girl scouts
of southeastern
new england

Product Program Coordinator Guide

Key Dates

Thursday, September 11th: Order taking begins both in-person and online. Girl Scouts can start taking orders anytime during the program.

Sunday, October 26th: Last day to take orders. Online orders shut off at 11:59pm.

Monday and Tuesday, October 27th-28th: Troop orders and payments due to Service Unit PPC.

Thursday and Friday, November 13th and 14th: Candy and nuts arrive to Service Units for distribution.

December: Reward Items delivered to Service Unit PPC

Troop Training Checklist

Prior to training

- Read and sign the 2025 Service Unit Product Program Coordinator Description and Agreement in GSLearn.

- Log into M2 to check your service unit roster. Service Unit volunteers maintain previous account information if they are returning from last year as long as they have an active membership.

- 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 13-14.

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 25-26 membership year or do not have a permission form signed.

- Girl Scouts cannot begin selling until the sale start date of September 12th. Invitations to sign up for an account on M2 will be sent to Girl Scouts on or around September 11th if they were registered or renewed before August 20th. 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 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 6 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 25-26 membership in place before August 20th. This email will go out around September 3rd. 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 26th.

- Discuss product delivery and show troop volunteers where to print delivery tickets. Remind everyone to write receipts for all product and money exchanged.

Delivery and Participation

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 27th.

- 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. Each party should retain a signed receipt.

- All damaged items must be returned to council as soon as possible. Only like-for-like exchanges will be made.

Who can participate in the Fall Product Program?

Short answer is everyone as long as you're registered for the 2025-2026 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

Wrapping Up Checklist

Troop Turn-In

Troops should turn in their final payments and paperwork by Tuesday, October 28th. 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 26 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 26. 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 will be October 28th. 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 13th and 14th. 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.