



# 2023 FALL PRODUCT PROGRAM KIT

Get ready to own your magic with the 2023 Fall Product Program.

**IN-PERSON SALES: SEPTEMBER 29 - OCTOBER 22**  
**GIRL DELIVERY SALES: SEPTEMBER 29 - OCTOBER 24**  
**ONLINE DIRECT SHIP SALES: SEPTEMBER 29 - OCTOBER 27**

The Fall Product Program allows Girl Scouts to learn valuable life skills such as goal setting, people skills, and money management while earning Troop Proceeds and great rewards!

## HOW IT WORKS - FOR GIRL SCOUTS:

Girl Scouts sell delicious nuts, candy, and magazines to earn cool rewards. For their achievements, they can earn patches, a star projector, Apple AirPods®, and more!

Girl Scouts can even create their own custom avatar and earn a personalized patch!

## HOW IT WORKS - FOR VOLUNTEERS:

The Troop Product Manager (TPM) is the volunteer who oversees the program for a troop—including hosting a kickoff meeting for Girl Scouts and their parents/guardians, collecting money and forms, and reviewing and submitting the final orders online. The TPM may be a troop leader—or another volunteer can step up and help. Volunteers can create their own custom avatar and earn a personalized patch just for helping their troop participate (two volunteer patches available per troop).

If you're working with a Juliette (individual) Girl Scout, you'll want to follow along with steps and information listed for troops, but also refer to the 2023 Fall Product Program Juliette Guide. *We'll highlight any areas where you'll want to pay special attention to the steps for Juliettes in Girl Scout green!*

## WHAT TROOPS EARN:

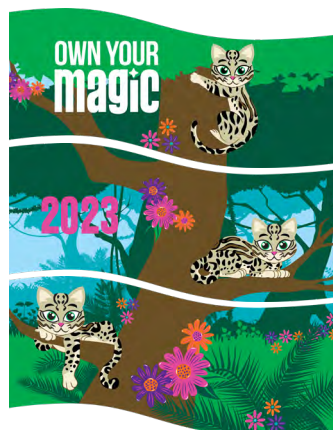
Troops earn 15% of all nut and candy sales and 20% of all magazine sales (including the BarkBox and Tervis® Tumblers online-only products).

Any troop (all grade levels) can choose to opt-out of all rewards and Munch Money to receive an additional 2% in Troop Proceeds!

*Juliettes, refer to the 2023 Fall Product Program Juliette Guide for more information on how you can earn Juliette Program Credits for your sales.*

## CHECK OUT THIS YEAR'S PATCH SET!

Girl Scouts will want to earn all three—they fit together!



**ATTENTION!**  
For the most up-to-date Girl Scout Fall Product Program info be sure to visit The Bridge ([gsgibridge.com](http://gsgibridge.com)) and read your weekly Shout Out! newsletter. Need to sign up for the Shout Out! newsletter? Scan this QR code or visit [girlscoutsowa.org/shoutout](http://girlscoutsowa.org/shoutout).



# IMPORTANT DATES/PROGRAM OVERVIEW

## MONTH OF SEPTEMBER

Host Your Troop Kickoff Meeting! Resources available on The Bridge ([gsgibridge.com/fallprogram](http://gsgibridge.com/fallprogram)). See page 5 for details on how to host this meeting!

## WEEK OF SEPTEMBER 11

Materials start arriving to troops and Juliettes.

## SEPTEMBER 19

Virtual Fall Product Program Kickoff! See page 4 of this guide for more info and register to watch the premiere at [girlscoutsiowa.org/events](http://girlscoutsiowa.org/events)!

## SEPTEMBER 21

Attend the virtual live Fall Product Program training from 6:00 p.m. to 7:00 p.m., focusing on learning specifics of the program and offering a platform for you to ask any questions you have. Specialized pre-recorded training for specific roles and finance management will also be available on The Bridge! ([gsgibridge.com/fallprogram](http://gsgibridge.com/fallprogram))

## SEPTEMBER 22

Email invitations are sent to all registered volunteers with directions to access the M2 system. Log in and watch a short system training video, create your own custom avatar, and schedule your parent/guardian emails to go out on September 29.

## SEPTEMBER 29

TPMs can send the parent/guardian launch email in the M2 system, inviting Girl Scouts to access their M2 account. **ORDER CARD AND ONLINE SALES BEGIN!**

## SEPTEMBER 30

Email invitations sent to all registered Girl Scouts who have not logged into their M2 account yet with directions to get started.

## OCTOBER 20

Bank account information due.

## OCTOBER 22

In-person sales end. All Nut Order Cards and money due to the TPM. Last day for Service Unit Product Chairs (SUPCs) to enter delivery station details into M2.

## OCTOBER 23

Girl Scouts of Greater Iowa (GSGI) Staff available over phone and email until 9:00 p.m. for support.

## OCTOBER 24

Online girl-delivery sales end. Last day for TPMs to enter Nut Order Card sales in the M2 system.

## OCTOBER 27

Online magazine and Direct Ship nut orders end.

## OCTOBER 30

Last day for Reward Orders to be entered into the M2 system.

## BY OCTOBER 31

Last day to deposit all money collected into the troop bank account.

## NOVEMBER 2

Total balance due for product emailed to the TPM. The amount due will be auto withdrawn from your troop bank account November 8.

## NOVEMBER 5

[Payment Adjustment Forms](#) and [Girl Shortage Forms](#), if applicable, due by 11:59 p.m. Any Girl Shortage Form submitted must also include the Girl Scout's signed [Product Program Permission Form](#).

## NOVEMBER 8

Payment for product auto withdrawn from troop bank account.

## NOVEMBER 8-13

Nuts and candy are delivered to each service unit, then to troops.

## BY NOVEMBER 22

Girl Scouts should have product delivered to customers.

## JANUARY 2024

Rewards delivered to service units, then to troops and Girl Scouts as soon as possible.

## NOTES

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# SIMPLE FOR GIRL SCOUTS AND FAMILIES!

It's easy to participate with in-person or online options! Girl Scouts sell nuts, candy, and magazines—and they can choose to sell in-person, online, or BOTH.

## PERSONALIZED ONLINE STORE

Girl Scouts set up an online store and invite their customers to shop online via email, social media, and text messages! Here are some great benefits to selling online:

- ▲ Customers pay online with a credit card and have items shipped directly to them OR they can choose Girl Delivery for online purchases of select nut and candy items!
- ▲ All online orders are tracked instantly. Girl Scouts and troops will earn credit for the sales, and volunteers can see the record of each one.

**MAGAZINE ORDERS** - The standard delivery time frame for magazines is 6-8 weeks after order processing (based on how often the magazine is published). Magazine renewals will begin after the current subscription ends.

**BARKBOX AND TERVIS® TUMBLERS** - Each BarkBox comes with a custom Pose & Play Beret dog toy as well as one canister of Berry Trios™ dog treats. Tervis® provides a wide selection of premium insulated tumblers and water bottles. These items will be sold exclusively online by Girl Scouts and shipped directly to their customers.

**OTHER ONLINE ORDERS** - The standard delivery time frame for nut and candy orders is 1-2 weeks after order processing. Customers can select expedited shipping when placing an order.

**SHIPPING COSTS** New this year, we will be moving to flat rate shipping for customers who opt to have products shipped directly to them. Prices are listed below.

Items	Shipping Cost
1-3 Items	\$14
4-6 Items	\$17
7-9 Items	\$20
10-12 Items	\$23
Every three thereafter	+\$3
Ground with ice = additional \$2	
2nd day air with ice = additional \$20	

If customers are looking to reduce their shipping costs, remind them that they can order online for Girl Delivery—depending on their location, of course!

## IN-PERSON SALES

The Nut Order Card gives customers the choice of 16 great nut and candy items. Girl Scouts collect money when they take an order. They can accept cash or checks made payable to: Girl Scouts or Girl Scout Troop # \_\_\_\_\_. Girl Scouts must return to deliver the product. Orders will arrive in time for delivery to customers before Thanksgiving!

There is no paper order form for magazines or the new BarkBox and Tervis® Tumblers offerings. The online platform ensures customers receive their magazine subscriptions, BarkBox, and Tervis® Tumblers as soon as possible.

After a Girl Scout designs their custom avatar, they can print their own personal business cards with the avatar. These are great to hand out to customers who are unsure of what they would like to order or would like to see a larger selection online. Girl Scouts who use these see a greater increase in sales!

## DONATIONS | CARE TO SHARE

Customers can also donate to Girl Scouts in-person or online. These Care to Share donations allow troops to help locally distribute snack items to our hometown heroes such as firefighters, police officers, first responders, and military personnel. Specific items are not guaranteed.

To take a donation in-person, simply enter the quantity ordered in the Care to Share column on the Nut Order Card and collect money. With six donations, Girl Scouts will earn the Care to Share Patch.

## ALL ORDERS MUST BE ENTERED INTO THE M2 SYSTEM

The M2 system makes it super simple for each Girl Scout to enter their own order card sales directly into the system, as well as selecting their reward choices. If that won't work for all families in your troop, don't worry! The TPM should still collect order cards, along with money collected, at the end of the program, so you can ensure everything is in the system correctly. Online orders for Girl Delivery should not be entered manually—those will be automatically tracked in the system.



# REWARDS AND VOLUNTEER INCENTIVES

## GIRL SCOUT REWARDS

Girl Scouts earn rewards and patches as they reach each level outlined on the Nut Order Card. Rewards are cumulative.

Girl Scouts can earn Program Credits called Munch Money, which is awarded on a digital account and can be spent on Girl Scouts of Greater Iowa (GSGI) programs, camps, shop items, and even next year's Girl Scout membership. Munch Money can be chosen instead of rewards at levels indicated on the Nut Order Card and does not automatically accumulate based on sales.

For more information about Munch Money, check out the [2023-24 Program Credit Policy](#) found on The Bridge.

**FALL PERSONALIZED PATCH:** Girl Scouts will love earning their avatar patch! To earn, they need to:

- ▲ Create their avatar in the M2 system (They can choose a background for their avatar and even what they wear!)
- ▲ Send 18+ emails during the Fall Product Program
- ▲ Use the "Share My Site" function in the M2 system
- ▲ Sell a total of \$350 in combined nuts & candy and magazines

**COOKIE CROSSOVER PATCH:** Girl Scouts will be able to earn a Cookie Crossover patch featuring their custom avatar! To earn this one, they'll need to participate in both the 2023 Fall Product Program and the 2024 Girl Scout Cookie Program and meet the following criteria:

- ▲ Create their avatar in the M2 system
- ▲ Send 18+ emails during the Fall Product Program
- ▲ Use the "Share My Site" function in the M2 system
- ▲ Sell 300+ packages of cookies during the 2024 Girl Scout Cookie Program

## TROOP REWARD

All troops who have a per-girl-average of 50 items sold will earn a premium booth time slot during the 2024 Girl Scout Cookie Program OR an exclusive Girl Scouts of Greater Iowa tote bag! Instructions on how to make your troop's selection will be sent at the end of the 2023 Fall Product Program. ***Juliettes, you are eligible for this reward too – you'll just need to pair up with another Juliette or troop for the booth sale.***

## VOLUNTEER INCENTIVES

We recognize the time and commitment you put in to help Girl Scouts achieve their goals! Volunteers will receive a custom avatar patch too—all you need to do is send the Parent/Guardian Email Blast in the M2 system (by September 29). Then, create your avatar and help Girl Scouts in your troop participate in the Fall Product Program!

There is a \$1 minimum sale amount to earn your volunteer patch, and each participating troop can receive two volunteer patches. For the second volunteer patch, an additional troop leader/volunteer just needs to log into the M2 system and create a personalized avatar.

TPMs and SUPCs will also earn the Cookie Crossover patch when your troop or service unit participates in both the Fall Product Program and Girl Scout Cookie Program!

## RETURNING THIS YEAR! GSGI VIRTUAL FALL PRODUCT PROGRAM KICKOFF

Jump-start your Fall Product Program with GSGI's Virtual Fall Product Program Kickoff. Join us for the virtual kickoff on September 19 to learn the ins and outs of the Fall Product Program, take a closer look at some of the amazing rewards, meet Ozzie the Ocelot, and discover how you can "Own Your Magic." BONUS: Find out how you can win the giant ocelot stuffed animal! Sign up for free and earn your Fall Product Program Kickoff patch at [girlscoutsiowa.org/events](https://girlscoutsiowa.org/events).

This will be a pre-recorded video that you can watch with your Girl Scouts even if you are unable to catch the premiere on September 19! Registration is still required to receive the Fall Product Program Kickoff patch.

# TROOP KICKOFF MEETING

Share the excitement of the Fall Product Program with every family in your troop! Understanding the benefits for their Girl Scouts and the troop is key to full participation, even if it's just selling one item. Plus, it's EASY! Simply fill in the custom information for your troop in the Family Welcome Letter and then use that as a script for your kickoff meeting with your parents/guardians. When speaking with Girl Scouts in your troop, don't worry so

much about dates and deadlines, but focus on what they'll do, why they're doing it, and how it will benefit them and their whole troop.

You can host a virtual kickoff meeting with your troop families! Just email or drop off the materials for each Girl Scout and host an online meeting to talk to families about the program.

## SET UP

Create packets of each item listed below (one per Girl Scout). Make sure the **Product Program Permission Forms** are on top so they can fill those out and return them right away.

- ▲ **Product Program Permission Form**
- ▲ Family Welcome Letter (Download, customize, and print before the meeting)
- ▲ Nut Order Card
- ▲ Money Envelope
- ▲ M2 Flyer

## KICKOFF MEETING AGENDA

### GIRL SCOUTS AND THEIR PARENTS/GUARDIANS ARRIVE.

- ▲ Introduce the Fall Product Program. Have the Girl Scouts look at their Nut Order Card and show them all of the great rewards or Munch Money they can earn! Once you're done with your Girl Scout message, be sure to have an activity ready for them to do while you're talking to the parents/guardians. Having extra help during this meeting is key!

### INTRODUCE THE FALL PRODUCT PROGRAM TO ADULTS.

- ▲ Let your families know what the guidelines are for Girl Scouts to participate:
  - ◡ Girl Scouts must be registered as Girl Scout members for the 2023-2024 year.
  - ◡ A parent/guardian must sign a Product Program Permission Form for each Girl Scout. You will want to collect the signed forms at your kickoff meeting.
  - ◡ Families should have no outstanding debt with Girl Scouts of Greater Iowa (GSGI) from a previous Product Program. If families have outstanding debt, Girl Scouts may be limited to participating online only. If this applies to someone in your troop, we will notify you before the program begins.
- ▲ Walk through the Family Welcome Letter with them to outline expectations and deadlines.

### GET GIRL SCOUTS SET UP ONLINE

With the M2 system, it is easier than ever for Girl Scouts to set up online, starting on September 29. As the TPM, once you've set up your account, you'll have the option to send the parent/guardian launch emails to all Girl Scouts on September 29 and you can set this up any time after you gain access to the M2 System on September 22. If you miss that step, not to worry—we'll email all Girl Scouts who haven't logged in an invite to the system on September 30.

- ▲ Communicate to families that it will take just about 10 minutes to launch their program online—starting with creating their very own custom avatar! The system will prompt them to enter at least 18 emails for friends and family, which is all they need to do to earn their Own Your Magic patch.
- ▲ For the best results, Girl Scouts can use the online system as well as the Nut Order Card. The online system will allow them to email customers, make online sales, select rewards items, track their sales, print their custom business cards, and enter paper orders. The Nut Order Card is a great option to show the top-selling nut and candy items to local friends and family!

If a family sets up their online account, they can also make their own reward selections for their Girl Scout!

# WRAPPING IT ALL UP

## WRAP-UP MEETING OR DROP-OFF NIGHT

- Collect all paperwork and money from each of your families by October 22.
- Collect each Girl Scout's Nut Order Card and all money. Make sure the Nut Order Card shows the total dollar amount at the bottom.
- Count the money with the parent/guardian to ensure both parties have confirmed they match. Then provide a signed receipt.
- Did they make their reward selections? These can be circled on the back of the Nut Order Card or selected in their M2 account.

Online Direct Ship orders and number of emails sent will automatically be tracked in M2. Submit your orders to ensure customers receive their product on time. There may be some cases where parents turn in orders without the appropriate amount of money. If that is the case, please see the "Money Matters" section below.

## HANDLING MONEY



## MONEY MATTERS

Deposit all cash and checks, in their original form, into the troop's bank account no later than October 31. Payment is auto withdrawn from your troop bank account on November 8. Each troop will receive an email on November 2 with the amount being withdrawn. Troop proceeds are calculated and left in your account. **Juliettes, check out the 2023 Fall Product Program Juliette Guide for more information on how you will handle money.**

## WHAT TO DO IF?

### IF YOU RECEIVE A BAD CHECK OR EXPERIENCE THEFT:

- Please contact Girl Scouts of Greater Iowa (GSGI) as soon as possible at [info@gsiowa.org](mailto:info@gsiowa.org).

### IF FUNDS ARE NOT AVAILABLE TO WITHDRAW FROM YOUR TROOP BANK ACCOUNT:

- Fill out a **Payment Adjustment Form**, which can be found on The Bridge ([gsgibridge.com/fallprogram](https://gsgibridge.com/fallprogram)). This form must be submitted by November 5 at 11:59 p.m. for the withdrawal to be adjusted in time.

### IF A PARENT/GUARDIAN TURNS IN LESS MONEY THAN THE AMOUNT DUE WITH CUSTOMER ORDERS:

- Submit your product orders to ensure customers receive their product on time.
- Submit the following by November 5 at 11:59 p.m. so we can adjust the troop's auto-withdrawal by the amount owed:
  - Signed Product Program Permission Form
  - Documentation (emails, text, phone records) of at least two collection attempts
  - Girl Shortage Form
- GSGI will contact the family to arrange for payment. Troops will be credited for the shortage only if all requested materials are provided by the deadline. If the deadline is not met and/or no signed Product Program Permission Form is provided, the troop will be credited only after GSGI is successful in collecting the shortage amount.
- If a Girl Scout receives an online order for Girl Delivery from someone where they will not be able to deliver the items in person, they will need to contact M2 Customer Service by October 24 to cancel.

## SUBMITTING ORDERS BY OCTOBER 24

Once you've collected all Nut Order Cards and money, enter that information into the M2 system for product and rewards to be ordered and troop proceeds to be calculated. Need help? Girl Scouts of Greater Iowa (GSGI) staff will be available until 9:00 p.m. on October 23 at 800-342-8389.

### ENTERING PRODUCT AND REWARD ORDERS FOR EACH GIRL SCOUT

1. Girl Scouts will have access to enter their own product and rewards orders in M2's user-friendly system. At the end of the program, if a Girl Scout needs their orders entered, the TPM will have access to complete order entry.
2. For each Girl Scout, if the parent/guardian has not already entered nut and candy orders, enter the total amounts for each nut and candy item based on the Nut Order Card. Online Girl Delivered items should not be re-entered.
3. Select rewards where a selection needs to be made at each level if the parent/guardian has not already made their reward selections. Keep Nut Order Cards until product delivery. These will be given back to each family so they can deliver orders to their customers.

**ONLINE ORDERS:** Have questions or issues with an online order? Customers can contact M2 Customer Care at 800-372-8520 or email [question@gsnutsandmags.com](mailto:question@gsnutsandmags.com) for all online order inquiries.

## PRODUCT AND REWARDS DELIVERY - BEGINNING NOVEMBER 8

Your SUPC will notify you, the TPM, when they know the date and time your product and rewards will be ready to pick up. Nut and candy deliveries will happen between November 8 and 13. Rewards will be delivered to service units in January 2024.

### TPMS PICKING UP PRODUCT AND REWARDS FOR YOUR TROOP:

- Before you go to pick up the nut and candy or rewards for your troop, print your Delivery Ticket (for product or rewards) from M2 (Product Management > Delivery Tickets). This will show you what you should be picking up that day.
- Be sure to count items TWICE before you sign a receipt.
- If you notice anything damaged or missing, note it on your receipts and let GSGI know as soon as possible!
- Both you and the SUPC should sign the Delivery Ticket, and each should keep a copy.

### DISTRIBUTING ITEMS TO YOUR TROOP:

- To sort items by each Girl Scout, print the Girl Order Report for all Girl Scouts. Don't allow any pickups until you have sorted them for everyone.
- Give parents/guardians a date and time that they can pick up their items.
- Both of you should count the items TWICE before the receipt is signed.
- Both of you should sign the Girl Order Report and each should keep a copy.
- Don't forget to give them back their Nut Order Card too!
- Be sure to celebrate your troop's hard work! Both you and the Girl Scouts worked hard during the Fall Product Program and should feel great about your results!
- Munch Money will be sent via email directly to each parent/guardian.



# REMINDERS: HOW TO GET STARTED

## ARE YOU REGISTERED AS A GIRL SCOUT VOLUNTEER FOR THE 2023-2024 YEAR?

- Yes! Great! We're so happy you're here.
- No? Register online at [girlscoutsiowa.org/join](https://girlscoutsiowa.org/join) or give us a call if you need help!

## VISIT THE BRIDGE

Be sure to visit [gsgibridge.com/fallprogram](https://gsgibridge.com/fallprogram) and bookmark this page! It will be your one-stop-shop for all things related to the Fall Product Program.

## ON THE BRIDGE, FILL OUT THE TROOP PRODUCT MANAGER AGREEMENT FOR ALL TROOPS YOU ARE WORKING WITH.

This lets us know your troop is participating! We'll sign you up for our weekly Shout Out! newsletter, and get your troop set up in the online Fall Product Program system.

## DO YOU HAVE A TROOP BANK ACCOUNT?

- Yes! Woo-hoo! You're almost ready to go!
- No? These are required to participate. If you need help, check out Bank Accounts under "How To" on The Bridge ([gsgibridge.com/bank-accounts](https://gsgibridge.com/bank-accounts)) or give us a call!

## ATTEND THE LIVE TRAINING IN SEPTEMBER OR WATCH A RECORDING ONLINE.

Tune in live on September 21 from 6:00 p.m. - 7:00 p.m. - register for this training on The Bridge! Recordings will also be available on The Bridge for those who can't make it.

## LOOK FOR THE WEEKLY SHOUT OUT! NEWSLETTER IN YOUR INBOX EVERY THURSDAY EVENING!

The Shout Out! newsletter will have important reminders, program updates, and the most up-to-date information on how to manage the program with your troop.

## THAT'S IT! NOW YOU'RE READY TO GET STARTED.

We'll be right here to support you! Give us a call at [800-342-8389](tel:800-342-8389) or email us anytime at [info@gsiowa.org](mailto:info@gsiowa.org).

*Juliettes - head over to the 2023 Fall Product Program Juliette Guide for more information on how you can get started with the Fall Product Program!*

# RESOURCES

The Bridge: <i>Trainings, Forms, and Program Kits</i>	Visit <a href="https://gsgibridge.com/fallprogram">gsgibridge.com/fallprogram</a>
Shout Out! newsletter: <i>The best resource for up-to-date information on the Product Programs.</i>	In your inbox every Thursday! If you're not already getting these, sign up at <a href="https://girlscoutsiowa.org/shoutout">girlscoutsiowa.org/shoutout</a>
M2: <i>The website where you will manage all aspects of product and reward ordering.</i>	<a href="https://gsnutsandmags.com/gsgi">gsnutsandmags.com/gsgi</a>
M2 Customer Care: <i>Your resource for M2 specific questions.</i>	Phone: <a href="tel:800-372-8520">800-372-8520</a> Email: <a href="mailto:question@gsnutsandmags.com">question@gsnutsandmags.com</a>
Official Girl Scouts of Greater Iowa Facebook Leaders Group: <i>Connect with other GSGI Volunteers!</i>	<a href="https://girlscoutsiowa.org/leadersgroup">girlscoutsiowa.org/leadersgroup</a>
Girl Scouts of Greater Iowa (GSGI) Staff	Phone: <a href="tel:800-342-8389">800-342-8389</a> Email: <a href="mailto:info@gsiowa.org">info@gsiowa.org</a>

