

Fall Product Program Service Unit Guide

Materials Checklist

Please notify the Product Program Manager if you need additional materials. You should receive the following materials in August:

- Troop Receipts
- Girl Materials (each participating girl should receive one of each)
 - Candy/Nut Order Card
 - Flyer (Flyers are online only)

Deadline for online Girl Delivery orders is Oct. 12

Move this to the dates.

Earn Avatar Patches

Each girl who creates an avatar and has \$550 in combined sales will earn a patch with her very own virtual likeness on it! She has many options to choose from to create her avatar including her uniform or a G.I.R.L t-shirt and her patch's background. Check for more details on gsnutsandmags.com/gsapc or the nut/chocolate order card.

To earn the fall & cookie Combined patch:

- Participated in 2025 Cookie Program
- Participates in the 2025 Fall Program

Troop Proceeds

Troop proceeds are automatically calculated by the M2 system. Troops can view the total amount earned by selecting the Banking and Payments link from their troop dashboards.

All proceeds are 15% of sales price

Need Help?

GS Customer Care

productprogram@girlscoutsaz.org | 602-452-7030

M2 Customer Service

question@gsnutsandmags.com | 800-372-8520

Dates to Remember

- **Sept. 8** – Email invitation sent to Service Unit Fall Product Manager (SUFPM) and Troop Fall Product Manager (TFPM) to access the M2 online system.
- **Sept. 15** – Fall Product Program begins.
- **Oct. 5 (by midnight EST)** – Girl order card nut/chocolate sales end.
- **Oct. 6 (by midnight EST)** – Last day for parents to enter nut/chocolate paper order card sales into the M2 online system.
- **Oct. 8 (by midnight EST)** – Troop deadline to enter any nut/chocolate paper order card sales that haven't been previously entered by parents.
- **Oct. 12 (by midnight EST)** – Service Unit deadline to enter any nut/ chocolate order card sales that haven't been previously entered by parents/leaders.
- **Oct. 25-31 (Extended) & Nov. 1-2 (Metro Phoenix)** – Nuts/ chocolates delivered to SU Delivery Specialist
- **Nov. 9 (by midnight EST)** – All online sales close
- **Nov. 11 (by midnight EST)** – Last day for girl reward choices to be made in the M2 site by any girls or troop leaders.
- **Nov. 16** – T17s Due (Parent Outstanding Forms)
- **Nov. 17** – Deadline for all payments to be deposited into troop account.
- **Nov. 20** – ACH
- **December** – Rewards delivered to SU Reward Specialist. Confirm count and distribute to troops.

Rewards

Rewards are automatically calculated in the M2 system and will be visible to girls. Girls must choose when more than one item is offered. If a girl does not make a choice by Nov. 11, the TFPM can indicate which item the girl would like to receive. SUFPM will not need to make reward choices for girls. If no choice is made, the first item in each category on the reward card will be chosen by Council.

December

Rewards will be delivered in ~~early January~~ to the address provided. Count all rewards and compare to shipping list prior to sorting rewards by troop for pickup. Log into gsnutsandmags.com/gsapc and click **Delivery Tickets** from the dashboard menu or choose the Reports link to get the information you need to sort and pack rewards for your troops. Have troops double check their rewards order and sign the receipt at pickup.

Service Unit Fall Product Manager (SUFPM) Responsibilities

Step 1: Set Up in M2

As a SUFPM, you will receive an email invitation to set up your administrative level access to the M2 online system. Click the link included in the email to set your password. Once you set up your account, you can access it by going to gsnutsandmags.com/gsapc and clicking the volunteer button. Be sure to create your M2 avatar!

- Review your troops listed in M2 to ensure all are listed. If you have any missing troops, contact Product Program.
- Fall Product Program troop training is through an online training video. Troop Fall Manager must watch the video in its entirety in order to complete set up in the system.
- There are different ways parents can register for the 2025 Fall Program.
- The TFPM can email the link directly to the parents of the girls through the M2 system. This is a requirement **for** the Troop Manager to receive their personalized patch.
- Council will email the link directly to the parents of the registered girls with the instructions provided in the training video, if the troop leader did not send.
- Troop Fall Managers can also direct their parents to use the "How to get started" page in the girl packet which recommends girls go directly to gsnutsandmags.com/gsapc
- Parents can click on the M2 Media Group icon on the Council Website to direct them to the M2 site.

Step 2: Review Girl/Troop Order/Order Submission

- Parents will enter girl orders from the nut/chocolate order card in the M2 Online system during the sale or by Oct. 6 at midnight EST. Parents should not enter products that were ordered online by customers for girl delivery.
- All online orders are automatically tabulated by the M2 system.
- Remind TFPM they must enter any nut/chocolate orders not entered by parents in the M2 system by midnight EST on Oct. 8.
- To add girl orders
 - From the dashboard click Paper Order Entry
 - Click the pencil next to the girl's name
 - Enter her total number or additional number of nut/chocolate items by variety from her order card.
- Rewards are automatically calculated. Parent/girl deadline for final rewards choices is by Nov. 11 at midnight EST.
- Personalized patches will be mailed directly to the girl using the address in the M2 system.

Step 3: Provide Delivery Information for Products and Rewards

- Be certain to enter your service unit's location for nut/chocolate and reward delivery.
- 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 nut/chocolate items. Post Office Boxes are not an acceptable delivery addresses.
- Nut/chocolate items will be delivered 10/25-31 – Extended Area and 11/1-2 – Metro Phoenix. You must be present to

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

- Be certain to include any information that will be helpful to the delivery agent such as the name of the business, if applicable, or if there is a preferred entrance for the location.
- Rewards will ship to the address you enter into the M2 system and will be delivered in **January**. Note your rewards delivery address can be different than product delivery address. You do not need to be present for the reward delivery.

December

Step 4: Delivery of Nuts and Chocolates

- The delivery agent will reach out to the Delivery Specialist to arrange the date/time to the Service Unit.
- Delivery schedule will be sent out by the Product Service Unit Manager. Contact your troops with the delivery date, time and location.
- When setting troop pickup times, ensure you have ample time to sort the items before troops arrive.
- Log into gsnutsandmags.com/gsapc and click Delivery Tickets from your SU dashboard.
- Print two copies of each troop's delivery ticket to use when sorting orders. Have troops sign one copy at pick-up and retain for your records. Give unsigned copy to troop for their records.
- When reading the delivery ticket, be mindful of cases versus units since troops purchase units and shipments will be packaged both in cases and units. Also remind troops the delivery ticket will include any product that was ordered online by customers as a girl delivered item.
- 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.
- Sort products into troop orders and attach the appropriate Delivery Ticket to each troop's order.
- When the troops arrive to pick up their products, instruct each troop to count and recount their order before signing the delivery ticket. By signing the Delivery Ticket, the troop agrees to the quantities received as listed on the ticket and will be financially responsible for those products.

Step 5: Payment

- Customer payment for nut/chocolate order card sales is collected at time of delivery.
- Troops should decide if they will accept checks as payment. Share this information with girls/parents.
- All funds collected must be deposited into the troop's bank account by Nov. 17, 2025.
- Council will electronically withdraw from the troop's bank account the amount owed to the council via the ACH (Automatic Clearing House) bank network on Nov. 20, 2025. Each troop's balance due will be displayed in the M2 system under the "Banking and Payments" link.