

2023

FALL PRODUCT
TROOP
guide



OWN YOUR
magic



FALL PRODUCT PROGRAM TROOP MANAGER GUIDE

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WELCOME TO THE M2 ONLINE SYSTEM!

Volunteers will be able to see all online orders in real-time, view troop rosters, message troop members, post messages, and easily track troop members' activity, select rewards and pull reports.

Girls, and their caregivers, will be able to enter Nut & Candy card orders and select their rewards, saving the troop leader time!

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important note!

**DO NOT ADD GIRLS IN THE M2 ONLINE SYSTEM!
THIS CAN ONLY BE DONE AT THE COUNCIL LEVEL.**

Be sure to verify that all registered girls are listed in the M2 Online System prior to when orders are due. If you need assistance in adding a girl, please contact Council Customer Care at 800.624.4185 or info@girlscoutshs.org.

important resources

BE SURE TO SAVE THIS INFO!

Print it. Save it to your desktop. Put it in the notes of your phone!

COUNCIL CUSTOMER CARE

800.624.4185 | info@girlscoutshs.org



M2 ONLINE SYSTEM

www.gsnutsandmags.com/gshs



GIRL SCOUTS HEART OF THE SOUTH'S WEBSITE

www.girlscoutshs.org

COUNCIL FALL PRODUCT RESOURCES:



www.girlscoutshs.org/fallproduct



Google Docs for Fall Products

ADDITIONAL NECESSARY FORMS



Caregiver Permission Form



Product Receipt



ACH Authorization & Bank Information Form



Girl Order Summary



Troop Product Program Manager Agreement & Policies



ACH Shortage Form



Outstanding Balance Form



To attend any troop webinar you are required to register for it.

Click the links or scan the QR codes below to register.



[Troop Fall Product Manager Webinar: FP Program Training](#)

Sunday, August 27th
3:00 p.m.



[M2OS Training: Orders & Rewards](#)

Tuesday, October 10th
6:30 p.m.



[Fall Product 101: For New Leaders](#)

Tuesday, August 29th
6:30 p.m.



[M2OS Training: Delivery](#)

Monday, November 6th
6:30 p.m.



[Troop Fall Product Manager Webinar: FP Program Training](#)

Thursday, August 31st
7:00 p.m.



[M2OS Training: Finalizing Your Sale](#)

Monday, November 20th
6:30 p.m.









[M2OS Training: Starting Your Sale](#)

Tuesday, September 5th
6:30 p.m.

EARN YOUR FINANCIAL LITERACY BADGES WITH THE FALL PRODUCT PROGRAM!

Grade Level	Badge	What Girls Learn
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<p>daisies </p>	 	<p>Money Counts Money basics – identify different coins, and bills, and know what they’re worth.</p> <p>Making Choices The difference between needs and wants, how to save for something they want, and how to help others with what they need.</p>
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<p>brownies </p>	 	<p>Money Manager How much common items cost and how to make change.</p> <p>Philanthropist Philanthropy basics, including how to help others by giving money, items, or time.</p>
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<p>juniors </p>	 	<p>Business Owner The basics of running a business – coming up with a business idea, offering great customer service, and doing consumer research.</p> <p>Savvy Shopper An advanced look at “needs versus wants” that includes figuring out what triggers their “wants” and make being a savings plan.</p>
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<p>cadettes </p>	  	<p>Budgeting How to create a budget that reflects their values.</p> <p>Comparison Shopping How to be a safe and savvy shopper online.</p> <p>Financing My Dreams How to finance their big dreams for the future.</p>
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<p>seniors </p>	 	<p>Financing My Future How to build a plan for their future education, which includes researching ways to pay for it.</p> <p>Buying Power How to make big purchases that require an ongoing financial commitment (i.e. car payments, monthly cell phone charges, etc.).</p>
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<p>ambassadors </p>	 	<p>On My Own How to create a “future budget” to determine the cost of living on their own.</p> <p>Good Credit How to establish good credit and compare different ways to borrow money.</p>
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MEET THE MERCHANDISE



YOUR NEW FAVORITES!



\$8

Cheddar Caramel Crunch

Cheese crackers, cheddar corn sticks, caramel cheddar puffs & mini pretzels.



\$8

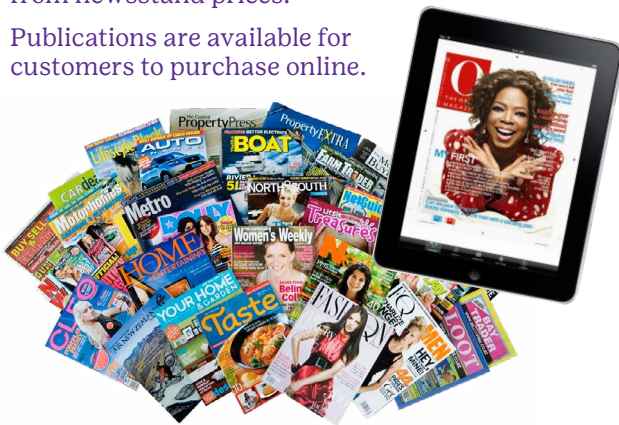
Thai Chili Mix

Sweet Thai Chili almonds, rice crackers, wasabi peas, sesame sticks, garlic bread sticks & sriracha corn nuggets.

MAGAZINES

Customers will enjoy browsing through their favorite titles and selecting subscriptions of the most popular paper and digital magazine titles at a drastic savings from newsstand prices.

Publications are available for customers to purchase online.



NUTS & CANDY

Customers can select from a large variety of premium chocolates, gourmet candies, nuts and snack mixes.

Paper order forms have a limited variety of items offered, but customers can log on to see additional nut and candy items offered through the [M2 Online System](#).



BARKBOX

With the addition of the BarkBox to our Fall Product Program, Girl Scouts can share their passion for animals, generate troop funds, and give customers the option to purchase something for every member of the family. Each box comes with a custom Pose & Play Beret dog toy and one canister of Berry Trios™ dog treats. The BarkBox will be sold exclusively online by girls and shipped directly to customers. *Did you know that over half of U.S. households today have a dog?*



TERVIS® TUMBLERS

Adding these tumblers to our Fall Product lineup ensures all consumers can find a product they love, while also supporting their Girl Scout and her troop. Tervis® provides a wide selection of premium insulated tumblers and water bottles, ranging from top sellers to your favorite MLB®, NFL®, and collegiate sports teams and more. All items will be shipped directly to customers.

more
new
items!

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.

SEPTEMBER 2023						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
AUG. 27 Troop Fall Product Program: <i>Training Webinar</i> , 3 p.m. Register here.	AUG. 28	AUG. 29 Fall Products 101: <i>Webinar for New Leaders</i> , 6:30 p.m. Register here.	AUG. 30	AUG. 31 Troop Fall Product Program: <i>Training Webinar</i> , 7 p.m. Register here.	1 FORMS DUE TO COUNCIL: 1. Troop Product Program Coordinator Agreement and Policies 2. ACH Forms Submit form to info@girlscoutshs.org Service Unit & Troop access open to M2OS.	2
3	4	5 M2 Online System Training: <i>Starting Your Sale and Q&A</i> 6:30 p.m. Register here.	6	7	8	9 FALL PRODUCT PROGRAM OFFICIALLY BEGINS. Girls begin taking orders in person & online.
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

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 2023-2024 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.

Program dates



Registration is required prior to all webinars. Links to each registration are below.

OCTOBER 2023						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3 FORM DUE TO COUNCIL: Troop ACH Form Submit to info@girlscoutshs.org .	4	5	6	7
8	9	10 M2 Online System Training: <i>Entering Girl Orders and Q&A</i> 6:30 p.m. Register here.	11	12	13 Girls Submit to Troop and/or Online: • Nut/candy orders • Reward choices (selected online or on Girl Order Summary) NOTE: Girls can continue selling all online items through 11/29/23.	14 START DATE: Troop Paper Order Entries into M2OS .
15	16 DEADLINE: 1. Troop opt out in M2OS . 2. Troop Paper Order Entry. Enter nut/candy order by girl in M2OS* .	17 DEADLINE: Last day for online girl delivery orders.	18	19	20 START DATE: Nut/Candy delivery tickets available to troops in M2OS .	21
22	23	24	25	26	27	28
29	30	31	NOV. 1	NOV. 2	NOV. 3	NOV. 4



Troops are automatically locked out of the nut & candy ordering portion at midnight on October 16th.

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

Program dates



Registration is required prior to all webinars. Links to each registration are below.

NOVEMBER 2023						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
OCT. 29	OCT. 30	OCT. 31	1	2	3	4
5	6 M2 Online System Training: <i>Delivery and Q&A</i> 6:30 p.m. Register here.	7	8	9 Nut & Candy Items Delivered to Service Units. Girls begin delivering Nut & Candy orders.	10 Nut & Candy Items Delivered to Service Units.	11 Nut & Candy Items Delivered to Service Units.
12	13 Girls/Troops can begin requesting additional product while supplies last. Contact Customer Care at 800.624.4185 or info@girlscoutshs.org .	14	15	16	17	18
19	20 M2 Online System Training: <i>Finalizing Your Sale and Q&A</i> 6:30 p.m. Register here.	21	22	23	24 Digital Day!	25
26	27	28	29 Final Day for all online orders. Girls submit payment to Troops. Final Day for girls to select awards online.	30 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.	DEC. 1	DEC. 2



Digital Day November 24th

Girls send 20 emails through the M2 Online System to be entered to win a Bluetooth tower speaker. 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.



Program dates



Registration is required prior to all webinars. Links to each registration are below.

DECEMBER 2023						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
NOV. 26	NOV. 27	NOV. 28	NOV. 29	NOV. 30	1	2
3	4	5	6	7	8	9
			<p>Last Day for Girls & Troops to request more products from service centers. Troop ACH Shortage Information & Outstanding Balance Forms due to Council. All information must be submitted through the ACH Shortage link. Contact Customer Care at 800.624.4185 or info@girlscoutshs.org.</p>	<p>← After 12/6 if no outstanding balance forms are submitted, the TFPM will be responsible for payments of outstanding debts owed by parents.</p>		
10	11 ACH Payment from Troop Bank Accounts	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						



Prior to November 30th, 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.
- Complete any **Outstanding Balance Forms** necessary and attach proper documentation.
- Check **M2OS** for balance due. Submit through **ACH Shortage Form**.
- M2 Online System will automatically tally proceeds and deduct from amount due to Council.

Early January 2024:

Rewards begin shipping to Service Units.

Mid-January 2024:

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

September 6th, 2024:

Passport Bucks expire.

DELIVERY TIPS

Your Service Unit Fall Product Coordinator will contact you to pick up the girls' nut & candy products and rewards.

- Bring a copy of your troop order when picking up nut & candy items.
- Count and recount the nut & candy items before signing for them.
- Orders are delivered "to the piece;" there will be no extra product at Service Unit deliveries.
- Damaged items can be exchanged at the Council Girl Scout Leadership Centers.
- When dispersing products to girls, have each caregiver count and sign a receipt for their orders.

If you have a caregiver that does not pick up their product in a timely manner, **DO NOT WAIT** until the end of the program to notify someone. Contact your Service Unit Fall Product Coordinator for help.

MAGAZINES

Girls can continue selling magazine orders online throughout the entire program, which may affect her final rewards.

ONLINE NUT & CANDY ORDERS

Customers can place orders online for girl delivery through October 17th. Girls can continue selling nuts and candy for shipped orders online throughout the entire program, which may affect her final rewards.

ENTERING IN-PERSON ORDERS IN M2OS

- Troops will be automatically locked out of the nut/candy ordering section of M2OS at midnight on October 16th.
- Troops must speak to their SUFPC to make additions or changes.
- Troops will still have access to rewards and report sections online at this point.

RECEIPTS!

All transactions, both product & money, **REQUIRE PRODUCT RECEIPTS**

Signatures are **REQUIRED** from **BOTH** parties when **ANY** type of exchange occurs, whether it be product or money.

If discrepancies happen, the paperwork will be used to verify the transaction in question.

Girl & troop delivery tickets are available in **M2OS** in the *Product Movement* section.

IMPORTANT NOTE!



*Do not add Girls in the M2 Online System!
This can only be done at the Council level.*

Be sure to verify that all registered girls are listed in the M2 Online System prior to when orders are due. If you need assistance in adding a girl, please contact Council Customer Care at 800.624.4185 or info@girlscoutshs.org.



M2 ONLINE SYSTEM UPLOADING GIRLS:

Girls must be registered Girl Scouts for the 2023-2024 membership year to participate.

ALL GIRLS WILL BE UPLOADED BY THE COUNCIL.

Troops should check M2 Online System periodically to verify that all of their registered girls are listed.

If a girl is not listed in M2 Online System, then:

- Verify that a 2023-2024 registration has been submitted to the Council.
- Send an email to info@girlscoutshs.org noting what girl(s) needs to be added along with the service unit name and troop number.
- **DO NOT WAIT** until the nut/candy orders are due on October 16th, 2023 to contact the Council.

GIRLS REGISTERING WITH M2 ONLINE SYSTEM:

Girls and their guardians, will go to www.gsnutsandmags.com/gshs and follow the prompts to participate in the online Fall Product Program. Make sure girls have their troop number before starting. Girls that register with the M2 Online System will be prompted to link themselves with a troop.

If their name or troop number is not listed, they will need to contact the Council to verify one of the following:

- That their membership is up to date and has the correct troop information
- That their email on file is accurate.
- That they have been uploaded into the M2 Online System.

Contact the Council by calling 800.624.4185 or emailing info@girlscoutshs.org.



REWARDS! REWARDS! REWARDS!

REWARDS ARE CUMULATIVE!



Own Your Magic Patch
25+ Nut/Candy Items



Super Seller Patch
40+ Nut/Candy Items



Super Seller Mags Patch
6+ Magazines



Personalized Patch
- Create your avatar
- Send 18+ emails
- Use the "Share My Site" function in the M2 system to ask friends & family for support
- Sell \$425+ in total Fall items



Cookie Crossover Personalized Patch
- Create your avatar in the M2 system
- Send 18+ emails during the Fall Product Program
- Use the "Share My Site" function in the M2 system during the Fall Product Program
- Sell 350+ packages of cookies during the 2024 Girl Scout Cookie Program



2023 Patch
18+ Emails Sent



Care to Share Patch
5+ Donations



Goal Getter Patch
\$325 Troop PGA



Ocelot Patch
3+ Magazines



Rainbow Puff Pen
\$125 Combined Sales



Magic Wire Hoop (assorted colors)
\$225 Combined Sales



Small Plush OR Skin Care Head/Wrist Band Set (assorted colors)
\$325 Combined Sales



Own Your Magic T-Shirt
\$425 Combined Sales



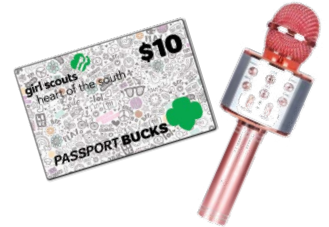
Fuzzy Zipper Pouch (assorted colors) OR \$5 Passport Bucks
\$525 Combined Sales



Ocelot Socks OR \$5 Passport Bucks
\$650 Combined Sales



Large Plush OR Necklace & Jewelry Box (assorted colors) OR \$10 Passport Bucks
\$750 Combined Sales



Karaoke Microphone (assorted colors) OR \$10 Passport Bucks
\$875 Combined Sales



Creativity Kit OR \$20 Passport Bucks
\$1,000 Combined Sales



Cat Headphones OR \$50 Passport Bucks
\$1,250 Combined Sales



Custom Morse Code Bracelet OR \$75 Passport Bucks
\$1,500 Combined Sales

TROOP REWARDS & PROCEEDS

\$500 TROOP TOTAL SALES & LAUNCH CAREGIVER EMAIL

Volunteer Avatar Patch



\$325 TROOP PGA

Each troop that reaches a minimum of \$325 per girl average (PGA) in combined sales will receive:

- One Goal Getter patch for each girl selling
- One Girl Scout cap for the leader!



\$375 TROOP PGA

Each troop that reaches a minimum of \$375 PGA (combined sales) will receive ONE Early Cookie Booth Site Choice.

- After the eBudde Booth Scheduler opens to view, troops qualifying will submit their top 10 choices of locations, dates and times in order of preference to Council by a specified deadline.
- Deadlines will be communicated directly to those qualifying troops.
- Selections submitted must be from those listed on the eBudde Booth Scheduler during the "open to view" round.
- **ONE** booth sale time slot will be chosen for qualifying troops from selections submitted. If none are available, the troop will be contacted to make other selections.
- Booth sale time slots will be selected for troops in PGA order from highest to lowest of those qualifying.
- If any qualifying troop fails to submit selections to Council by the specified deadline, their troop will be skipped until selections have been submitted.
- All selections will be completed prior to the opening of the eBudde Booth Scheduler first round.
- Due to the parameters of the eBudde Booth Scheduler, troops that submit requests will then only be allowed to select one additional booth sale during the first round.

TROOP PROCEEDS

All troop and service unit proceeds are reviewed annually and are subject to change.

17% TROOPS EARN 17% OF ALL ITEMS SOLD.

TROOP EXTRA PROCEEDS OPTION (EPO)

Troops registered as Cadettes, Seniors or Ambassadors may choose to take one of the following options:

- 17% of total orders with earned rewards and patches, *OR*
- 22% of total orders with no rewards. Girls are still eligible for patches.

RULES FOR EPO:

- The troop must be registered with the Council as a Cadette, Senior or Ambassador troop.
- The choice made is for the whole troop.
- GIRLS, not adults, must make the troop's choice.
- "Without Rewards" **MUST** be selected in **M2OS** by October 16th, 2023.
- Once "Without Rewards" is selected, it cannot be changed for the remainder of the program.



When you participate in the Fall Product Program, your troop can earn \$0.01 more per box in the 2024 Cookie Program!

HERE'S HOW:

- Your Troop must have at least 3 girls selling in the 2023 Fall Product Program.
- The Troop must reach a Troop per girl average (PGA) of \$250 or more in combined sales in the 2023 Fall Product Program.
- The Troop must reach a Troop PGA of 350 boxes or more in the 2024 Cookie Program.

NOTE:

Fall Product extra proceeds will be added to eBudde at the conclusion of the 2024 Cookie Program prior to the final ACH draft.

SERVICE UNIT PROCEEDS



SERVICE UNIT PROCEEDS

2% SERVICE UNITS EARN 2% OF ALL ITEMS SOLD WITHIN THEIR AREA!

1% BONUS FOR NO DEBT

Service Units can earn a bonus of 1% of all items sold within their area **IF** there are no debts to the Council for their service unit.

1% BONUS FOR 85% PARTICIPATION

Service Units can earn a bonus of 1% of all items sold within their area **IF** they have 85% of the registered girls in their area participating in the Fall Product Program. Numbers will be based off of registered girls as of November 1st, 2023.

NOTE:

Service Unit proceeds will be held until:

- All unregistered girls participating in the Fall Product Program are registered for the current membership year.
- All troops have at least two fully screened and approved volunteers.
- Service unit ACH form, MY24 budget, bank statements, and financial reports are submitted.

PRODUCT PROGRAM PROCEEDS STANDARDS



- Troops should be financed by troop money-earning activities and by a share of money earned through Council-sponsored product sales.
- Girl Scouts engage in troop budgeting activities that help them to learn money management. The girls are part of the decision-making process in determining troop dues, troop money-earning projects and uses of collective funds. The funds are for Girl Scout activities and are not to be retained by individuals as their property.
- Girl Scouts may not raise money for other organizations. However, girls may contribute a portion of their troop treasury to organizations or projects they consider worthwhile (*for example, local or international community service organizations or environmental projects*).
- Girls should be encouraged to designate a portion of their troop treasury for the annual membership dues of all troop members. This is a sound and efficient practice that enables girls to meet membership dues and lessens the potential burden to individual members.

- All proceeds earned by girls through product activities must support Girl Scout program experiences for girls (*such as camp, troop travel and program events, but not scholarships or financial credits toward outside organizations*). Individual gift cards or individual tickets to external establishments would not be within guidance.

Example:

- **ACCEPTED:** Tickets for a troop trip to the zoo.
- **NOT ACCEPTED:** Tickets given to an individual girl or her family to the zoo.
- Do not reimburse girls for experiences. Travel and event rewards should be Girl Scout-hosted and -funded. If a girl is unable to attend an event sponsored by the troop, she is not to be reimbursed for the funding that would have been spent for her experience.
- Proceeds received by a troop are non-transferable. Girls who leave the troop or leave Girl Scouts are not entitled to proceeds earned while in the troop when they leave. Proceeds do not follow the girls.
- Proceeds may only be allocated to Girl Scout troops for Girl Scout program activities. Cash based accounts may not be kept for or distributed to individual girls. Do not track proceeds for individual girls in any pathway — either by Council or troop.

Communication, knowledge and execution are key components to any successful venture. This FAQ will better explain the fiscal responsibility and participant accountability that is expected from girls, caregivers and volunteers involved in our Fall Product Program.

Who can participate in the Fall Product Program?

Every registered Girl Scout, regardless of troop participation, who does not have an outstanding balance from previous Fall Product or Cookie Program.

Is it required for a troop to participate in the Fall Product Program and the Girl Scout Cookie Program?

No. Troops can participate or not in either program, but participation is required if they want to participate in additional money earning activities. Additional troop money earning activities are not permitted during the Fall Product, and Cookie Program dates. Girls also do not qualify for Financial Assistance from the Council if they do not participate in the Girl Scout Cookie Program.

How does an adult leader or Troop Fall Product Manager sign up to participate in the Fall Product Program?

Register for the current membership year. Troops must have two fully screened and approved volunteers (registered with background checks). Then attend Product training in your area, submit a Troop Program Product Manager Agreement and Policies, and ACH Form to the Service Unit Fall Product Coordinator/Council. No volunteer may have an outstanding balance from any previous Girl Scout Product Program.

What are the dates for Fall Product Program?

Girls can start selling beginning September 9th, 2023. Girls submit nut/candy orders to troops by October 13th, 2023. Girls turn in final payment for items not sold online to your Troop by November 29th, 2023.

My troop does not want to participate, but I have an individual girl(s) who does. What do I need to do?

Girls can participate as registered individuals with a responsible adult who is willing to be trained as Troop Fall Product Manager and sign a Troop Product Program Manager Agreement and Policies. If a caregiver or other adult is not able to do so, her leader, Service Unit Fall Product Coordinator, or the Council can help with the program. However, each troop participating must have two fully screened and approved volunteers, meaning all troops must have two registered adults with a current background check to participate.

How can I encourage my troop and their caregivers to participate online?

All girls have to do is send emails to their family and friends and watch the orders add up. Their friends and relatives on Facebook would love to help out by ordering. Customers like to purchase online because they can use their debit/credit card and take their time making selections. No door to door selling is necessary when you use the computer; there is no money to handle; subscriptions are filled out correctly, and there are no delays with delivery.

How do we get proceeds from the orders sold online?

M2 Online System will calculate all proceeds from online and in-person sales and subtract it from the total the troop owes at the end of the program. If a troop has not sold in-person nut and candy items and has no balance to remit, the Council will issue a payment for any proceeds owed to the troop for online sales via ACH transaction to the troop's bank account.

How can my troop participate if I don't have access to a computer?

Ask a responsible caregiver or volunteer who does have access to a computer to be the Troop Product Program Manager for your troop. They need to be registered, complete a Troop Product Program Manager Agreement and Policies, and ACH Form and follow the same guidelines as any other volunteer.

Who do I call if I have a problem?

Contact your Service Unit Fall Product Coordinator first, then contact Council Customer Care at 800.624.4185, or info@girlscoutshs.org.

When do we collect payment from the customer?

If orders are sold online, the customer will pay online with a debit/credit card. Payment for nuts/candy in-person orders is due when product is delivered. However, some troops and/or service units may require payment for nut/candy items to be collected at the time of order.

What do I do if I have a caregiver who does not want to pay?

Let the Service Unit Fall Product Coordinator know as soon as possible that you are having a problem. Fill out the outstanding balance form and submit through the ACH Shortage Form along with the signed permission slip and signed paperwork/receipts from when the caregiver picked up product. Turn these in by the deadline set by the Council. Do not delay your troop's payment waiting on a caregiver. Do not use troop proceeds to pay a caregiver's outstanding balance. If outstanding balance paperwork is not received by December 6th, 2023 for any caregiver debt, then the Troop will be responsible for any debts owed to the Council.

Will we be able to get extra product?

Each Girl Scout Leadership Center will have a limited amount of extra product.

Can non-registered girls or troops participate in product sales?

No. All troops and girls must be registered to participate in any Council product sale program.

What is the Caregiver Permission Form?

This form outlines the caregiver's financial responsibility to the Council. Troops must collect this form before giving order cards and sales materials. Caregivers and girls should never be allowed to participate in a product sale without having submitted a completed permission form.

What is the Troop Product Program Manager Agreement and Policies Form?

This form outlines the Troop Leader/Fall Product Manager’s financial responsibility to the Council. Service Unit Fall Product Coordinators should collect this form before giving sales materials. Troops will not be allowed to participate in a product sale without having submitted a completed agreement form.

Do you need my Social Security Number?

Yes. In order to receive product sale material and/or products we must have an identifier for the person signing the Caregiver Permission Form and/or Product Program Manager Agreement and Policies. If you do not feel comfortable with giving the full number, we must have the last four digits of your social security number and full date of birth. The Council cannot proceed with collections through the credit bureau if we do not have this information. Caregivers might also be asked to pay up front for products if this information is not provided to the troop. *All personal information is kept secure and confidential.*

How do we pay Council?

Once money is collected from girls for nut and candy orders, it needs to be deposited into your troop bank account.

After all nut and candy orders and all online sales are finalized in the system, M2 Online System will calculate proceeds for all.

An automated clearing house (ACH) transaction will remove the balance due to the Council from your troop bank account.

What is ACH?

ACH stands for Automated Clearing House, which allows the Council to automatically withdraw a payment from a troop’s checking account on a specified date. Troops must fill out an ACH Debit Authorization form and submit to Council. This process saves volunteers time turning in payments to Council offices.

Is ACH Payment Mandatory?

Yes. Council requires payment via ACH for all Product Program accounts. ACH forms must be submitted to the Council by the designated deadlines.

Full payment, minus troop proceeds, must be available in the troop’s bank account for ACH draft on December 11th, 2023.

What if my troop does not have the full ACH draft amount in the bank account?

If a troop does not have the full amount due to the Council in their bank account for the draft on December 11th, they must communicate any shortages to the Council by December 6th at 5 p.m. via the ACH Shortage Form.

Troops that do not make the Council aware of account shortages by the deadline will be responsible for any and all fees associated with the transaction.

Do troops accept personal checks?

It is at the troop’s discretion whether they will accept personal checks or not (from caregivers and/or customers). If they choose to do so, those checks will be deposited into the troop account; the troop will be responsible for collecting on any checks that are returned for insufficient funds, closed account, etc.

Are receipts necessary?

Yes. Receipts are to be used for all transactions, both product and money. Signatures must be obtained from both parties when any type of exchange occurs. If there are discrepancies, the receipts and paperwork will verify the transaction in question.

How do I handle online items purchased?

Customers will pay online by credit card directly to M2 Online System. Since customers pay M2 directly, troops will not remit payment to the Council for these orders.

M2 Online System will deduct all proceeds and payments made to the Council (including online) to show a balance due for each troop.

What if a caregiver is on the Debtors List?

If a caregiver is on the debtors list, then their girl will not be allowed to participate in any product sales until her balance is paid in full.

What if a caregiver consistently pays late?

If they do not have a current balance, then this girl can participate in the program. However, troops should require frequent payments, payment up front for product or only allow them to participate in sales that do not require the handling of money (booth sales, online sales, etc.).

What if a Troop Leader/Troop Fall Product Manager is on the Debtors List?

If a Troop Leader/ Troop Fall Product Manager is on the debtors list, they will not be allowed to participate in any product sales until the balance is paid in full.

The troop will need to have a different volunteer take the Troop Fall Product Manager position and payment arrangements made for any debt in order for the girls in that troop to participate.

What if a caregiver does not pick up product?

If a caregiver/girl fails to pick up product in a timely manner, do not wait to notify your Service Unit Fall Product Coordinator or the Council. If you wait until the end of the program, it is much more difficult to find someone that needs the product, and it is most likely too late for anyone to help.

- Have other girls in the troop help to sell the product. Be sure to transfer product to the appropriate girl for her to receive credit.
- Contact other troops in your area to see if they need extra product.
- If product remains at the end of the program, complete an Outstanding Balance Form on the caregiver and submit it, along with all documentation to the Council.

What is the Outstanding Balance Form?

An Outstanding Balance Form outlines the responsible party and all information for a debt to the Council. This form should be completed for any caregiver or troop with a remaining balance at the end of the program.

What documentation is to be submitted with a Caregiver Outstanding Balance Form?

Troops must submit the signed Caregiver Permission Form, balance due, all receipts for product and money, notes on all attempts to collect, and any other pertinent information for the debt.

What if there is a caregiver with a remaining balance at the end of the program?

If a troop is unable to collect money from a caregiver, the Troop Fall Product Manager should keep a record of all contact attempting a resolution and contact the Service Unit Fall Product Coordinator.

If further assistance becomes necessary, the Troop Fall Product Manager must complete an Outstanding Balance Form and attach a signed Caregiver Permission Form, receipts, all documentation of correspondence and amount due. An Outstanding Balance form and all necessary paperwork for each caregiver with a remaining balance must be submitted with the ACH Shortage Form or the troop will be held liable for those funds.

What if a Caregiver Outstanding Balance Form is not submitted to the Council?

An Outstanding Balance Form for each caregiver with a remaining balance must be submitted to the Council with all documentation. If a form is not submitted by the designated deadline date, the troop will be held liable for the balance due.

Should a troop pay a caregiver's debt to the Council?

No. Troops should never cover a caregiver's debt to the Council. If this does happen, then the debt is owed to the troop (not the Council) and the troop is responsible for collecting payment from the caregiver. The Council can assist the troop by sending letters to the caregiver regarding the balance due, but cannot take further action (collection agency, legal action, etc.). The debt is ultimately the responsibility of the troop to collect.

What if there is a troop with a remaining balance?

If a troop has a remaining balance, the service unit must complete an Outstanding Balance Form on the Troop Leader/ Troop Product Program Manager and submit it along with all documentation. The Troop Product Program Manager Agreement should already be on file at the Council office.

What documentation is to be submitted with a Troop Outstanding Balance Form?

Service units must submit balance due, all receipts for product and money, notes on all attempts to collect, and any other pertinent information for the debt. The signed Troop Product Program Manager Agreement should already be on file with the Council office.

Should a service unit pay a troop's debt to the Council?

No. Service units should never cover a troop's debt to the Council. If this does happen, then the debt is owed to the service unit (not the Council) and the service unit is responsible for collecting payment from the troop. The Council can assist the service unit by sending letters to the troop regarding the balance due, but cannot take further action (collection agency, legal action, etc.). The debt is ultimately the responsibility of the service unit to collect.

What if there are extenuating circumstances that cause a debt?

Circumstances that may require special arrangements for payment will be handled on a case-by-case basis. These may include serious illness or death in the family, fire, theft and auto accidents. You will be required to provide proof and/or documentation in these instances.

In the case of theft documented by a police report, the Council would expect the loss to be covered by personal insurance and additional time will be allowed to collect from insurance. If not covered by insurance and not properly documented, payment in full is expected by the due date.



AUTOMATED CLEARING HOUSE (ACH)

Girl Scouts Heart of the South accepts payments via Automated Clearing House (ACH) for Troop's Product Program payments. Therefore, GSHS will automatically withdraw payments for Fall Product from Girl Scout Troop accounts.

PROCESS OF ACH

- Each troop must have an active GSHS troop bank account.
- Each troop is required to complete and submit an **ACH Authorization and Bank Information Form** form with a voided troop check or letter from the bank with account and routing information attached. All ACH authorization forms must be submitted to the Council at info@girlscoutshs.org by October 3rd, 2023 for the Fall Product Program for troops to place their nut/candy order.
- GSHS will complete one (1) draft for Fall Product from troop accounts.
- Troop's balance will be visible in the M2 Online System on the troop dashboard.
- Troops are required to have funds available in their troop account according to the deadlines below:

2023 FALL PRODUCT

December 6th, 2023

ACH shortage information due to Council
*Shortage information deadlines are FIRM deadlines

December 11th, 2023

ACH draft from Troop bank account

- If an emergency arises and a troop does not have all funds available for the drafts, troop volunteers must complete the **ACH Shortage Form** prior to the deadlines outlined above. Information should include the following:
 - Service Unit and Troop number
 - Amount to be withdrawn from account via ACH
 - When full balance is anticipated
 - What caused the shortage of funds
 - Outstanding Balance forms and other documentation
- Troops that do not make GSHS aware of account shortages by the deadlines outlined will be responsible for any and all insufficient fund fees associated with the transaction.
- An email will be sent through M2 Online System prior to the ACH sweep, informing troops of the transaction time frame. Please note that transactions can take between 24 to 48 hours to show on the troop account.
- Once the drafts are complete and confirmed by the bank, payments will be uploaded in M2 Online System and will appear on each troop's Deposit Tab. Payments will also be recorded on reports within the online systems.
- Should a troop have an overpayment, the overpayment amount will be electronically deposited in the account provided.
- Service Units will have product program proceeds electronically deposited into Service Unit bank accounts provided.



QUICK REFERENCE SHEET

All girls **MUST** be registered for the 2023-2024 membership year, and all troops must have two registered and fully screened volunteers to participate in the Fall Product Program.

DATES TO REMEMBER

September 9	Girls begin taking orders in person and online.
October 3	Deadline for Troops to submit agreement/policies and ACH forms to info@girlscoutshs.org .
October 13	Girls submit nut & candy orders and reward choices to TFPM or in M2OS . <i>*Girls continue selling nuts, candy, and magazine orders online.</i>
October 14	Start date for Troops to enter paper orders into M2OS .
October 16	Deadline for Troops to opt-out of rewards in M2OS .
October 16 <i>by midnight</i>	Deadline for Troops to enter nut & candy order in M2OS . Troops locked out at midnight.
November 9-11	Service Unit nut & candy delivery
November 9-29	Girls continue selling online nuts, candy and magazine orders, deliver orders, and collect money.
November 24	Digital Day
November 29	Final day for online program. Girls submit all payments to troop.
November 30 <i>by midnight</i>	Troops select reward orders in M2OS . Troops locked out at midnight.
December 6	Deadline for Outstanding Balance Forms. Submit through ACH Shortage link.
December 6	Deadline for Troops to submit an ACH Shortage Form , if applicable.
December 11	Council drafts funds via ACH from Troop bank accounts.
Early January	Rewards begin shipping to Service Units.
Mid-January	SUs disperse rewards to troops.

GIRL REWARDS

Rewards are cumulative.

Combined Sales: To qualify, girls must have sold at least the dollar amount for each level in total combined sales. This includes all in-person and online Ashdon Farms (nuts & candy) and M2 orders (magazines) sold.

GIRL SCOUT SELLS:

3 Magazine Orders
6 Magazine Orders
18 Emails sent through M2
25 Nut/Candy Orders
40 Nut/Candy Orders
5 Troop to Troops Orders
Me2 Avatar, 18 Emails, Share & \$425.00 Sales
Me2 Avatar, 18 Emails, Share & 350+ Cookies sold in the 2024 Cookie Program
\$125.00 Combined Sales
\$225.00 Combined Sales
\$325.00 Combined Sales
\$425.00 Combined Sales
\$525.00 Combined Sales
\$650.00 Combined Sales
\$750.00 Combined Sales
\$875.00 Combined Sales
\$1,000.00 Combined Sales
\$1,250.00 Combined Sales
\$1,500.00 Combined Sales

GIRL SCOUT EARNS:

Ocelot Patch
Super Seller Mags Patch
2023 Patch
Own Your Magic Patch
Super Seller Patch
Care to Share Patch
Personalized Patch
Cookie Crossover Patch
Rainbow Puff Pen
Magic Wire Hoop (*assorted colors*)
Small Ocelot Plush **OR** Head/Wrist Band Set (*assorted colors*)
Own Your Magic T-shirt
Fuzzy Zipper Pouch (*assorted colors*) **OR** \$5 Passport Bucks
Ocelot Socks **OR** \$5 Passport Bucks
Large Ocelot Plush **OR** \$10 Passport Bucks **OR** Necklace & Jewelry Box (*assorted colors*)
Karaoke Microphone (*assorted colors*) **OR** \$10 Passport Bucks
Creativity Kit **OR** \$20 Passport Bucks
Cat Head Phones **OR** \$50 Passport Bucks
Custom Morse Code Bracelet **OR** \$75 Passport Bucks

TROOP PGA REWARDS

Troop rewards are based on the troop per girl average of combined sales of girls selling.

\$325.00 Troop PGA Goal Getter Patch for each girl selling and 1 Girl Scout Cap for a leader
\$375.00 Troop PGA One early Cookie Booth Site Choice

TROOP PROCEEDS

17%: Troops earn 17% of all nut/candy and magazine items sold (online and in-person)

Extra Proceeds: Troops registered as Cadettes, Seniors or Ambassadors may choose to take one of the following options: 17% of total orders with earned rewards and patches **OR** 22% of total orders with no rewards – patches only.

Earn Extra Cookie Proceeds: Participate in the Fall Product Program to earn \$0.01 more per box in the 2024 Cookie Program! To qualify:
• 3+ girls selling in the 2023 Fall Product Program, 2023 Fall Product PGA of \$250+ & 2024 Cookie PGA of 350+.
• Fall Product extra proceeds for cookies will be added to eBudde at the conclusion of the 2024 Cookie Program prior to the final ACH draft.

2023 PRODUCT LINE UP

\$11.00 Items

Honey Roasted Mixed Nuts
Deluxe Pecan Clusters in Holiday Tin

\$9.00 Items

Chocolate Covered Almonds
Whole Cashews w/ Sea Salt

\$8.00 Items

English Butter Toffee
Deluxe Pecan Clusters
Peanut Butter Trail Mix
NEW Cheddar Caramel Crunch
NEW Thai Chili Mix

\$7.00 Items

Chocolate Covered Raisins
Dulce de Leche Owls
Peanut Butter Bears
Cranberry Nut Mix
Hot Cajun Crunch

\$6.00 Items

Fruit Slices
Honey Roasted Peanuts
Troop to Troops – Military Donation

Additional Nut/Candy items available exclusively online.

Passport Bucks may be used for Council sponsored program activities and destinations, Council shop, 2024 GSHS resident camp fees and trading post purchases. Passport Bucks may not be cashed for "real money"; have no value outside of GSHS; are non-transferable; and expire on 9/6/24.

This form is to be completed annually by all troops and service units who have (or who are establishing) a troop/service unit bank account.

This form should also be filed with the council, no later than two weeks after opening a new account. Additionally, if the location of the account or the signatories should change, a new form should be filed within two weeks of any change. Any troop/service unit with \$100 or more in its treasury is **required** to deposit the funds into a troop/service unit account in an accredited financial institution.

Account Type: Service Unit Bank Account Troop Bank Account

Troop(s) _____ of SU# _____ Service Unit _____ acknowledges and agrees to:
***List ALL troops associated with this account.**

- Have an active GSHS troop/service unit bank account.
- Deposit funds collected **frequently** into the troop account.
 - The funds will cover what is due to the council.
 - Total sales less troop proceeds and less any shortage information submitted by deadline.
- Allow GSHS to **deposit** and/or **sweep** funds from the troop/service unit bank account, according to established timelines and/or with prior consent.
- Communicate and submit shortage of required funds to info@girlscoutshs.org by the deadlines outlined in Product Program guides.
- Be responsible for any non-sufficient funds (NSF) charges that occur when a bank sweep is rejected.
- Authorize GSHS to repeat deposits/sweeps that fail for any reason or if a balance remains.

List all signees with the ability to sign checks or withdraw funds from this account:

Spender: _____ Record Keeper: _____

Other: _____ Other: _____

ATTACH COPY OF CHECK HERE

***Must include bank name, account and routing information.
Do not copy information from your check.***

IF NO CHECKS:

Attach a letter from the bank that verifies both routing and account numbers.

I certify that I am a signer on the account designated and am entitled to provide the above information.

Signature: _____ Troop #(s): _____

ELECTRONIC SIGNATURE NOT ACCEPTED

Print Name: _____ Service Unit: _____

Street Address: _____ Home Phone: () _____

City: _____ State: _____ Zip: _____ Work Phone: () _____

Email Address: _____ Cell Phone: () _____

Type of bank account: Checking Savings Other _____

The signature above also serves as an authorization for the bank to release account information and the balance of this account to Girl Scouts Heart of the South. For additional support in establishing a troop/SU bank account and/or financial management support, please contact us at 800-624-4185.

- Position Title:** Troop Product Program Manager
- Term:** 1 year (August 1-July 31, renewable upon completion of evaluation)
- Appointed by:** Troop Leader
- Managed by:** Reports to the Service Unit Manager and Council Staff teams as necessary
- Purpose:** Organize, coordinate, direct and manage product sale at the Girl Scout troop level. Work closely with Troop Leader to ensure that girls participate in goal setting and troop planning

Responsibilities:

- Attend Troop Product Program Training provided by the Service Unit or Council
- Adhere to the Girl Scouts Heart of the South Product Program Policies and Standards
- Submit a troop financial report to the council prior to participating in the Cookie Program
- Conduct a training with caregivers to discuss the purpose of the product program along with troop goals
- Ensure that all girls have the opportunity to participate and encourage 100% participation in the product program
- Obtain all Caregiver Permission Form from girls participating in product program. **THERE MUST BE A SIGNED PERMISSION FORM IN HAND BEFORE ANY GIRL MATERIALS ARE RELEASED TO CAREGIVERS**
- Instruct caregivers on the importance of adhering to start date of product programs. Any caregivers starting before sell date can cause the girl to forfeit all rewards and recognitions
- Collect all girl forms within your troop and accurately compile a comprehensive troop report submitted on the online ordering system provided by product company on or before the scheduled deadlines
- Arrange for pick-up of product from Service Unit delivery, arrange for delivery/pick-up of product to caregivers and ensure that caregivers receive product in a timely manner to deliver product to customers
- Agree to financial responsibility for all products until a signed receipt is obtained from a caregiver for their product
- Authorize the use of the phone numbers and other contact information I provide, including my mobile number and any future number assigned to me, for calls, texts, emails, to include automated dialers, to contact me regarding my account
- Communicate regularly with girls and caregivers throughout Product Program
- Work closely with Service Unit Product Coordinator throughout the program to obtain answers to any questions or concerns
- Collect all monies from caregivers, deposit monies into troop account and submit payments to council on or before the scheduled deadlines
- Divide and distribute rewards/recognitions to girls in reasonable time upon receiving
- Adhere to all Council deadlines and policies

Qualifications:

- Be registered as an adult member of Girl Scouts Heart of the South and have a background check within the last 24 months
- Possess the ability to adhere to financial integrity and keep simple records of product sale
- Be a self-motivated individual and possess administrative, organizational, financial and computer skills with online access
- MUST USE the online ordering system provided by product company by girl for all levels of the sale by specified deadlines and keep accurate online records
- Capability to communicate and cooperate with Council, Service Unit Managers, girls, and caregivers from diverse backgrounds
- Willing to provide Council, Service Unit Manager and Caregivers with accurate contact information that includes, telephone numbers and other ways to be reached during the sale
- Have an understanding of the Girl Scout program goals, procedural expectations of the sale and safety guidelines

Policies & Procedures:

1. All volunteers and girls must be registered to participate in any council product program.
2. All Daisy, Brownie, Junior, Cadette, Senior, and Ambassador Girl Scouts are encouraged to participate in council sponsored product programs.
3. Training is required for all Service Unit Product Program Coordinators, Troop Product Program Managers and/or Troop Leaders. Training is also mandatory for at least one caregiver of each girl selling and for the Girl Scout herself.
4. Product Program Managers and/or Leaders are responsible for payment of products ordered and/or received by members of their troop (unsold product included). **NO PRODUCT MAY BE RETURNED TO THE COUNCIL.**
5. A signed Troop Product Program Manager Agreement, Product Program Policies and Standards and ACH Authorization Form must be on file with the council for any troop participating in product programs. These forms outline the Troop Leader/Product Program Manager's financial responsibility to the council. Service Unit Product Program Coordinators should collect this form before giving sales materials.
6. A troop financial report must be submitted to the council for any troop participating in the Product Sale Programs.
7. A signed Caregiver Permission Form must be on file with the troop for any girl participating in product programs. This form outlines the caregiver's financial responsibility to the council. Troops must collect this form before giving order cards and sale materials.
8. Misappropriation of funds by any person in a volunteer role could result in reassignment or dismissal. Examples of misappropriation of funds is defined as, but not limited to: product program debt, non-recovered returned checks, mishandling of troop/service unit funds and/or product.
9. An Outstanding Balance Form for each caregiver owing money, along with proper documentation (signed permission forms, receipts, etc.), must be submitted to the council by deadlines set for each program. If proper documentation is not received, then the Troop Product Program Manager and/or Troop Leader will be held liable for those funds.
10. Any girl, caregiver or volunteer who has an outstanding balance from a prior program will not be allowed to participate in any future product program until the balance including any processing/collection fees are paid. The Service Unit Product Program Coordinator will be issued a list of ineligible persons prior to the start of a program, and it will be strictly enforced. If a person questions their placement on the list, they must take the matter up with council personnel.
11. Any Troop Product Program Manager and/or Troop Leader that has an outstanding balance from a prior program will not be allowed to participate in any future product programs until the balance, including all processing/collection fees, is paid. These troops must designate a different registered volunteer as the Troop Product Manager. This troop may be required to provide payment up front for product. The Service Unit Product Program Manager will be issued a list of ineligible persons prior to the start of a program, and it will be strictly enforced. If a person questions their placement on the list, they must take the matter up with council personnel.

Troop Product Program Manager Agreement & Policies

Policies & Procedures Continued:

12. Any girl, caregiver, or volunteer who has habitually mishandled money/product or has a history (more than one incident) of non-recovered returned checks to the council for any transaction will not be allowed to participate in product programs. The Service Unit Product Program Coordinator will be issued a list of ineligible persons prior to the start of the program. These persons may be returned to eligibility only by recommendation of the Service Unit Manager and approval by the Chief Executive Officer.
13. Any girl, caregiver or volunteer who is habitually (more than one incident) late (more than thirty days) with product program payments, will be required to either provide payment up front for product or will only be allowed to participate in programs which do not require handling of money (booth sales, online sales, etc.).
14. Any Troop with a history (more than one incident) of financial negligence (product sale debts, late payments, non-recovered returned checks, etc.), will be required to provide payment up front for product.
15. Any person withholding money for any reason from Girl Scouts Heart of the South, in connection with the any product program, is subject to litigation for recovery of all money due and payable, as well as all costs incurred in the collection process.
16. Girl Scouts Heart of the South does not accept personal checks for any product programs sold by girls, caregiver and/or volunteers. Troop payments are deducted from troop bank accounts via ACH draft. Troops that accept checks from caregiver and/or customers for product programs will be responsible for collecting on any checks returned, as well as any fees incurred.
17. Extenuating circumstances, which will impact a troop or caregiver's ability to successfully fulfill their responsibilities, should be communicated to council staff promptly. Circumstances that may require special arrangements for payment will be handled on a case-by-case basis. These may include serious illness or death in the family, fire, theft, and auto accidents. They will be required to provide proof and/or documentation in these instances. In the case of theft documented by a police report, the council would expect the loss to be covered by personal insurance and additional time will be allowed to collect from insurance. If not covered by insurance and not properly documented, payment in full is expected by the due date.
18. In order to receive product program material and/or products, council must have a social security number or the last four digits of the social security number **and** full date of birth for the person signing the Caregiver Permission Form and/or Product Program Manager Agreement. Troops and/or Caregivers will be asked to pay up front for product if this information is not provided.
19. Any report of a girl, caregiver and/or volunteer selling expired product or product for other than the official selling price could result in the girl losing all rewards, their ability to sell in future sales and/or dismissal of volunteer role. Each report will be dealt with individually. The person observing an incident should send a detailed report (who, when, where, selling price, etc.) to the council in writing with information and means to verify details.
20. Any report of a girl taking orders prior to the council designated start date could result in the girl losing all rewards. Each report of girls selling early will be dealt with individually. The person observing an incident of early order taking should send a detailed report (who, when, where, etc.) to the council in writing with information and means to verify details.
21. Troops and girls may only sell products provided by licensed vendors currently under contract with GSHS during the Fall Product and Cookie Programs.
22. A booth sale is a troop activity and requires a caregiver permission slip, attendance by a minimum of one girl and a registered adult as designated by the Troop Leader and cannot take place prior to council booth start dates. Girls make all sales, except in cases where volunteers help younger girls handle money.
23. Door to door sales and booth sales must be conducted within the 59 counties represented by Girl Scouts Heart of the South. Only sales to friends and family outside of the GSHS jurisdiction are allowed.
24. A troop not participating in both the Fall Product and Cookie Programs will not receive permission for other fundraising projects.
25. Online sales (where payment is accepted online) are only permitted through GSUSA approved sites (M2 Online Program, Digital Order Channel). Online sales through sites such as eBay, Craig's List, etc. are prohibited.
26. For safety purposes and other reasons, girl online sales links may only be shared via social media with friends and family. Girl contact information, online sales links, or sales information may not be shared or marketed on resale sites, such as FB Marketplace, nor with any news outlets.
27. Should any online marketing activities be identified as in violation of guidance, GSUSA or the council reserves the right to intervene and request removal or remove the post.

I agree to accept the position of Troop Product Program Manager. I have read the responsibilities and qualifications of the position and am in compliance or will comply with the terms and conditions as outlined. I have not been convicted of a crime (felony or misdemeanor) other than routine traffic violations. I understand that by withholding monies from Girl Scouts Heart of the South, I would be responsible for paying any costs incurred in the collection process on top of money owed for product for my troop. I acknowledge that I have received and read the Girl Scouts Heart of the South Product Sale Policies and Standards and will comply with the procedures as outlined.

Name (please print): _____ Troop Number(s): _____

Service Unit #: _____ Service Unit Name: _____ Grade Level(s): _____

Address: _____ Home #: () _____

City: _____ State: _____ Zip Code: _____ Work #: () _____

Email Address: _____ Cell #: () _____

I will be the Troop Product Program Manager for: FALL PRODUCT PROGRAM COOKIE PROGRAM BOTH FALL PRODUCT AND COOKIE

***REQUIRED INFORMATION (For your Troop to participate, we must have your SS# OR the last four digits of your SS# AND full date of birth)**

SSN#: _____ OR Last four digits of SS#: _____ AND Date of Birth: _____

Place of Employment: _____

Business Address: _____ City: _____ State: _____ Zip: _____

Troop Product Program Manager Signature: _____ Date: _____

ELECTRONIC SIGNATURE NOT ACCEPTED



2023 Fall Product Money
and/or Product Receipt

Date: _____ Troop #: _____

Service Unit: _____

Girl's Name: _____

Qty	\$ Each	Ext. \$	Product	Balance Due	\$
	\$11.00		A. Honey Roasted Mixed Nuts		
	\$11.00		B. Deluxe Pecan Clusters - Tin		
	\$9.00		C. Chocolate Covered Almonds		
	\$9.00		D. Whole Cashews w/ Sea Salt		
	\$8.00		E. English Butter Toffee		
	\$8.00		F. Deluxe Pecan Clusters		
	\$8.00		G. Peanut Butter Trail Mix		
	\$8.00		H. Cheddar Caramel Crunch		
	\$8.00		I. Thai Chili Mix		
	\$7.00		J. Chocolate Covered Raisins		
	\$7.00		K. Dulce de Leche Owls		
	\$7.00		L. Peanut Butter Bears		
	\$7.00		M. Cranberry Nut Mix		
	\$7.00		N. Hot Cajun Crunch		
	\$6.00		O. Fruit Slices		
	\$6.00		P. Honey Roasted Peanuts		
	\$6.00		Q. Troop-to-Troops Donations		
			Total		

Received by _____

Received from _____



2023 Fall Product Money
and/or Product Receipt

Date: _____ Troop #: _____

Service Unit: _____

Girl's Name: _____

Qty	\$ Each	Ext. \$	Product	Balance Due	\$
	\$11.00		A. Honey Roasted Mixed Nuts		
	\$11.00		B. Deluxe Pecan Clusters - Tin		
	\$9.00		C. Chocolate Covered Almonds		
	\$9.00		D. Whole Cashews w/ Sea Salt		
	\$8.00		E. English Butter Toffee		
	\$8.00		F. Deluxe Pecan Clusters		
	\$8.00		G. Peanut Butter Trail Mix		
	\$8.00		H. Cheddar Caramel Crunch		
	\$8.00		I. Thai Chili Mix		
	\$7.00		J. Chocolate Covered Raisins		
	\$7.00		K. Dulce de Leche Owls		
	\$7.00		L. Peanut Butter Bears		
	\$7.00		M. Cranberry Nut Mix		
	\$7.00		N. Hot Cajun Crunch		
	\$6.00		O. Fruit Slices		
	\$6.00		P. Honey Roasted Peanuts		
	\$6.00		Q. Troop-to-Troops Donations		
			Total		

Received by _____

Received from _____



2023 Fall Product Money
and/or Product Receipt

Date: _____ Troop #: _____

Service Unit: _____

Girl's Name: _____

Qty	\$ Each	Ext. \$	Product	Balance Due	\$
	\$11.00		A. Honey Roasted Mixed Nuts		
	\$11.00		B. Deluxe Pecan Clusters - Tin		
	\$9.00		C. Chocolate Covered Almonds		
	\$9.00		D. Whole Cashews w/ Sea Salt		
	\$8.00		E. English Butter Toffee		
	\$8.00		F. Deluxe Pecan Clusters		
	\$8.00		G. Peanut Butter Trail Mix		
	\$8.00		H. Cheddar Caramel Crunch		
	\$8.00		I. Thai Chili Mix		
	\$7.00		J. Chocolate Covered Raisins		
	\$7.00		K. Dulce de Leche Owls		
	\$7.00		L. Peanut Butter Bears		
	\$7.00		M. Cranberry Nut Mix		
	\$7.00		N. Hot Cajun Crunch		
	\$6.00		O. Fruit Slices		
	\$6.00		P. Honey Roasted Peanuts		
	\$6.00		Q. Troop-to-Troops Donations		
			Total		

Received by _____

Received from _____



2023 Fall Product Money
and/or Product Receipt

Date: _____ Troop #: _____

Service Unit: _____

Girl's Name: _____

Qty	\$ Each	Ext. \$	Product	Balance Due	\$
	\$11.00		A. Honey Roasted Mixed Nuts		
	\$11.00		B. Deluxe Pecan Clusters - Tin		
	\$9.00		C. Chocolate Covered Almonds		
	\$9.00		D. Whole Cashews w/ Sea Salt		
	\$8.00		E. English Butter Toffee		
	\$8.00		F. Deluxe Pecan Clusters		
	\$8.00		G. Peanut Butter Trail Mix		
	\$8.00		H. Cheddar Caramel Crunch		
	\$8.00		I. Thai Chili Mix		
	\$7.00		J. Chocolate Covered Raisins		
	\$7.00		K. Dulce de Leche Owls		
	\$7.00		L. Peanut Butter Bears		
	\$7.00		M. Cranberry Nut Mix		
	\$7.00		N. Hot Cajun Crunch		
	\$6.00		O. Fruit Slices		
	\$6.00		P. Honey Roasted Peanuts		
	\$6.00		Q. Troop-to-Troops Donations		
			Total		

Received by _____

Received from _____

CAREGIVER DEBT

GIRL SCOUTS HEART OF THE SOUTH 2023 FALL PRODUCT OUTSTANDING BALANCE

TROOP DEBT

Fill out an Outstanding Balance form for each person who owes money for nut and candy orders at the end of the program. Forms are to be submitted through the [ACH Shortage Form](#). The quicker we can begin the collection process the better our chances of receiving payment. **No Outstanding Balance Forms will be accepted by the council after December 6, 2023.** After this date the troop is responsible for payment of the outstanding debt.

SERVICE UNIT: _____ AGE LEVEL: _____ TROOP #: _____

CAREGIVER: _____ DAUGHTER(S): _____

STREET ADDRESS: _____ HOME PHONE: () _____

CITY: _____ STATE: _____ ZIP: _____ WORK PHONE: () _____

EMAIL ADDRESS: _____ CELL PHONE: () _____

SOCIAL SECURITY #: _____ DRIVER'S LICENSE #: _____

PLACE OF EMPLOYMENT: _____ PERMISSION FORM ATTACHED? YES NO

TROOP FALL PRODUCT MANAGER: _____

STREET ADDRESS: _____ HOME PHONE: () _____

CITY: _____ STATE: _____ ZIP: _____ WORK PHONE: () _____

EMAIL ADDRESS: _____ CELL PHONE: () _____

PLACE OF EMPLOYMENT: _____ TROOP MANAGER AGREEMENT ATTACHED? YES NO

TROOP LEADER (if different from TFPM): _____

STREET ADDRESS: _____ HOME PHONE: () _____

CITY: _____ STATE: _____ ZIP: _____ WORK PHONE: () _____

EMAIL ADDRESS: _____ CELL PHONE: () _____

PLACE OF EMPLOYMENT: _____ TROOP MANAGER AGREEMENT ATTACHED? YES NO

CAREGIVER UNPAID FUNDS	
TOTAL MONEY DUE TO TROOP	\$ _____
MINUS - PAID ONLINE	\$ _____
MINUS - PAID TO TROOP	\$ _____
REMAINING BALANCE DUE	\$ _____

TROOP UNPAID FUNDS	
TOTAL TROOP SALES	\$ _____
MINUS - TROOP PROCEEDS	\$ _____
MINUS - ONLINE PAYMENTS	\$ _____
MINUS - PAID TO COUNCIL	\$ _____
MINUS - CAREGIVER UNPAID FUNDS	\$ _____
REMAINING BALANCE DUE	\$ _____

RECEIPTS ATTACHED: YES NO

WE **MUST** HAVE PROPER DOCUMENTATION TO PURSUE COLLECTION OF OUTSTANDING BALANCES. LIST DATES AND RESULTS OF ALL ATTEMPTS TO COLLECT ANY BALANCES OWED BELOW:

FOR COUNCIL USE ONLY

ORIGINAL BALANCE	AMOUNT PAID	CURRENT DUE	DATE	STAFF	NOTES