



# 2020 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.gsutah.org](http://www.gsutah.org)*

## Key Dates

Early September	Plan a troop meeting to set goals with girls and train parents on dates and their responsibilities
September 1	Troops must submit <i>Troop Fall Product Manager Agreement Form</i> and <i>ACH Debit Authorization Form</i>
September	Attend Troop Fall Product Program Training Webinar
September TBD	Attend In-Person Troop Fall Product Program Training
September 25	Order taking begins for nuts, candy and magazines. Send parents welcome email or they can go to <a href="http://www.gsnutsandmags.com/gsu">www.gsnutsandmags.com/gsu</a> to set up their online store
October 11	Order taking ends (order card) Parent/Guardian nut orders due in M2OS
October 13	TFPM to enter and finalize nut orders in the M2OS by 8 p.m.
October 14	SUFPM to review nut orders in M2OS by 8 p.m.
November 11-14	Nut & candy items delivery to service units and distribution to troops (dates/locations vary)
November 14-24	Girls deliver nut & chocolate items to customers
November 24	Fall Product Program ends
November 25	All money due to troops Deposit money into troop account
November 25	Last day for girls and TFPM to enter rewards
December 4	ACH debit from all troop accounts
January 4	Rewards begin shipping to Service Unit Fall Product Managers

## Before Placing an Order

- Submit your *Troop Fall Product Manager Agreement Form* and *ACH Debit Authorization Form*
- Attend mandatory training provided by GSU and/or SUFPM and receive program materials
- You will manage your troop's sale through M2OS. You will receive an access email September 18, 2020
- Hold a girl and family training to teach your troop about the Fall Product Program
- Collect signed *Parent/Guardian Permission and Responsibility Agreement Forms*, distribute Girl Order Cards, money envelopes, and Program Flyer
- Girls with debt owed to GSU may not participate in the Fall Product Program

### Troop M2OS Set-up

Troops will need to set up online access to M2OS. This powerful online sales program will power up the girls' fall campaigns and support big goals by marketing their sales via email.

- Watch a short video and set up your Avatar
- You can manage your troop's sale through the dashboard. This dashboard provides a snapshot of the participation and sales for the entire troop
- Girls registered by September 18, 2020 will be automatically uploaded to M2OS. If a girl is not in the system, please email council at [cookies@gsutah.org](mailto:cookies@gsutah.org) with the girl's name and troop number before September 24, 2020.

### 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/gsu](http://www.gsnutsandmags.com/gsu) and follow the simple instructions.*

1. *Girls create their very own avatar and can earn a personalized patch with their avatar and their name (or their camp name)*
2. *Send emails to friends and family and share posts on social media to ask for support*
3. *Supporters can pay with a credit card (magazines and shipped nut products) and the troop earns money for activities*
4. *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
- Collect money from girls, receipt, and deposit it in the troop's bank account promptly
- Contact council with questions and/or concerns at [cookies@gsutah.org](mailto:cookies@gsutah.org) or 801-716-5125

## Critical Dates and ACH Debit Schedule

1. Make final deposit into troop account by November 25 for the funds to be available for the ACH debit
2. The full balance of council proceeds will be debited from troop accounts beginning Wednesday, December 4, 2020
3. Additional ACH Debits will occur to accommodate missed troops, troops with collection issues, and ACH returns, etc. Council reserves the right to process additional ACH debits without the troop's express knowledge
4. Troops will not be allowed to participate in the 2021 Cookie Program if financial obligations are not complete by December 4, 2020

## Wrap-up the Program

- ◆ Online sales data will automatically update in M2OS. Only product from the Nut Order Card needs to be entered by the parent/guardian in M2OS
- ◆ Girl rewards for your troop will be distributed by your service unit the first week 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 the 2021 Cookie Program

For questions regarding specific Utah Council-related details, contact GSU Customer Care. For questions regarding M2OS or other general sales questions, contact M2 Customer Support.

Girl Scouts of Utah

[cookies@gsutah.org](mailto:cookies@gsutah.org)

801-716-5125

M2 Customer Service

[questions@gsnutsandmags.com](mailto:questions@gsnutsandmags.com)

800-372-8520



