

IGM Fall Program Checklist

Please be sure to contact your Service Unit IGM Coordinator or your Council IGM Coordinator for further information. If you do not know your Service Unit IGM Coordinator or Council IGM Coordinator, please contact Carole Glenn IGM Coordinator at 602.452.7031 or cglenn@girlscoutsaz.org.

Fall Product Inventory

- ☐ IGMs may pick up Fall Product from Service Units.
- ☐ The IGM parent/guardian will be notified for your pick-up date and time.
- ☐ After picking up fall product, your service unit will give you a handwritten receipt. Please be sure to keep ALL of your receipts you receive throughout the season.
- ☐ You will need to deposit all cash received into the Council account.

Please note: If you have damaged or contaminated product, reach out so you can get a replacement from Council.

During the Season

- ☐ IGM Families will be sent an email to participate in Fall Product.
- ☐ Please set up your website when you receive the email on October 1st.
- ☐ Complete your M20S system training.
- ☐ Please work with your girl to create your avatar.
- ☐ IGM families need to be careful when accepting personal checks from customers. The girl's family is responsible to cover the cost of any bounced checks plus bank fees if money is not recovered.

Final Payment

- ☐ A unique difference in participating as an IGM vs Troop IGM Families is that IGM Families deposit all cookie money collected weekly (or more often) into the IGM Bank Account (make sure the girl's name and date are on the deposit slip) and submit the [IGM Deposits Form](#). Make sure to upload a picture of your verified deposit slip with the form. Please submit the form within 48 hours of deposit. Please all final ACH payments are due December 12th.

Rewards

- ☐ IGMs earn additional Program Credits based on a range per IRS Guidelines in lieu of troop proceeds. See here [Fall IGM Program Credit Range](#).