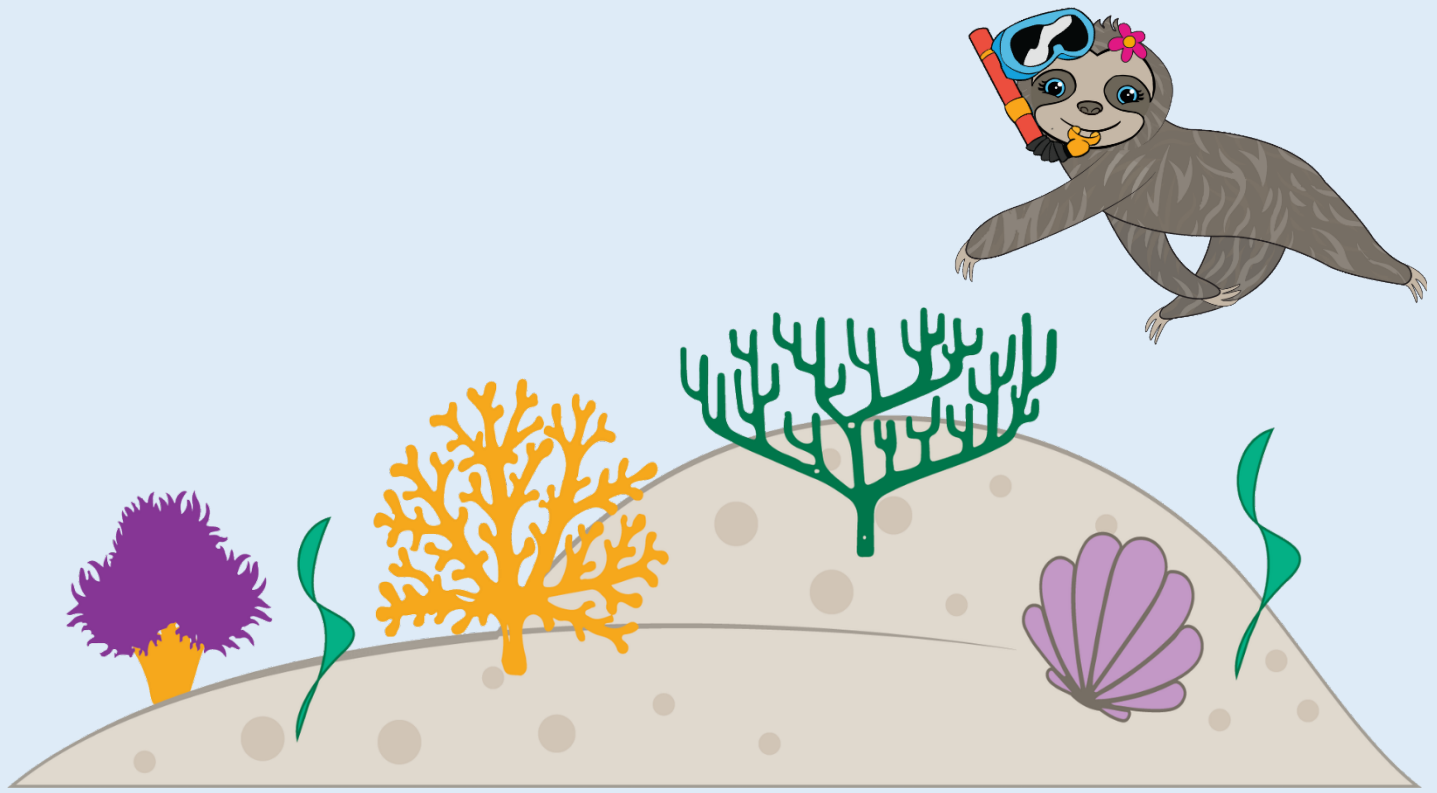




*Bravely
be you*

2020 SU Fall Product Program Guide



Thank you for volunteering to serve as a Service Unit Fall Product Program Manager. Your efforts are extremely important and NEW this year, your service unit can be eligible to receive a cash incentive!

Why Participate in the Fall Product Program?

Benefits for Service Units:

Each Service Unit that has 50% of their troops participating in the Fall Product Program will receive an extra \$.01 per cookie package for the 2021 Cookie Program.

Benefits for Troops:

The GSU Fall Product Program is the perfect opportunity for troops to kick-off the Girl Scout year with a fun team-building activity that also generates essential funds to support troop activities. Also, new troops that have no resources in their treasury can quickly earn money to fund uniforms, Journey Books, and Girl's Guide to Girl Scouting books.

Troops retain a full 15% of the purchase price of all Ashdon Farms products as well as 15% of all Magazines. Plus, girls can earn patches and other fun rewards. Make sure your troop is participating in the Fall Product Program this year!

Benefits for Girls:

The GSU Fall Product Program is an optional council-sponsored program that combines educational activities with money-earning opportunities for troops. The Fall Program is directed toward family and friends—those closest to Girl Scouting, and enables troops to earn start-up funds by selling magazine subscriptions as well as nuts and chocolate.

Five skills girls learn through the program:

Goal Setting	People Skills
Decision Making	Business Ethics
Money Management	

In addition to these important business and life skills, girls will also learn philanthropy through the **Gift of Caring** program.

Our council offers this optional program to increase opportunities for girls. Revenues generated from this program create start-up funds for troops, provide services for girls and troops, and develop quality training for adults. Without you, this would not be possible.

Have a question?

Call 801-716-5125 or email us at cookies@gsutah.org

Please remember that you are the first point of contact for Troop Fall Product Managers for questions and issues.

Girl Scout &



Troop



Service Unit



Council

Fall Product Program Dates

August 15	Service Units submit <i>Service Unit Product Sales Manager Agreement Form</i>
September 1	Troops must submit <i>Troop Fall Product Manager Agreement Form</i> and <i>ACH Debit Authorization</i>
September	Attend a Service Unit Fall Product Manager (SUFPM) Training Webinar
September	Attend a Troop Fall Product Manager (TFPM) Training Webinar
September TBD	Service Unit and Troop Fall Product Manager (TFPM) In-Person Training
September 25	Order taking begins for nuts, candy, and magazines
October 11	Order taking ends (order card) Nut orders due from parents in M2OS
October 13	TFPM to enter and finalize nut orders in the online ordering platform by 8 p.m.
October 14	SUFPM to review orders by 8 p.m.
October 22	Last day for SUFPM to enter Delivery Location information
November 11-14	Nut & candy items delivery to Service Units and distribution to troops (dates/locations vary)
November 14-24	Girls deliver nut & candy 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 withdrawal from all troop accounts
January 4	Rewards begin shipping to Service Unit Fall Product Managers

Ways Girls Sell Fall Products

- Nuts and chocolate in-person for delivery (order card)
- Online for shipment (up to 34 nut and chocolate products)
- Online magazines
- Gift of Caring products may be sold through any of the above



Service Unit Pre-selling Checklist

Service Unit Fall Product Managers:

- Receive materials via UPS/FedEx to your home
- Train Troop Fall Product Managers (TFPM)
- Follow up on those TFPM that did not attend and train them individually as needed
- Secure a site for Service Unit nut & chocolate delivery

Troop Fall Product Managers must:

- Have troop and girls registered for the 2020–2021 membership year
- Attend mandatory training provided by GSU and/or SUFPM and receive program materials
- Train parents and girls and obtain a Parent/Guardian Permission & Responsibility Agreement Form for each girl
- Familiarize themselves with M2OS
- Update troop contact information in M2OS
- Verify all registered girls are listed in M2OS

Materials Checklist

Each Troop Fall Product Manager (TFPM) receives a program packet with the following forms and information:

For each **REGISTERED GIRL**

- Ashdon Farms Girl Order Card
- Money Envelope
- Fall Program Flyer
- Parent/Guardian Permission & Responsibility Agreement

For each **TROOP**

- Fall Product Program in a Nutshell
- 2020 Fall Product Program Troop Guide (also available online)
- Jumbo Envelope
- Receipt Book

Service Unit Fall Product Sale – September 25

Volunteer M2OS Access

As a SUFPM, you will receive an email invitation from M2 that explains how to access the site and get started. If you have not received an email invitation to access the M2OS site by September 19, 2020 please visit www.gsnutsandmags.com/admin and select “Forgot Password”. If you need further assistance, please contact M2 Customer Service.

Your access email will prompt you to create a password to access your M2OS Volunteer account.

Watch a short system training video, enter a mailing address, and create your Avatar. You must watch the video in its entirety in order to complete set up in the system.

Review your troops listed in M2OS to ensure all are listed. If you have any missing troops contact GSU immediately.

Girls can launch their accounts on September 25, 2020. Please note that the system will not accept any early participant activity. Girls must wait until the launch date.

Participants can enter their own paper orders into their accounts through October 11, 2020. If they do not enter their orders, the TFPM will need to do so through their Volunteer account. Leaders cannot enter orders until after the cutoff for girls. Parents or the TFPM should NOT enter online girl-delivered products. They only enter product from the girl Paper Order Card.

All product is automatically submitted for fulfillment. There is no “submit” button! TFPM will finalize nut orders in M2OS by 8 p.m. on October 13, 2020.

Gift of Caring

Girls take Gift of Caring orders and collect the money. Delivery of the items to the Utah Food Bank on behalf of the girls who participated is completed by the council

Delivery Location

Enter your Service Unit’s delivery location into M2OS by October 22, 2020. 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 your delivery. P.O. boxes are not acceptable delivery addresses. If you choose to use your garage as your delivery site, it must be clean, dry, and free of debris and harmful chemicals and/or odors.

Delivery times will be set up by the delivery agent and you will be notified by phone or email of your delivery time window.

Rewards will ship to the address you enter into M2OS and will be delivered the week of January 4, 2021. Your rewards delivery address can be different than product delivery address. You do not need to be present for the rewards delivery.

Nut Order Delivery – November 11-14

Delivery and Distribution of Troop Order

- 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
- The SUPSM will schedule their troops to pick up their product. Contact your troops with date, time and location. When setting troop pickup times be sure to schedule ample time to sort the items before troops arrive
- From your M2OS Service Unit dashboard, print two copies for each troop's delivery ticket to use when sorting orders
- Sort products into troop orders and attach the appropriate Delivery Ticket to each troop's order
- Instruct each troop to count and recount their order before signing the delivery ticket. By signing the troop agrees to the quantities received as listed on the ticket and will be financially responsible for those products. Keep signed delivery ticket for your records and give the other copy to the troop

Rewards

Girls must make their rewards selections online by November 25, 2020.

- Rewards begin shipping to SUFPMs the week of January 4, 2021. They are typically delivered via UPS or FedEx
- Check packing slips and notify council immediately with any discrepancies
- Log into M2OS and click Delivery Tickets under Product Management. Scroll down until you see the Reward Delivery Ticket section and find Troop Tickets. Select your delivery location under the Delivery Site dropdown box, then click Create Tickets. Print two copies for each troop
- Divide rewards by troop using Delivery Ticket
- Have TFPMs check their rewards for accuracy
- Obtain the TFPM signature on one copy at pick up and give the unsigned copy to the troop
- Do not give rewards to troops who have an outstanding balance due to council. You will receive this information from your GSU Product Sales Manager



Social Media Marketing for Girls

Girls can use social networking sites to gather sale commitments from family and friends. Please keep in mind that girls:

- Can market to collect indications of interest from family and friends
- Cannot have customers pay online (such as through a shopping cart function on a website) except through the M2OS online system. Absolutely no posting on sites such as eBay, Craigslist, KSL, Amazon, NextDoor, etc.
- All social media platforms should always be through accounts set to “private”
- Friends and family or a girl must not market or share a girl’s contact information, sales links, or sales information on public-facing online sites
- Must sign the Girl Scout Internet Safety Pledge (available at www.gsutah.org on the Resources & Forms page) before doing any online activities, and all online activities must be under the supervision of an adult
- Cannot expose a girl’s email address, physical address, or phone number to the public
- Girl Scouts under 13 can use their parent or guardian’s online sites with their approval and supervision
- Girls over the age of 13 may work in partnership with an adult to market products online, using the social media of the adult or the girl’s social media sites

FAQs:

Q: My girls are attempting to register and a “Campaign is Currently Unavailable” message.

A: Girls cannot begin online account registration until the sale launch date.

Q: I entered the email addresses to send access notifications to the girls in my Troop, but they haven’t sent, it says “Queued for Sending”.

A: Access emails will not be sent to the participants until the launch date of the sale.

Q: I am a Volunteer and have a daughter participating. Can I use the same email address for my Volunteer and Girl accounts?

A: Yes! You will be notified upon login as to which account you are signing on to.

Q: One of my girls received an online girl-delivered order that the family is unable to deliver. How do I remove it?

A: The parent/guardian (or customer) will need to contact M2 Customer Service to have the order cancelled and removed

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

801-716-5125

M2 Customer Service

questions@gsnutsandmags.com

800-372-8520