up with all Girl Scouts that have combined orders of \$315 or more and sent 16 emails and used the share my site feature, to make sure they have created an avatar and entered their mailing address into M2 so they can receive their personalized avatar patch.

Once rewards are in, you can pull a report in M2 to determine how to distribute to Girl Scouts. To do this simply:

1. Log into M2 and select the Delivery Ticket icon and scroll down to "Reward Delivery Tickets"
2. Choose "All girls" or individual and click Create Ticket to download a PDF report.



# New for 2023!

## Tervis

Tervis tumblers and water bottles are back for the 2023 Fall Product Program as an online purchase option for customers. Tumblers and water bottles can be purchased with designs including sports teams, colleges, travel themes and more.



## Tins

Available on the order card and online

- Toadstool Holiday Tin with Milk Chocolate Covered Pretzels \$10
- Girl Scout Memories Tin with Mint Treasures \$10



## New Nut/Candy item from Ashdon Farms

This year we are introducing Cheddar Caramel Crunch to the Girl Scout order card and online options. This new mix is made of cheese crackers, cheese corn sticks, mini pretzels, and caramel cheddar corn puffs.



# More New for 2023!

# BARK=BOX

New for 2023 is the inclusion of a BarkBox partnership with Girl Scouts. Available to purchase online, the Mini BarkBox will include a custom Pose & Play Beret dog toy as well as one canister of Berry Trios which is a BarkBox and Girl Scouts one-of-a-kind collaboration. These Mini Barkboxes will be sold for \$19.99 and shipping will be a flat \$5.00 per delivery address. Please note, this will be a separate shipping charge from any other online purchases of candy, nuts or tumblers.

**girl scouts**  
**BARK=BOX**  
**Berry Trios**

BURSTING WITH BERRIES!

These handcrafted treats are great for training, sharing, and finding out who's a good dog.

9 oz. | 255 g

Serving Suggestions	Guaranteed Analysis	Calorie Content (Calculated ME)
Teeny 5 to 10 lb. 1/2 - 1/2 treat	Crude Protein 6% (min) Crude Fat 4% (min) Crude Fiber 3% (max) Moisture 30% (max)	375 kcal/kg; 44 kcal/treat
Small 10 to 25 lb. 1/2-1 treat	<b>Ingredients:</b> Whole Wheat Flour, Cane Molasses, Vegetable Glycerin, Canola Oil, Blueberry, Cranberry, Raspberry, Blackberry, Strawberry, Natural Blueberry Flavor, Citric Acid (preservative), Vinegar, Mixed Tocopherols (preservative), Rosemary Extract, Green Tea Extract, Spearmint.  <b>Feeding Guidelines:</b> To ensure your dog maintains a healthy body weight follow feeding guidelines in table. Not intended as a complete and balanced food. Provide fresh water daily in a clean bowl. For small dogs, consider breaking the treat into smaller pieces. Some dogs are gulpers - treats may be a choking hazard if swallowed whole. Always monitor your dog while treats are being consumed to ensure they are chewing their treats. Monitor them at other times to make sure they are super adorable!	Oven baked with love in Okeene, OK, US
Medium 25 to 50 lb. 1 treat		
Gentle Giants 50+ lb. 1-2 treats		

**BARK=** Manufactured For:  
Barkbox, Inc.  
120 Broadway  
New York, NY 10271

**PUPPY BANK!**  
All dogs deserve a good home. Once you finish this canister of Berry Trios™, use it as a piggy bank to save money for your local dog shelter.

The GIRL SCOUTS® name, mark, and all associated trademarks and logos, including the Trefoil Design, are owned by Girl Scouts of the USA. Bark is an official GSUSA licensed vendor.



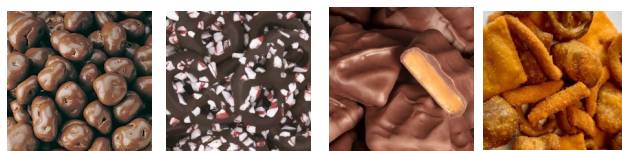
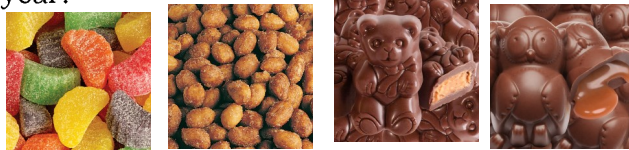
# Product Lineup

## Nuts/Candy

Nuts and candy are available for purchase through a paper order card or online. All the products on the paper order card are offered online, but there are also other great options available online only like Hot Cajun Crunch, Cranberry Nut Mix, and Thai Chili Mix! You can also find old favorites like Dill Pickle Peanuts and Salt and Pepper Cashews online!

These items will be featured on the paper order card this year:

- Fruit Slices, \$6
- Honey Roasted Peanuts, \$6
- Peanut Butter Bears, \$7
- Dulce de Leche Owls, \$7
- Dark Chocolate Mint Penguins, \$7
- Deluxe Pecan Clusters, \$7
- Peanut Butter Trail Mix, \$7
- Dark Chocolate Caramel Caps with Sea Salt, \$7
- Chocolate Covered Raisins, \$7
- Dark Chocolate Peppermint Pretzels, \$7
- English Butter Toffee, \$8
- Cheddar Caramel Crunch, \$8
- Whole Cashews, \$9
- Chocolate Covered Pretzels with Toadstool Tin, \$10
- Mint Treasures with Memory Tin, \$10
- Honey Roasted Mixed Nuts, \$10



## Magazines

Magazines are available for purchase online. Both print and digital subscriptions are available! Current magazine subscribers can also renew their current subscription through the Fall Product Program.



## Care to Share

Customers have the opportunity to purchase Care to Share items through the Girl Scout online store and on the order card. Customers may purchase military nuts for \$6 and the troop will receive \$1.00 in proceeds for each (\$1.15 for troops opting for Older Girl Proceeds).

All Military Share nuts are distributed to our local military service members in mid-November. Girl Scouts with 5+ Military Donations will receive a Care To Share patch!

# Participation and Proceeds

## Who can participate in the Fall Product Program?

Short answer is everyone as long as you're registered for the 2023-2024 troop year. All Girl Scouts can sell via order card, online or both.

Troops with only one registered Girl Scout and Individually Registered Members will receive Candy Cash which will be issued in the form of a gift card to the GSSNE shop. The amount awarded is based on the total sale.

IRM Sales Levels & Candy Cash Earned	
Level 1: \$100-199	\$10
Level 2: \$200-299	\$20
Level 3: \$300-399	\$30
Level 4: \$400-499	\$40
Level 5: \$500+	\$50



## What is required for a troop to Participate?

- Troops must have two adult Troop Fall Product Program Managers who are registered volunteers, with a current background check, have attended training, and have signed a digital 2023 Troop Fall Product Program Manager Description and Agreement.
- Per GSUSA standards, all troops should ideally have at least 5 registered Girl Scouts. Troops with fewer members are still encouraged to participate in the product program but will be contacted by GSSNE to talk about the status of their troop. Troops with only one registered member will be changed to Individually Registered Member status.
- Girl Scouts must be registered for the 2023-2024 membership year and submit a fully completed and signed 2023-2024 Product Program Permission Form online.
- Girl Scouts and their parents/caregivers must be clear of outstanding debt from a previous product program.

## What can a troop earn?

**\$1.00 for each candy, nut or military share item**

**\$2.10 for each magazine, Tervis, and BarkBox item**

Older troops (Cadettes and above) may receive an extra 15 cents per candy/nut item and 25 cents per magazine if they opt out of receiving reward items. Troops that opt out of rewards still receive patches. The Older Girl Proceeds Permission Slip must be signed by **all members** in the troop. Multi-level troops with registered Girl Scout Daisies, Brownies, and/or Juniors cannot opt out of rewards. To opt-out, troop leaders must click the **Reward Opt-Out** link on their troop dashboard in M2 and turn that option on.

# Money Matters

## Your Responsibilities

- Remind troops, Girl Scouts and caregivers that they must collect payment when orders are taken.
- Always provide receipts for all product distributed and payments made.
- Have troops deposit payments into their troop bank account or deposit to council as often as possible. The safest place for money is in the bank.
- Money from Girl Scout Product Programs should never be deposited into a personal bank account. Per GSSNE policy, all troops are required to have their own bank account for troop activities.
- Encourage use of the GSSNE ePayment system.
- Collect all troop payments and paperwork. All final payments (ePayment, bank deposit, or cash/check to PPC) are due by October 29th.
- Keep and maintain all financial records and receipts until September 30, 2024.

## Bounced Payments

GSSNE takes debt from product programs very seriously. The Bad Debt Policy posted in the PPS will be followed.

GSSNE is charged for every returned check or ePayment. We understand that mistakes happen, and as such, troops will not be charged a fee by GSSNE for the first returned check or ePayment that we receive. However, GSSNE cannot assist with bank fees incurred by troops relating to bounced payments. If GSSNE receives a second returned check or ePayment from a troop, the troop will incur fees of \$25 per check and \$35 per ePayment return. Once a customer or troop bounces a check or ePayment, GSSNE will only accept cash, money order, or bank check for payment. The biggest mistake we see with ePayments is when troops input the wrong bank routing number or account number. Please double-check that your banking information has been entered correctly in the ePayment system before submitting payment.

## ePayments

The ePayment system is available for troops to submit payments directly to GSSNE. To use this method visit <https://sne.gsachonline.com> when you are ready to make your payment.

## Accepting Checks

- **Only collect checks from friends and family members.**
- Checks are to be made payable to GSSNE or Girl Scouts of Southeastern New England.
- List your troop number and the Girl Scout's name in the memo section of the checks.
- Checks must have a complete address and phone number listed; no starter checks.
- Write the customer's license number and state on the check.
- Do not accept post-dated or two party checks.
- Deposit all checks into your troop bank account or submit payment to your service unit PPC.

# Delivery and Damages

## Delivery

- Prior to pickup/delivery day, select a cool dry location (preferably street level) to store your product.
- Print your delivery tickets for your service unit and each troop before you receive the product to make sure you have everything you need.
- To print a delivery ticket, click Delivery Tickets from your dashboard. You will have to type in the troop number to generate the ticket. You won't be able to print them until October 28th.
- You will receive only what was ordered. No extras.
- If you are picking up your order, make sure that you bring a vehicle large enough for all the product. If you have an order of 50 cases or more, you can get your product delivered.
- When receiving your product make sure you double check your count. If you sign that you received all of your product, then find something missing council will not replace it without charging you.
- Schedule a time for all of your troops to come pick up their product. Sort out the product for all your troops **before any pickups** to make sure your counts are accurate.
- Prepare a receipt for each troop. When a troop volunteer comes to get their order, make sure that you count the order together for accuracy.

## Damaged Items, Product Quality Concerns & Magazine Orders







- All damaged items must be returned to council as soon as possible. Only like-for-like exchanges will be made.
- If a customer has a concern regarding the product quality of nuts and candy, please have the customer contact Ashdon Farms at 1-800-274-3666 for a refund or exchange.
- Questions regarding magazine orders can be directed to M2 at 1-800-372-8250.





# 2023 Rewards

## Candy/Nut Rewards

 <p><b>12+ items</b> Own your magic patch</p>	 <p><b>20+ items</b> Theme necklace</p>	 <p><b>40+ items</b> Theme stickers and Zipper pouch</p>
 <p><b>60+ items</b> T-shirt and Super Seller patch</p>	 <p><b>80+ items</b> Large Ocelot plush</p>	 <p><b>100+ items</b> Stationery set and color changing markers</p>

## Magazine, Tervis and BarkBox Rewards

 <p><b>2+ items</b> Ocelot patch</p>	 <p><b>6+ items</b> Small Ocelot plush</p>
 <p><b>8+ items</b> Paint by numbers and patch</p>	 <p><b>12+ items</b> Ocelot socks and Color changing light</p>

# Other Rewards



**Send 16+ emails**  
2023 Patch



**5+ Military Donations**  
Care To Share Patch



**\$1,300 Combined Sales/Parent Adult  
Email Campaign**

Volunteer Personalized Patch for 2  
troop volunteers (2 design options)



**\$315 Combined Sales/Share/16+  
emails**

Personalized patch (2 design options)

## Troop rewards

Each troop who has 100% girl participation and a per girl average of \$160+ in sales will be entered to win 1 of 3 Girl Scout Cookie Gift Packs, including a cookie cart and other items to decorate your cookie booth!

## Combined cookie and fall reward

Girl Scouts can earn an awesome personalized combined cookie and fall product program patch. Girl Scouts who create an avatar, share their site and send 16+ emails and during the Fall Product Program and sell 250+ packages of cookies in the 2024 Cookie program will receive the crossover patch.



# Wrapping Up Checklist

## Troop Turn-In

Troops should turn in their final payments and paperwork by Sunday, October 29. When you collect orders and payments from the troops in your service unit at the end of the sale, be sure to check for accuracy of the following items:

- Verify that all troops have entered their paper nut/candy and girl rewards into M2OS. Assist any leaders who may need help with this process. Online orders are automatically included and do not need to be manually entered.
- Final payment amount. Troops should turn in their **Summary Report** with their final payment to check for accuracy.
  1. **To prevent overpaying what is owed, troops should wait until online sales end at 11:59 pm on October 27 to pull this report for their final payment.** Even if a troop stops taking in-person orders before this date, online sales can still come in until October 27. Additional online sales will increase proceeds and will change the final amount due to council.
  2. Troops should pay the exact amount listed in the summary report to council.

## Ways for troops to pay their balance due council at the sale end

1. Submit amount due from the summary report as an ACH deposit through the ePayment system. They will need to print a copy of their confirmation email to turn in with their summary report at the end of the sale.
2. Deposit all funds into their troop account, then write a check from their troop account to GSSNE for the amount due from their summary report. Turn in their troop check with a copy of the summary report.
3. Deposit money directly to GSSNE at a bank by using one of the GSSNE deposit slips. GSSNE deposit slips can be obtained from council. Turn in the summary report and a copy of the deposit receipt from the bank.
4. Hand in cash, checks and a copy of the summary report. The amount handed in should match the amount due on the troop's summary report.

## Service Unit Turn-In

Please note that if all troops used the ePayment system, you do not need to come in. You only have to come in for turn-in if you have any troops who made their final payment using methods 2, 3, or 4 above. Please bring the following items to the council office for the Service Unit Turn-In. Council will have service unit and troop reports printed for you at turn-in. Turn-in days will be October 30th and 31st. Reach out to Rebecca/Michelle to schedule.

- Troop payments. **Please have all payments and paperwork separated by troop.** This allows for easier reconciliation should there be any errors.

## Product & Reward Distribution

Product will be ready to be delivered/picked up by service units on November 16th and 17th. Sign ups for delivery/pickup times will be available online.

- Distribute all nut/candy items to troops upon receiving them.
- Rewards will be shipped in late November/early December. Distribute to troops immediately.



**girl scouts**   
of southeastern  
new england

**We're here to help!**



Ginger Lallo



Rebecca Reynolds



Michelle Jessop

[Customercare@gssne.org](mailto:Customercare@gssne.org)

401-331-4500