

2024 FALL PRODUCT 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 webinars. Links to each registration are below. Webinar dates marked in yellow.

AUGUST 2024						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
JULY 28	JULY 29	JULY 30 SU Fall Product Coordinator Webinar 6:00 p.m. Register here.	JULY 31	1 SU Fall Product Coordinator Webinar 6:00 p.m. Register here.	2	3
4	5	6	7	8 SU Fall Product Coordinator In-Person Training 6:00 p.m. Register here.	9	10
11	12	13	14	15	16	17
18	19	20	21	22 Fall Products 101 Webinar for New Leaders 6:30 p.m. Register here.	23	24
25 Troop Fall Product Program Training Webinar 3:00 p.m. Register here.	26	27 Troop Fall Product Program Training Webinar 7:00 p.m. Register here.	28	29 M2 Online SU Level Overview Webinar 6:30 p.m. Register here.	30 FORMS DUE TO COUNCIL:* 1. Troop Product Program Manager Agreement and Policies 2. ACH Forms Submit form to info@girlscoutshs.org . Service Unit & Troop access open to M2OS.	

In August, Service Unit Fall Product Coordinators:

- Receive materials via UPS/FedEx to your home.
- Train Troop Fall Product Managers (TFPM).
- Collect a **Troop Product Program Manager 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 August, Troop Fall Product Managers (TFPM) must:

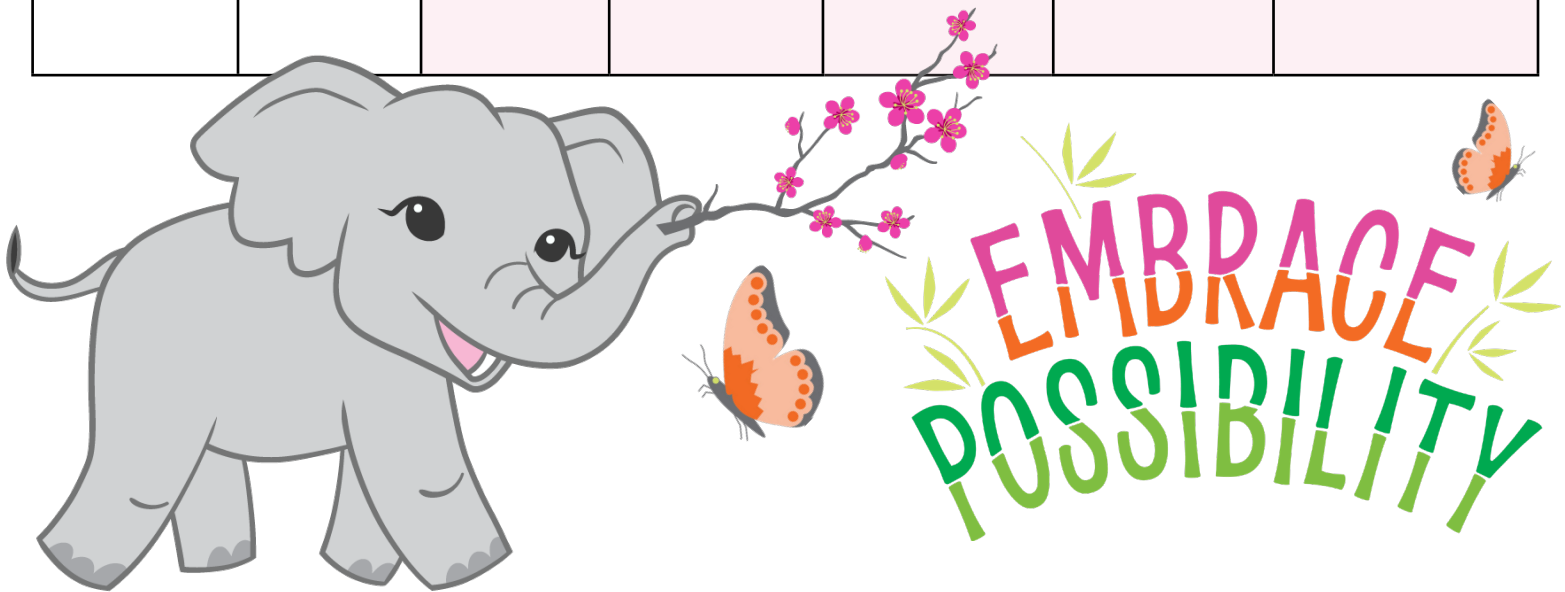
- Have troop and girls registered for the 2024-2025 Girl Scout membership year.
- Train parents/girls and obtain a **Caregiver Permission Form** for each girl. The permission form is also located in the **Family Guide**.
- Collect and keep all signed permission forms until both the Fall Product and Cookie Programs are completed and all money is paid.
- **Caregiver 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.

***TROOPS THAT HAVE NOT SUBMITTED ALL REQUIRED FORMS TO THE COUNCIL BY OCTOBER 1 ARE SUBJECT TO HAVE ALL IN-PERSON ORDERS REMOVED FROM M2OS PRIOR TO COUNCIL SUBMISSION TO ASHDON FARMS.**

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SEPTEMBER 2024						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3 M2 Online System Training: <i>Starting Your Sale and Q&A</i> 6:30 p.m. Register here.	4	5	6	7 FALL PRODUCT PROGRAM OFFICIALLY BEGINS. Girls begin taking orders in person & online.
8	9	10	11	12	13	14 TOTALLY TREFOIL Landers Center Register here.
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					



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OCTOBER 2024						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 FINAL DEADLINE!!! *FORMS DUE TO COUNCIL:* 1. Troop Product Program Manager Agreement and Policies 2. ACH Forms Submit form to info@girlscoutshs.org . Service Units must have delivery sites and reward shipping addresses updated in M2OS .	2	3	4	5
6	7	8 M2 Online System Training: <i>Entering Girl Orders and Q&A 6:30 p.m.</i> Register here.	9	10	11 Girls Submit to Troop and/or M2OS . • Nut/candy orders • Reward choices (selected online or on Girl Order Summary) NOTE: Girls can continue selling all online items through 12/1/24.	12 START DATE: Troop Paper Order Entries into M2OS .
13	14 DEADLINE: 1. Troop reward opt out in M2OS . 2. Troop Paper Order Entry. Enter nut/candy order by girl in M2OS . Troops locked out at midnight.	15 DEADLINE: Last day for Online Girl Delivery Orders. START DATE: SU M2OS Paper Order Entry SUFPC must review all troop nut/candy orders. SUFPCs locked out at midnight.	16	17 Council submits Nut & Candy order to Ashdon Farms	18 START DATE: Nut/Candy delivery tickets available to troops in M2OS .	19
20	21	22	23	24	25	26
27	28	29	30	31		

By October 1st, Service Unit Fall Product Coordinators must complete Service Unit Fall Product Delivery Site information in **M2OS**, including:

- 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.



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NOVEMBER 2024						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
OCT. 27	OCT. 28	OCT. 29	OCT. 30	OCT. 31	1	2
3	4 M2 Online System Training: <i>Delivery and Q&A</i> 6:30 p.m. Register here.	5	6 Prior to Nov. 7-9, SU Coordinators check in M2OS for updates or changes & print Delivery Tickets.	7 Nut & Candy Items Delivered to Service Units. Girls begin delivering Nut & Candy orders.	8 Nut & Candy Items Delivered to Service Units.	9 Nut & Candy Items Delivered to Service Units.
10 Girls/Troops can begin requesting additional product from Council offices. Contact Customer Care at 800.624.4185 or info@girlscoutshs.org .	11	12	13	14	15	16
17	18 M2 Online System Training: <i>Finalizing Your Sale and Q&A</i> 6:30 p.m. Register here.	19	20	21	22	23
24	25	26	27	28	29 DIGITAL DAY	30

PRIOR to November 7-9, SUFPC must:

- Check **M2OS** for any updates or changes.
- Recruit volunteers to help at delivery.
- Notify troops of delivery location, date and time to pickup product, and what to expect 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.

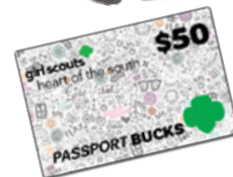
From November 7-9, SUFPC must:

- 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 pickup.

DIGITAL DAY NOVEMBER 29TH

Send 20 emails through the M2 Online System to be entered to win an elephant crossbody bag. Of those qualifying, ten (10) girls will be drawn to win.

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



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DECEMBER 2024						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 Final Day for all online orders. <i>Girls submit payment to Troops.</i> Final Day for girls to select rewards online.	2 Troop Finalizing Reward orders 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 Prior to 12/3, SUFPC must: Review EACH troop to make sure all girls have rewards chosen and all totals balance.	4 Last Day for Girls & Troops to request additional Product from Service Centers. FORMS DUE TO COUNCIL: Troop ACH Shortage Information & Outstanding Balance All information must be submitted through the ACH Shortage link .	5 After 12/4 if no outstanding balance forms are submitted, the TFPM will be responsible for payments of outstanding debts owed by parents.	6	7
8	9 ACH Payment from Troop Bank Accounts	10 Council Submits Reward Order to Vendors.	11	12	13	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.
- Check **M2OS** for balance due.
- Complete any **Outstanding Balance Forms** necessary; attach proper documentation, and submit through the **ACH Shortage Form**.
- M2 Online System will automatically tally proceeds and deduct from amount due to Council.

Early January 2025: 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 13, 2025:
Service Unit **ACH Form** deadline to Council.

Mid-January 2025:

SU disperses rewards to Troops. 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.

September 5, 2025:
Passport Bucks expire.

