

girl scouts of alaska FALL PRODUCT PROGRAM SERVICE UNIT GUIDE

Fall 2021 | Fall Product Program

MATERIALS CHECKLIST

Please notify the Product Program Manager if you need additional materials. You should receive the following materials from your SUFPM a week before kick off.

- ✓ Troop Guides
- ✓ Girl Materials (each participating girl should receive one of each)
 - Candy/Nut Order Card
 - M2 Girl Information Flyer
 - Girl Money Envelope

Girls Can Earn Avatar Patches!

Each girl who creates an avatar, sends 18 emails and has 35 nut and 3 magazine sales will earn a patch with her very own virtual likeness on it! She has many options to choose from to create her avatar including her uniform or a snowsuit and her patch's background. Check for more details on the online site www.gsnutsandmags.com/gsa or the nut/chocolate order card.

To earn the fall & cookie crossover patch:

- During the Fall Product Program, girls create their Me2 avatars and send 18+ emails
- Sell 275 packages of cookies during the 2022 cookie program

TROOP PROCEEDS

Troop proceeds are automatically calculated by the M2 system. Troops can view the total amount earned by selecting the **Banking and Payments** link from their troop dashboards.

DATES TO REMEMBER

September 13, 2021

- Email invitation sent to Service Unit Fall Product Manager (SUFPM) and Troop Fall Product Manager (TFPM) to access the M2 online system.

September 17, 2021

- Fall Product Program begins.

October 18, 2021 by 11:59 pm

- Girl delivered online nuts and order card nut/chocolate sales end.
- Last day for parents to enter nut/chocolate order card sales into the M2 online system.

October 20, 2021 by 11:59 pm

- SU deadline to enter any nut/chocolate order card sales that haven't been previously entered by parents.

November 14, 2021 by 11:59 pm

- All online sales end: direct ship nuts/chocolates and magazines.
- Last day for **girl reward choices** to be made in the M2 site.

November 12, 2021

- Nuts/chocolates delivered to SUFPM

Mid December 2021

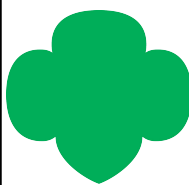
- Rewards delivered to SUFPM. Confirm count and distribute to troops.

November 29, 2021

- Deadline for all payments to be deposited into troop account.

December 3, 2021

- ACH withdrawal from troop bank account for balance due.



Need Help?

Girl Scouts of Alaska

907.248.2250 800.478.7448
customer@girlscoutsalaska.org

M2 Customer Service

800.372.8520
support@gsnutsandmags.com



REWARDS

Rewards are automatically calculated in the M2 system and will be visible to girls. Girls choose if two items are offered. If a girl does not make a choice by **November 15**, the TFPM can indicate which item the girl would like to receive. SUFPM will not need to make reward choices for girls.

Rewards will be delivered via FedEx to the address provided. Count all rewards and compare to shipping list prior to sorting rewards by troop for pickup. Log into www.gsnutsandmags.com/gsa and click **Delivery Tickets** from the dashboard menu or choose the **Reports** link to get the information you need to sort and pack rewards for your troops. Have troops double check their rewards order and sign the receipt at pickup.

SERVICE UNIT FALL PRODUCT MANAGER (SUFPM) RESPONSIBILITIES

Step 1: Set Up in M2

As a SUFPM, you will receive an email invitation to set up your administrative level access to the M2 online system. Click the link included in the email to set your password. Once you set up your account, you can access it by going to www.gsnutsandmags.com/gsa and clicking the volunteer button. Be sure to create your Me2 avatar!

- Review your troops listed in M2 to ensure all are listed. If you have any missing troops, contact Membership Support.
- Fall Product Program troop training is through an online training video. Troop Fall Manager must watch the video in its entirety in order to complete set up in the system.
- There are two ways parents can register for the 2021 Fall Program.
 - The TFPM can email the link directly to the parents of the girls through the M2 system using the instructions provided in the training video
 - Troop Fall Managers can also direct their parents to use the "How to get started" page in the girl packet which recommends girls go directly to www.gsnutsandmags.com/gsa.

Step 2: Review Girl/Troop Order/Order Submission

- Parents will enter girl orders from the nut/chocolate order card in the M2 Online system during the sale or by **October 18, 2021 at 12AM AKST. Parents should not enter products that were ordered online by customers for girl delivery.**
- All online orders are automatically tabulated by the M2 system.
- Remind TFPM they must enter any nut/chocolate orders not entered by parents in the M2 system by **12AM AKST on October 19, 2021.**
- To add girl orders
 - From the dashboard click Paper Order Entry
 - Click the the girl's name
 - Enter her total number or additional number of nut/chocolate items by variety from her order card.
- Rewards are automatically calculated. Parent/girl deadline for final rewards choices is by November 15, 2021 at **12AM AKST**
- Personalized patches will be mailed directly to the girl using the address in the M2 system.

Step 3: Provide Delivery Information for Products and Rewards

- Be certain to enter your service unit's location for nut/chocolate and reward delivery.
- Product delivery locations are your choice. Ensure you have approval if using a church, business or any public place. You must be present to receive and sign for nut/chocolate items. **Post Office Boxes are not an acceptable delivery address.**
- Nut/chocolate items will be delivered November 12, 2021. You must be present to accept this order. 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 you enter into the M2 system and will be delivered mid December. Note your rewards delivery address can be different than product delivery address. You do not need to be present for the reward delivery.

Step 4: Delivery of Nuts and Chocolates

- Delivery schedule will be sent out by the Product Sales Manager. Contact your troops with the delivery date, time and location.
- When setting troop pickup times, ensure you have ample time to sort the items before troops arrive.
- Log into www.gsnutsandmags.com/gsa and click **volunteer button**.
- Print two copies of each troop's delivery ticket to use when sorting orders. Have troops sign one copy at pick-up and retain for your records. Give unsigned copy to troop for their records.
- **When reading the delivery ticket, be mindful of cases versus units since troops purchase units and shipments will be packaged both in cases and units. Also remind troops that the delivery ticket will include any product that was ordered online by customers as a girl delivered/promised item.**
- 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. You should not receive any extras.
- Sign the delivery ticket stating that you have received the products listed. The agent will give you a copy for your records.
- Sort products into troop orders and attach the appropriate Delivery Ticket to each troop's order.
- 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 and will be financially responsible for those products.

Step 5: Payment

- Customer payment for nut/chocolate order card sales is collected at time of delivery.
- Troops should decide if they will accept checks as payment. Share this information with girls/parents.
- All funds collected must be deposited into the troop's bank account by November 29, 2021.
- Council will electronically withdraw from the troop's bank account the amount owed to the council via the ACH (Automatic Clearing House) bank network on December 3, 2021. Each troop's balance due will be displayed in the M2 system under the "Banking and Payments" link.