

2024 FALL PRODUCT PROGRAM DATES

Please adhere to the deadlines set by your Service Unit Fall Product Coordinator so orders reach your customers as soon as possible and rewards can be shipped on time.

Some troops choose to change due dates for their girls. Be sure to set realistic deadlines for orders and money to be turned in to you. The girls should be given the opportunity to sell for the entire length of the program.



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	JULY 31	1	2	3
4	5	6	7	8	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. <u>Register here.</u>	23	24
25 Troop Fall Product Program Training Webinar 3:00 p.m. <u>Register here.</u>	26	27 Troop Fall Product Program Training Webinar 7:00 p.m. <u>Register here.</u>	28	29	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.	31

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

- Attend required training provided by Service Unit Fall Product Coordinator (SUFPC) or Council and receive program materials.
- Have troop and girls registered for the 2024-2025 Girl Scout membership year.
- Train caregivers/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.

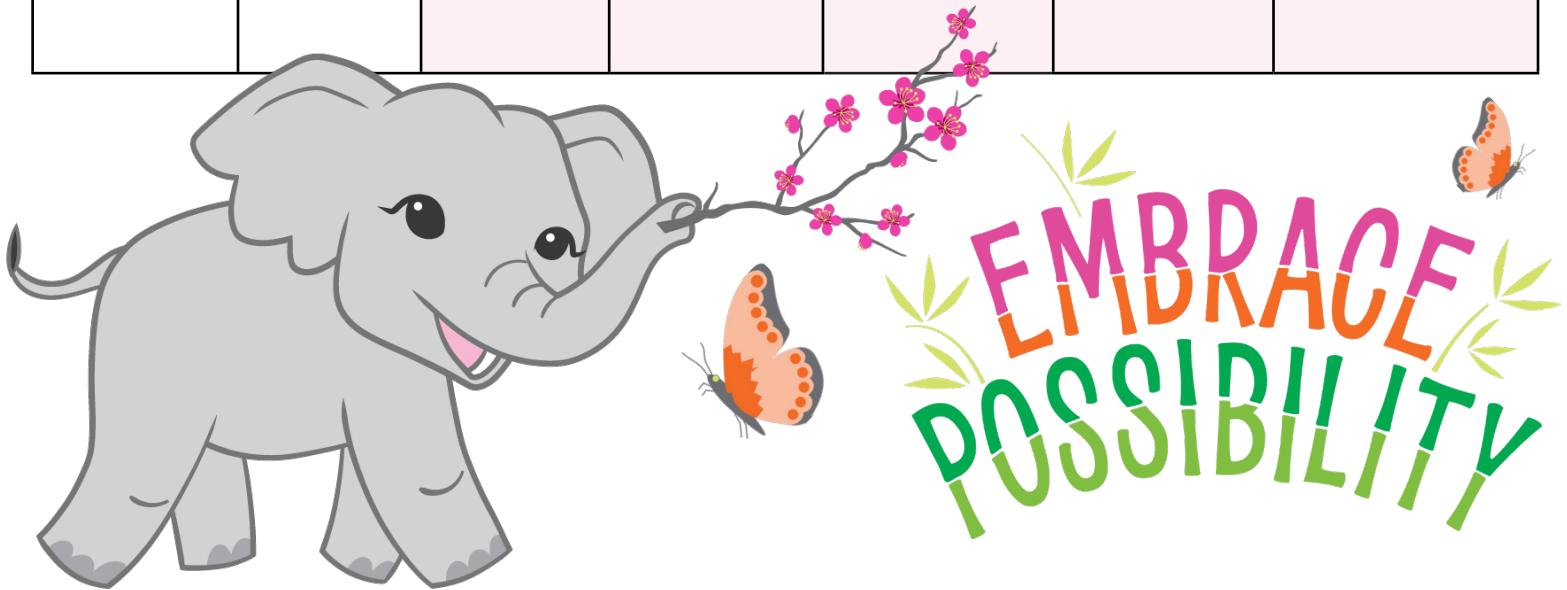
- **Caregiver Permission Forms** contain sensitive information. Please keep these in a secure location.
- Once both the Fall Product and Cookie Programs are completed and all balances are submitted in full to the Council, permission slips must be destroyed.
- **M2 Online System:**
 - + Update troop contact information.
 - + Select "With Rewards" or "Without Rewards" for Cadette, Senior and Ambassador troops only. This option **MUST** be selected **PRIOR** to entering any girl orders. Once "Without Rewards" is selected, it cannot be changed for the remainder of the program.
- Familiarize yourself with the system.
- Girls will be uploaded by the Council.
- Verify all registered Girl Scouts are listed online.

***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					



***TROOPS THAT HAVE NOT SUBMITTED ALL REQUIRED FORMS TO THE COUNCIL BY OCTOBER 1 are SUBJECT TO HAVE all in-person orders removed from M20S PRIOR TO COUNCIL SUBMISSION TO ASHDON FARMS.**

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

Troops are automatically locked out of the nut & candy ordering portion at midnight on October 14th.

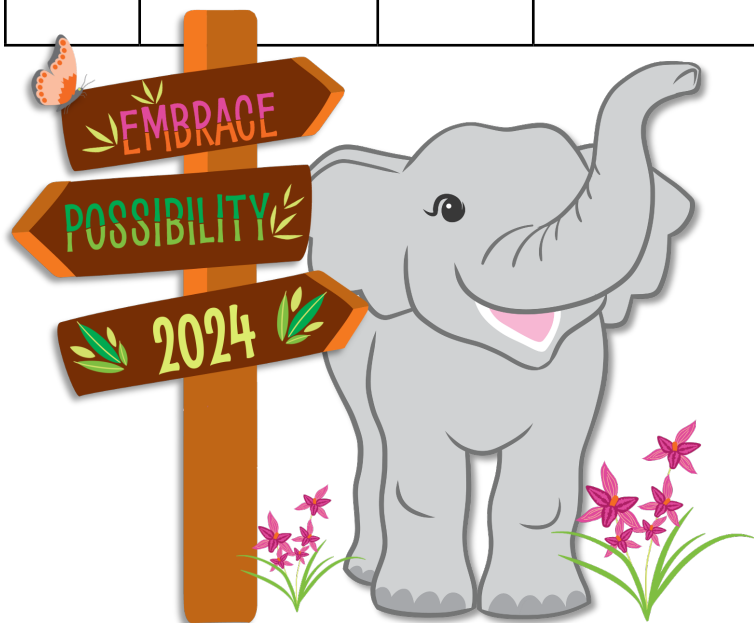
Troops that have not entered their order will need to contact their SUFPC or the Council.

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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	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 M2 Online System Training: <i>Finalizing Your Sale and Q&A</i> 6:30 p.m. Register here.	18	19	20	21	22	23
24	25	26	27	28	29 DIGITAL DAY	30



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.

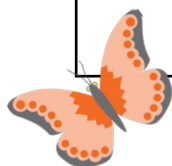
Sell \$20 in online sales and be entered to win \$50 in Passport Bucks. Of those qualifying, one (1) girl will be drawn to win.



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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	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	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				



Prior to December 2nd, 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.

Mid-January 2025:

TFPM will distribute girl rewards to those with a zero balance.

September 5th, 2025:

Passport Bucks expire.