

2016 Fall Product Program in a Nutshell

A quick guide to the Fall Product Program—see full program details in the Troop Fall Product Program Guide at www.girlscoutsla.org

Dates

Early September	Plan a troop meeting to set goals with girls, train parents on dates and their responsibilities.
September 23	Last day to submit ACH Debit Authorization form, voided troop check and Troop Fall Product Chair Position Description & Agreement.
	Troops receive access to M2OS (formerly TNOS). Troops should verify access immediately. Visit www.girlscoutsla.org to view/print the M2OS manual.
	Enter bank account information in M2OS.
September 30	Order taking begins for nuts and magazines. Send parents email to remind them to go to www.gsnutsandmags.com/gsgla to start their online sales campaign.
October 23	Online sales end at 9 PM.
	Nut orders due to troop. Parents enter paper orders in M2OS by 9pm and turn in a copy of the order card to the TFPC.
October 25	TFPC to enter/review Nut Orders in M2OS by 9 PM and notify SUFPC when complete.
November 11-13	Trophy Nut order delivery to Service Units and distribution to troops (dates/locations vary).
November 11-20	Sales via Residential Walk-about & Lemonade Stands. No selling in commercial areas!
November 20	Fall Product Program ends.
November 28	All GOC, allocations, and troop-to-troop transfers must be completed in M2OS no later than 9 PM. (Note: Troop-to-troop transfers are completed by your SUFPC. Plan accordingly!)
Late November	Ensure troop funds are deposited to troop account in time for all funds to be available (no holds) by December 6
December 2	Last day to notify your PSM if you need to adjust your ACH debit.
December 6	ACH Debit on troop bank accounts.
	Due date for troops to turn in Discrepancy Reports.

What every troop needs to do to place an order:

- Take training from your Service Unit Fall Product Chair.
- Submit your TFPC Position Description & Agreement, ACH Debit Authorization Form and voided troop check (online at www.girlscoutsla.org) .
- M2OS is where you manage your troop's sale. M2OS will send you an access email. Click the link to set up your password. View/print the M2OS manual from www.girlscoutsla.org. To enter your troop bank account information, click on the banking link found on your dashboard under Nut Sale Admin.
- Hold a girl and family training to teach your troop about the Fall Product Program.
- Collect signed Parent/Guardian Permission and Responsibility Agreement, distribute Girl Order Cards, money envelopes, M2 online flier and the Family Letter to each girl/family.
- Parents will enter orders into M2OS by Oct. 23 at 9pm.
- If the parents miss the due date, TFPCs must enter nut orders in M2OS by 9 PM on October 25 (do not enter orders taken online; they will be automatically entered by the customer).

Troop M2OS Set-up

- The system automatically sends the TFPC an email that provides a link to get the troop started and enables password set up.
- Once logged in, you can manage your troop's sales through the dashboard. This dashboard provides a snapshot of the participation and sales for the entire troop. If you manage more than one troop, you will be able to select the troop you want to view.
- Girls registered by September 19 will be automatically uploaded. If a girl is not in the system, her parent can add her.

Parents Enter Girl Orders

Parents should enter their girl nut order card orders by clicking on the "Paper Order Entry" link. You also have the option of asking parents not to enter the orders, and doing the data entry yourself as TFPC. If parents enter the orders, you still collect copies of the order cards and review/reconcile the orders in M2OS, just make sure not to double-enter the orders. Choose what works for you and your troop!

Inviting Girls to Participate

Copy the message below and email it to all of the parents/guardians of the girls in your troop:

"It's time to kick off our troop's Fall Product Sale. It's easier than ever to participate online. To get started, go to www.gsnutsandmags.com/gsgla and follow the simple instructions.

- Girls create their very own Me2 avatar and can earn a personalized patch with their Me2 and their name (or their camp name).
- Send emails to friends and family and share on social media to ask for support.
- Supporters can pay with a credit card (magazines and shipped nut products) and the troop earns money for activities.
- Participating takes as little as 10 minutes and the girls will have so much fun. Thanks in advance for helping our troop!"

What to do next...

- Pick up your troop's nut order and distribute the products to the girls/parents. Have the parents sign receipts for all products received.
- Plan your Walkabouts and Lemonade stands for Nov. 11-20
- Collect money from girls, receipt, and deposit it in the troop's bank account promptly and frequently, well before the due date.

Residential Walk-Abouts and Lemonade Stands

There are two popular ways of selling product in hand to the public that are allowed: residential walk-about and lemonade stands, from the time girls receive their ordered nuts through November 20. Girls must be accompanied by parents/guardians at all times. Girls/adults are not allowed to sell on sidewalks/street corners or in commercial areas. Girls found selling in a commercial area (i.e. in front of a store or other non-residential area) will risk losing proceeds and rewards.

Residential Walk-About: A door-to-door (wagon) sale in a residential area.

Lemonade Stand: set up a simple "lemonade" type stand to sell only on the property where the girl currently resides, as their city and/or home owners' associations permit.

Returns/Exchanges/Troop-to-Troop Transfers

- Troops may exchange damaged product, but only for the same variety. Contact your SUFPC if you encounter damaged items. Know the definition of a damaged product.
- There are NO returns. Troops are financially responsible for all products ordered.
- There are NO exchanges with council. Work with your SUFPC to facilitate troop-to-troop transfers. Troops must notify their SUFPC of the transfer in order for it to be logged properly.
- M2OS does not permit exchanges or transfers of girl orders. Product allocated to a girl in M2OS cannot be transferred to another troop or reallocated to another girl. Only product ordered via "Initial Booth Order" may be transferred to another troop.

Cash Handling Procedures

1. All troops will submit an ACH Debit Authorization, attach a voided troop check (or copy), and Troop Fall Product Chair Position Description & Agreement.
2. Troops must enter banking information into M2OS by using the Banking Info link on your dashboard. The system will "ping" the account to verify it is entered correctly.
3. Troops will deposit all Fall Product Program funds for nuts into their troop bank accounts promptly and frequently, and in time for funds to be available on the debit date.
4. All council proceeds will be collected from troops via ACH Debit.
5. Troops with payments due to Council that are still unresolved by January 25 will forfeit all girl and troop rewards, and Cookies 2017 will be impacted.

Wrap-up Checklist

- * Online sales data will automatically populate M2OS. Girls need to deliver the Girl Delivered Promise Orders and collect payment. For nut orders that were shipped to the customer, there is nothing to do here except watch the sales and troop proceeds roll in.
- * Verify that any troop-to-troop transfer has been properly accounted for. This will ensure your final balance due to Council is correct.
- * Make sure all Gift of Caring donations have been recorded and allocated to girls so they will receive credit.
- * Verify that all nut products ordered and delivered to the troop have been completely allocated to a girl. You cannot opt out of Fall rewards so every item needs to be allocated to a girl.
- * In the event of an NSF check, make every attempt to contact the issuer and collect payment. If you are unsuccessful, forward the original or bank copy of any NSF (non-sufficient funds) to your PSM within three days of the return date for collection attempt.
- * All money should be deposited into the troop bank account promptly and frequently, in time for the funds to become available for the ACH debit.
- * Notify your PSM if the ACH Debit cannot be processed for any reason on the due date. Bank fees are charged back to the troop. Don't spend your nut proceeds on a bank fee!
- * If you have a parent with money outstanding to the troop, DO NOT WAIT! Make sure you turn in a Discrepancy Report to your PSM so the council may assist your troop by working directly with the parent. This increases the troop's chances of being reimbursed for lost proceeds. Troop Leaders should be great Troop Leaders and not a collection agency. We want you focused on the girls' troop experience and not diverted by a negative situation. Let us help you.
- * Girl rewards for your troop will be distributed by your service unit in January. Please pick up and distribute promptly! Rewards not picked up by March 1 will be forfeited.
- * Celebrate your girls' successes. Learn from your planning, and start the conversation about setting girl and troop goals for Cookies 2017.

Dare to Dazzle!