

Fall Product Program Troop Guide



girl scouts
western oklahoma

Important Program Dates!

Early access for Troop Volunteers	Sept 10
Fall Product Program Begins!	Sept. 19
Last Day for in-person & online girl delivered ordering	Oct. 20
Adult/Caregiver deadline for entering in -person orders into M2 system	Oct. 20
Deadline for Troop to enter or edit order card items for participants	Oct. 21
Deadline for SU edits to order card items	Oct. 21
Last day for customers to order direct ship nuts and magazine orders	Oct. 20
Last day for participants/troops to make reward choices	Oct. 24
Delivery of nut/chocolate items to SU volunteers	Nov. 8-16
All money due to Troop	Oct.20
Council ACH	Oct. 30

Getting Started!

1. Follow the link sent to your email address the week of **Sept 10th** to access the M2OS site. If you haven't received your email by the end of the week, contact your Service Unit Fall Product Manager or Customer Service.
2. Complete M2OS system training.
3. Create your volunteer Avatar!
4. **Launch the PAEC (parent/adult email campaign) to the Girl Scouts in your Troop.**

If you have not received an email invitation to access the M2OS site by Sept 10th please visit www.gsnutsandmags.com/admin and select "Forgot Password."

Did You Know?

As an integral part of a Girl Scouts' journey toward leadership, they'll be learning and developing:

Goal Setting

Decision Making

Money Management

People Skills

Business Ethics

Your Troop Earns 10% of all sales from the Fall Product Program!

It's an easy, fun way to **earn startup funds** for your troop activities at the beginning of the Girl Scout year - don't miss out on all the fun!



Earn Customized Patches

Fall Patch

To earn:

1. Create your avatar
2. Send 25+ emails
3. Sell \$300+ in Fall Product
4. Choose your background & your avatar design!

***Troop Leaders earn for \$1200 in total troop sales!**

Cookie Program Crossover Patch

To earn:

1. Fall Criteria: Create your avatar & send 25+ emails
2. 2026 Cookie Program: Sell 350+ packages





Are you Ready?

- ⇒ Girls and Volunteers must have a MY2026 Membership
- ⇒ Troops should be in good standing
- ⇒ Troops and girls should have no debts from previous programs
- ⇒ Troops must have completed 24-25 Year End Financials

New Troops?

Still working on your bank account but eager to participate and get startup funds into your troop to support your programming?
Call or email us to learn how you can still participate.
405-528-4475 or info@gswestok.org.

Choose Your Way to Participate

Product	Sale Type	Product	Delivery to Customers	Troop Proceeds
Nuts/ Chocolate:	In-Person	<ul style="list-style-type: none"> Participants collect money from customers upfront at time of order. Family/Troop enters orders into M2OS by the appropriate deadline Participants turn in money to Troop 	Delivered by participating Girl Scouts to customers	10%
	Online Girl-Delivered	<ul style="list-style-type: none"> Girl Scouts create their personalized storefront in M2OS and send emails to friends and family Customers pay online and participants deliver products Orders are automatically credited to the participants in M2OS 	Delivered by participants to customers <i>(If a Girl Scout/family receives an online order from a customer where they will not be able to deliver the items in person, they will need to contact M2 customer service by Oct.24th to cancel)</i>	10%
	Direct Shipped	<ul style="list-style-type: none"> Girl Scouts create their personalized storefront in M2OS and send emails to friends and family Customers pay online, including the cost of shipping Orders are automatically credited to the participants in M2OS 	Shipped directly to the customer <i>(1-2 weeks standard delivery timeframe after order processing. Customers will have option for expedited shipping)</i>	10%
Mags & More:	Online	<ul style="list-style-type: none"> Girl Scouts create their personalized storefront in M2OS and send emails to friends and family Customers pay online Orders are automatically credited to the participants in M2OS 	Shipped directly to the customer <i>(6-8 weeks standard delivery timeframe after order processing)</i>	10%

Program Wrap-Up

Products

Remember, all product is automatically submitted for fulfillment! There is no “submit” button!

- ⇒ Coordinate with your Service Unit FP Manager to pick up your Troop’s nut/candy items.
- ⇒ Print a delivery ticket for each participant’s order from your dashboard. After you have delivered the items to each Girl Scout, have their parent count/inspect each item and sign the delivery ticket for your records.

Rewards

Girl Scouts must make their rewards selections online by Oct. 24th

- ⇒ If a participant does not make their selections, you may do so through the Troop account until Oct. 24th
- ⇒ Any selections not made by Oct. 24th will automatically default to GSWESTOK Program Credits.
- ⇒ Reward deliveries will be coordinated with your Service Unit FP Manager in a similar fashion to products.

Deliveries

Troops should make sure their Girl Scouts coordinate delivery of product with their customers before Dec. 1st. Happy customers equal return customers!

- ⇒ Participants/Parents/Adults will receive an online report of orders with email addresses and phone numbers of their customers.
- ⇒ Participants may contact customer service for additional customer information if necessary for delivery.

Care to Share

- Care to Share is a great way for customers to give back to the community through donations of products.
- Our council’s Care to Share items will be donated to community & military organizations through our Care to Share program.
For each **\$8** donation, veterans and active-duty service members, both at home and abroad, will be sent one can of candy/nuts.
- Donations are credited to the participant’s sales & troops receive 10% in proceeds per donation sold. Girl Scouts earn the Care to Share patch by receiving **6** or more donations.

Order Card Entry:

- Girl Scouts/Caregivers have until **Oct. 20th** to enter order card items into the M2 system & select rewards. Leaders **MUST** enter or edit any missing/remaining orders by **Oct. 21st**
- How to enter orders:
 - Choose *Paper Order Entry* from your dashboard
 - Click on the plus sign next to the Girl Scout’s name to enter or edit orders – DO NOT enter online girl-delivered product
 - Enter total ordered items by variety from order card – Click *Update* & make sure totals match the order card
 - Where’s the SUBMIT button? There is no submit button as orders are transmitted for fulfillment automatically on **Oct. 20th** (Oct. 21st for troop leaders & SU) after system is locked & council submits orders

Tips!

- Only order the exact number of products sold – do not over order because product cannot be returned to GSWESTOK. Troops will be liable for the cost of any over ordering.
- Rewards are automatically calculated upon order items entered but could take up to 1 hour to update after adjustments have been made to products sold

Rewards

Girl Scout rewards can be found on the back of the order card.

- Participants should register online to track reward progress & select rewards as they are earned!

Troop Banking & Payment Collection

- Troops must have a GSWESTOK approved bank account
- Payment (cash, check, or electronic) is collected from customers upfront at the time an in-persons order is placed
- Should your Troop choose to accept checks, they should be made payable to your Troop
- Deposit all funds into your Troop bank account
- Funds owed to GSWESTOK will be collected via ACH by **Oct. 30th**
- Steps to locate your Troops balance due:
 - Click *Banking and Payments* link on your Troop dashboard to view overview of all sales & proceeds
 - Or Click *Report* link -> *Troop Orders Report* or download your Troop's delivery ticket with financials toggled on
- If a Girl Scout does not turn in money to your Troop by **Oct. 20th**, DO NOT place their order. Instead, contact their adult/caregiver immediately, inform your SUFPM, and document any issues. Again, in-person orders should NOT be entered into the M2 system unless payment has been received by the Troop.
- Online sales/orders will reflect as paid in the M2 system and final funds or ACH (if applicable by this time) will be adjusted for Troop to earn proceeds on these sales
- If a Troop decides to accept checks, be sure to indicate phone numbers & driver's license numbers on check. GSWESTOK recommends to only accept checks from customers you know & are comfortable contacting if issues occur.

FAQs

Please visit our support site at support.gsnutandmags.com for more information.

Here are a few frequently asked questions as you get started:

Q: My Girl Scouts are attempting to register and get a "Campaign is Currently Unavailable" message.

- Girl Scouts cannot begin online account registration until the program start date Sept. 19th.

Q: I entered the email addresses to send access notifications to the Girl Scouts in my Troop. The site says, "Queued for Sending", but how long does it take to send?

- Access emails will not be sent to the participants until the start date of the program.

Q: I am a Volunteer and have a Girl Scout participating. Can I use the same email address for my Volunteer and Participating accounts?

- Yes! You will be notified upon login as to which account you are signing on to. Volunteer accounts are accessed at: www.gsnutsandmags.com/admin, and participating accounts are accessed at: www.gsnutsandmags.com/gswestok.

Q: One of my Girl Scouts received an online girl-delivered order that the family is unable to deliver. How do I remove it?

- The parent/guardian (or customer) will need to contact M2 Customer Service to have the order cancelled and removed from the system. This cancellation MUST be completed before the end of parent paper order card entry Oct. 20th.



We Appreciate You!

Thank you for being an integral part of the Fall Product Program that supports your girls, troop, & Council.

Questions?

For questions regarding specific Council related details, contact your Service Unit or local Council office.

Girl Scouts Western Oklahoma: info@gswestok.org or 405-528-4475

Service Unit Fall Product Manager

Name: _____

Email: _____

Phone: _____

For questions regarding M2OS or other general sale questions, contact M2 Customer Support!

M2 Customer Service support.gsnutsandmags.com or 800-372-8520