

2021 SERVICE UNIT FALL PRODUCT COORDINATOR GUIDE



PROGRAM DATES



Dates below are deadlines set by the council. Some service units and troops choose to change due dates.

Be sure to set realistic deadlines for orders and money to be submitted. The girls should be given the opportunity to sell for the entire time of the sale.

*****Registration is required prior to all Troop Product Program Training Webinars. Links to each registration are below. Webinar dates marked in green*****

AUGUST 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 SU Fall Product Coordinator Training Webinar at 6 p.m.	4	5 SU Fall Product Coordinator Training Webinar at 6 p.m.	6	7
8	9	10 SU Fall Product Coordinator Training Webinar at 6 p.m.	11	12 SU Fall Product Coordinator Training Webinar at 6 p.m.	13	14
15	16	17	18	19	20	21
22	23	24	25	26 M2 Online System Training Webinar at 6:30 p.m.	27	28
29 Troop Fall Product Program Training Webinar at 3 p.m. Register here.	30	31				

PROGRAM DATES



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SEPTEMBER 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2 Troop Fall Product Program Training Webinar at 7 p.m. Register here.	3 Troop Product Program Coordinator Agreement and Policies and ACH forms due to council Submit form to info@girlscoutshs.org	4
5	6	7 M2 Online System Training Starting Your Sale and Q&A at 6:30 p.m. Register here.	8	9	10	11 Fall Product Program Officially Begins Girls begin taking orders in person and online.
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

In September, Service Unit Fall Product Coordinators:

- Receive materials via UPS/FedEx to your home.
- Train Troop Fall Product Managers (TFPM).
- Collect a [Troop Product Sales Coordinator Agreement & Policies Form](#) and [ACH Authorization Form](#) from each troop participating.
- Follow up on those TFPMs that did not attend and train them individually as needed.
- Check with your Service Unit Membership Coordinator to see if there are individually registered girls in your area.
- Contact IRMs and encourage them to participate in the Fall Product Program.
- Secure a site for Service Unit Nut & Candy Delivery.

In September, Troop Fall Product Managers (TFPM) must:

- Have troop and girls registered for the 2021-2022 Girl Scout membership year.
- Train parents/girls and obtain a [Parent/Guardian Permission Form](#) for each girl. The permission form is also located in the [Family Guide](#).
- Collect and keep all signed permission forms until both the Fall Product and Cookie Programs are completed and all money is paid.
- [Parent/Guardian Permission Forms](#) contain sensitive information. Please keep these in a secure location. Once both the Fall Product and Cookie Programs are completed and all balances are submitted in full to the council, permission slips must be destroyed.
- Familiarize themselves with [M2 Online System](#).
 - Update troop contact information.
 - Select "With Rewards" or "Without Rewards" for Cadette, Senior and Ambassador troops only.
 - Verify all registered Girl Scouts are listed in M2OS.

PROGRAM DATES



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OCTOBER 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5* Troop ACH Form to Council Deadline Submit form to info@girlscoutshs.org	6	7	8	9
10	11	12 M2 Online System Training Entering Girl Orders and Q&A at 6:30 p.m. Register here.	13	14	15 Girls Submit to Troop and/or Online <input type="checkbox"/> Nut/candy orders <input type="checkbox"/> Reward choices (selected online or on Girl Order Summary) *NOTE* Girls can continue selling all online items through 12/1/21.	16 Troop M2OS Paper Order Entry Start Date
17	18 Troop FPM must: <input type="checkbox"/> Enter nut/candy order by girl in M2OS* Troops locked out at midnight	19 Last Day for Online Girl Delivery Orders SU M2OS Paper Order Entry Start Date SUFPC Must: <input type="checkbox"/> Review all troop nut/candy orders SUFPCs locked out at midnight	20	21 Council submits Nut & Candy Order to Ashdon Farms	22	23
24	25	26	27	28	29	30
31						

*By October 5, Service Unit Fall Product Coordinators:

- Complete Service Unit Fall Product Delivery Site information in M2OS.
 - Name of site.
 - Physical address (no P.O. Boxes) including city, state and zip code.
 - Delivery day contact name, phone and email.

- Requested date and time of day for delivery.
- Requests are submitted to delivery agents with every effort to meet each request, but there is no guarantee that they can accommodate everyone.

PROGRAM DATES



Registration is required prior to all Troop Product Program Training Webinars. Links to each registration are below. Webinar dates marked in green

NOVEMBER 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8 M2 Online System Training Delivery and Q&A at 6:30 p.m. Register here.	9	10 Prior to November 11-13, SU Coordinators Check Online For Updates or Changes	11 Nut & Candy Items Delivered to Service Units Girls begin delivering Nut & Candy orders	12 Nut & Candy Items Delivered to Service Units	13 Nut & Candy Items Delivered to Service Units
14	15 Troops can begin picking up additional product from council offices.	16	17	18	19	20
21	22 M2 Online System Training Finalizing Your Sale and Q&A at 6:30 p.m. Register here.	23	24	25	26 *DIGITAL DAY* 	27
28	29	30				

Prior to November 11-13, SUFPC must:

- Check online for any updates or changes.
- Recruit volunteers to help at delivery.
- Print delivery tickets.
- All delivery tickets have a signature line and are a good way to capture a signature at delivery when troops pick up product.

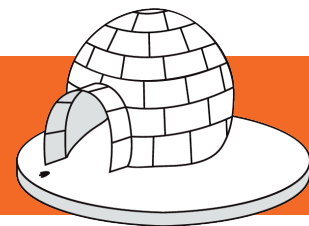
From November 11-13, SUFPC must:

- Double count and verify totals before truck leaves and before dividing out to troops.
- TFPMs must double count their order and sign a receipt or delivery ticket before leaving with product.
- Nut and Candy items are ordered to the piece, there should not be "extra" items left over.
- Notify the council of any discrepancies.
- Damaged items can be replaced at the council service centers.
- Troops promptly disperse product to girls.
- TFPMs can print delivery tickets to double count their order and sign for receipt at Troop pick up.

November 26: Digital Day
Girls send 18 emails through the M2 Online System to be entered to win a mystery prize.
**Of those qualifying, ten (10) girls will be drawn to win.*

Girls sell \$20 in online sales and are entered to win \$50 in Passport Bucks.
**Of those qualifying, one (1) girl will be drawn.*

PROGRAM DATES



Registration is required prior to all webinars. Links to each registration are below. Webinar dates marked in green

DECEMBER 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Final Day for All Online Orders Girls Submit Payment to Troop	2 Final Day for Girls to Select Rewards Online *Troops are locked out of rewards in M2OS at midnight. *Troops needing to make additions or changes must contact their SUFPC or council.	3	4
5 Prior to 12/5, SUFPC must: <input type="checkbox"/> Review EACH troop to make sure all girls have rewards chosen and all totals balance.	6	7	8 Troop ACH Shortage Information and Outstanding Balance Forms due to council All information must be submitted through the ACH Shortage link .	9 After 12/8 if no outstanding balance forms are submitted, the TFPM will be responsible for payments of outstanding debts owed by parents.	10 Council Submits Reward Order to Vendors	11
12	13 ACH Payment From Troop Bank Accounts	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- Prior to December 2, Troop Fall Product Managers (TFPM) must:**
- Verify totals are correct for any online nut/candy orders **BY GIRL** in [M2OS](#).
 - Select rewards choices **BY GIRL** online.
 - Deposit girl payments into troop account.
 - Complete any [Outstanding Balance Forms](#) necessary and attach proper documentation.
 - Check online for balance due.
 - M2 Online System will automatically tally proceeds and deduct from amount due to council.

- January 10, 2022: Rewards begin shipping to Service Units.**
- Check packing slips and notify council immediately with any discrepancies.
 - Print rewards delivery tickets from [M2OS](#).
 - Divide rewards by troop using delivery tickets.
 - Do not give rewards to TFPMs with a troop balance due.
 - Have Troop Fall Product Manager check their rewards for accuracy when picking up.

January 12, 2022: Service Unit [ACH Form](#) deadline to council

Mid-January 2022: Troop Fall Product Managers will distribute girl rewards to those with a zero balance using the reward delivery tickets from [M2OS](#).
 Do not give rewards to girls until they have submitted full payment.

Late February 2022: Service Unit proceeds paid via ACH.

September 9, 2022: Passport Bucks expire.

TRAINING REMINDERS

Girls and their families must always decide whether or not to participate. Leaders do not make that decision for them!

Any registered girl can participate in the Fall Product Program, including girls registered as individuals or not in the traditional troop setting.

Encourage Troop Leaders to appoint parents or another volunteer to help as Troop Fall Product Managers.

- This helps take the pressure off the leaders and keeps parents involved.

Encourage TFPMs to visit the Fall Product page on the Council website www.girlscoutshs.org/fallproduct or our [Google Docs](#) page.

Encourage Troops to sit down with their girls and set goals.

- Have Troops encourage girls and their families to set individual goals as well.

The [Troop Fall Product Manager Guide](#) and [Family Fall Product Guide](#) may help answer additional questions after the training.

- Review key points from each page; there is no need to read the booklet word-for-word.

DISPEL THE MYTHS

“We can’t do it because the schools do it at the same time!”

This is not necessarily a door-to-door sale; it’s a family and friends activity. Simply encourage your friends and family to “order their favorite magazines and nut products from their favorite Girl Scout.”

“It doesn’t matter if we do it or not!”

We are all a part of Girl Scouts Heart of the South. In order to provide the programs, activities, and services offered, it takes everyone to participate in both council sponsored money-earning activities.

NUT & CANDY DELIVERY

As Service Unit Fall Product Coordinator, you are responsible for securing your service unit delivery site.

Excellent delivery site locations are fire stations, National Guard Armories, schools, churches, businesses, and warehouses.

If your site has access to an available covered loading dock, it’s even better! Even though the business is open, they may have an unused dock or area available.

All products should be picked up the same day so overnight security will not be a factor.

Helpful Hints:

- Planning early helps you select and secure the best possible location for your troops and delivery agent. The people donating their space and time appreciate the advance notice so they can plan accordingly.
- Check with prior Service Unit Fall Product Coordinators or ask long-time community people for recommendations.

What makes a good delivery site?

- Streets and parking area must be wide/long enough for a large delivery truck to maneuver without backing into yards or off driveways and with no low hanging power/ phone lines.
- The delivery truck and Troop Fall Product Managers need to be able to get close to the entry door for loading and unloading.
- Locations which have a forklift on premises are beneficial and will make your job easier.
- Entry door opens into the room in which items are stacked rather than having to maneuver up and down stairs or through a maze of hallways.
- Room should be large enough to accommodate all the nut & candy items, and room enough to separate by troops.
- Try to choose a location that is easily found and central in your Service Unit.

SERVICE UNIT PROCEEDS*

*All troop and service unit proceeds are reviewed annually and are subject to change.

2% - Service Units earn 2% of all items sold within their area!

1% BONUS FOR NO DEBT

Service Units can earn a bonus of 1% of all items sold within their area **IF** there are no debts to the council for their service unit.

1% BONUS FOR 85% PARTICIPATION

Service Units can earn a bonus of 1% of all items sold within their area **IF** they have 85% of the registered girls in their area participating in the Fall Product Program. Numbers will be based off of registered girls as of November 1, 2021.

The Service Unit has the potential to earn a total of 4% from their sales.

- The council does not encourage troops or service units to cover a parent's debt to ensure the bonus for the Service Unit.
- If a troop or service unit remits payment for a parent's outstanding balance, then the troop or service unit is responsible for collection of this debt.

Service Units will receive proceeds via ACH transaction into their Service Unit bank account. Have your Service Unit Finance Chair submit a Service Unit [ACH Authorization Form](#) to info@girlscoutshs.org by January 12, 2022. Proceeds will be transferred via ACH in late February.

NOTE: If no Service Unit is established or if there is not a Service Unit bank account, the Service Unit proceeds will be held at the council until a Service Unit and/or bank account has been established and a request submitted to the Product Program Department for proceeds.

Service Unit proceeds will be held until all unregistered girls participating in the Fall Product Program are registered for the current membership year, all troops have at least two fully screened and approved volunteers and until service unit budget and financial reports and bank statements are submitted to the council. **Service Unit proceeds will be forfeited if requirements have not been met prior to the next membership year.**

FOR INDIVIDUALLY REGISTERED GIRLS

Service Unit Fall Product Coordinators will be responsible for individually registered girls participating; making sure they are trained, collecting parent permission slips, orders and payments, entering orders and rewards in the M2 Online System and distributing product and rewards.

M2 ONLINE SYSTEM

For orders to be placed online, individually registered girls must be assigned a "troop" number. A specific number has been assigned for each service unit to place orders online.

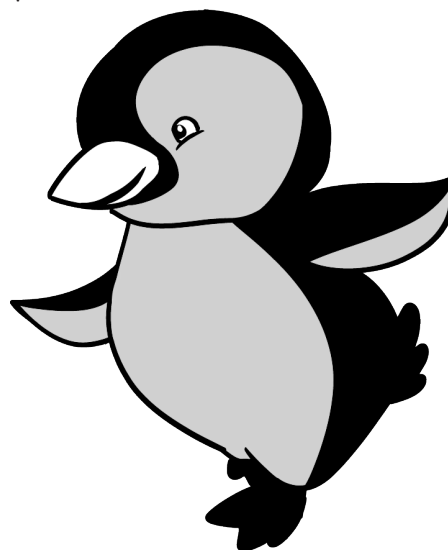
All individually registered girls' orders will be placed under this specific number so that her orders arrive with the rest of the SU's delivery.

This number has no meaning outside of the Fall Product Program; it is only to process their order. This number is simply a "99" in front of the SU number (example: 99236 for Alcorn County and 99327 for Washington County.)

PROCEEDS & REWARDS

Individually registered girls that participate and do not align themselves with a troop for the program will accrue rewards at the same rate as a traditionally registered girl and receive Passport Bucks in lieu of troop proceeds. Passport Bucks will be issued at a rate of \$5 for every \$50 increment in sales. (Example: \$100 in total sales = \$10 Passport Bucks)

Passport Bucks may be used to pay council-sponsored program activity fees, resident camp fees, resident camp trading post, and to purchase items in the council shops; may not be cashed for "real money" and cash will not be given as change; has no value outside of Girl Scouts Heart of the South; expire September 9, 2022. Passport Bucks will only be issued if balance is paid in full.



RESOURCES

M2 Online System

www.gsnutsandmags.com/gshs

Girl Scouts Heart of the South

www.girlscoutshs.org

Council Fall Product Resources

www.girlscoutshs.org/fallproduct

[Google Docs](#) for Fall Products

Council Customer Care

800-624-4185

info@girlscoutshs.org

Additional Necessary Forms

[ACH Shortage Information](#)

[Girl Order Summary](#)

[Outstanding Balance Form](#)

[Parent/Guardian Permission Form](#)

[Product Receipt](#)

[Troop ACH Form](#)

[Troop Product Program Manager Agreement & Policies](#)

Webinar Trainings - Service Unit

[SU Fall Product Coordinator Webinar](#) - FP Program Training
Tuesday, August 3, 2021 at 6:00pm

[SU Fall Product Coordinator Webinar](#) - FP Program Training
Thursday, August 5, 2021 at 6:00pm

[SU Fall Product Coordinator Webinar](#) - FP Program Training
Tuesday, August 10, 2021 at 6:00pm

[SU Fall Product Coordinator Webinar](#) - FP Program Training
Thursday, August 12, 2021 at 6:00pm

Webinar Trainings - Troop

Registration is required for all troop webinars

[Troop Fall Product Manager Webinar](#) - FP Program Training
Sunday, August 29, 2021 at 3:00pm

[Troop Fall Product Manager Webinar](#) - FP Program Training
Thursday, September 2, 2021 at 7:00pm

Webinar Trainings - M2 Online System

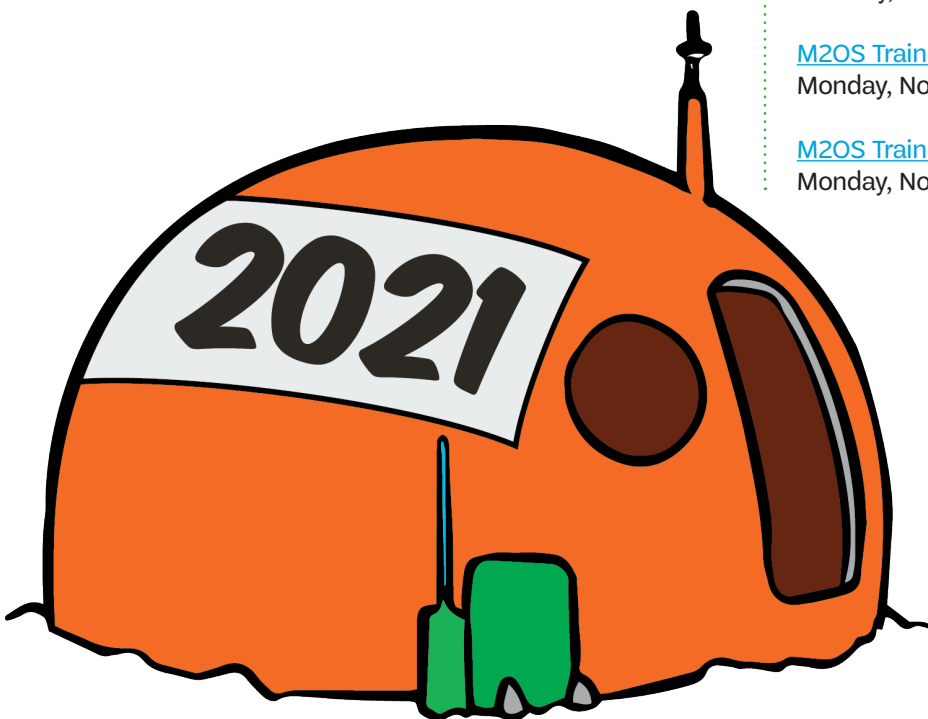
[SUFPC Webinar](#) - SU Level M2OS Overview
Thursday, August 26, 2021 at 6:30pm

[M2OS Training](#) - Starting Your Sale
Tuesday, September 7, 2021 at 6:30pm

[M2OS Training](#) - Orders & Rewards
Tuesday, October 12, 2021 at 6:30pm

[M2OS Training](#) - Delivery
Monday, November 8, 2021 at 6:30pm

[M2OS Training](#) - Finalizing Your Sale
Monday, November 22, 2021 at 6:30pm



ACH Authorization and Bank Information

This information is deemed to be confidential by Girl Scouts Heart of the South.

This form is to be completed annually by all troops and service units who have (or who are establishing) a troop/service unit bank account.

This form should also be filed with the council, no later than two weeks after opening a new account. Additionally, if the location of the account or the signatories should change, a new form should be filed within two weeks of any change. Any troop/service unit with \$100 or more in its treasury is **required** to deposit the funds into a troop/service unit account in an accredited financial institution.

Account Type: Service Unit Bank Account Troop Bank Account

Troop(s) _____ of SU# _____ Service Unit _____ acknowledges and agrees to:
***List ALL troops associated with this account.**

- Have an active GSHS troop/service unit bank account.
- Deposit funds collected **frequently** into the troop account.
 - The funds will cover what is due to the council.
 - Total sales less troop proceeds and less any shortage information submitted by deadline.
- Allow GSHS to **deposit** and/or **sweep** funds from the troop/service unit bank account, according to established timelines and/or with prior consent.
- Communicate and submit shortage of required funds to info@girlscoutshs.org by the deadlines outlined in Product Program guides.
- Be responsible for any non-sufficient funds (NSF) charges that occur when a bank sweep is rejected.
- Authorize GSHS to repeat deposits/sweeps that fail for any reason or if a balance remains.

List all signees with the ability to sign checks or withdraw funds from this account:

Spender: _____ Record Keeper: _____

Other: _____ Other: _____

ATTACH COPY OF CHECK HERE

**Must include bank name, account and routing information.
Do not copy information from your check.**

IF NO CHECKS:

Attach a letter from the bank that verifies both routing and account numbers.

I certify that I am a signer on the account designated and am entitled to provide the above information.

Signature: _____

ELECTRONIC SIGNATURE NOT ACCEPTED

Troop #(s): _____

Print Name: _____

Service Unit: _____

Street Address: _____

Home Phone: () _____

City: _____ State: _____ Zip: _____

Work Phone: () _____

Email Address: _____

Cell Phone: () _____

Type of bank account: Checking Savings Other _____

The signature above also serves as an authorization for the bank to release account information and the balance of this account to Girl Scouts Heart of the South. For additional support in establishing a troop/SU bank account and/or financial management support, please contact us at 800-624-4185.

Submit form to info@girlscoutshs.org or to your local service center.