girl scouts
of historic georgia

M2 Media

it's an
ocelot of fun!

# 2023 FALL PRODUCT PROGRAM VOLUNTEER MANUAL

OWN YOUR
magic

# a message from our ceo

Welcome to the 2023-2024 Girl Scout year! The Girl Scout Product Program is here to help girls to OWN YOUR MAGIC as you discover the world around you, explore your ambitions, realize your dreams, become leaders in your community, and learn valuable life lessons.

There are so many ways for girls to learn and grow this season! By taking part in Girl Scouts of Historic Georgia's Fall Product Program, girls will experience the magic of teamwork as they set their goals while learning valuable communication and entrepreneurship skills, like financial literacy and business ethics. Girl Scouts is the perfect place for girls to start their lifelong journeys, and we can't wait for your girls to become the best versions of themselves!

Thank you for your support in the Fall Product Program! This year is going to be an ocelot of fun!

Yours for the girls,
Sue Else

2023

# What is the Fall Product Program?

The Fall Product Program is an excellent way to earn start up proceeds to fund your troop's activities and projects throughout the year. Proceeds stay local to benefit GSHG.
Troops earn $2 per magazine and more, and $1.25 on all nut/chocolate items sold.

This program allows Girl Scouts to be entrepreneurs by offering family and friends the opportunity to purchase delicious nuts, chocolates, magazines and more. There are two (2) ways to participate:

- **In-person** by taking orders using the nut order card and collecting payments.
- **Online** by inviting friends and family to place an order. Customers have the option to have nuts, chocolates, magazines and more shipped directly to them, or they can select from a group of nut and chocolate products that Girl Scouts can deliver in person.

The Fall Product Program is an integral part of a Girl Scout's journey toward the Girl Scout Leadership Experience. Participants will be able to practice such skills as:

**Goal Setting · Team work · Presentation Skills
Customer Service · Money Management**

2023

REGISTER @ WWW.GSNUTSANDMAGS.COM/GSHG

# IMPORTANT DATES TO KNOW

## SEPTEMBER

9/12/2023 - FALL PRODUCT TRAINING ON GSLEARN

9/16/2023 - VOLUNTEER ACCESS TO M2 SYSTEM

9/23/2023 - FALL PRODUCT PROGRAM KICKS OFF

## OCTOBER

10/9/2023 - LAST DAY FOR CHANGES TO DELIVERY SITES

## NOVEMBER

11/1/2023 - FALL PRODUCT PROGRAM ENDS @ 11:59 PM

11/2/2023 - DEADLINE FOR TROOPS TO OPT-OUT OF REWARDS

11/2/2023 - PAPER ORDER ENTRIES AND VERIFICATION DUE IN M2 SYSTEM

11/2/2023 - EMAIL SERVICE UNIT PRODUCT PROGRAM MANAGER (SUPPM) UPON COMPLETION OF PAPERWORK

11/3/2023 - ALL DEPOSITS DUE IN BANK FOR ACH DRAFT

11/3/2023 - CARE TO SHARE DEADLINE (DIRECT-MAIL PRODUCTS ONLY)

11/9/2023 - ACH DRAFTS BEGIN APPEARING IN BANK ACCOUNTS
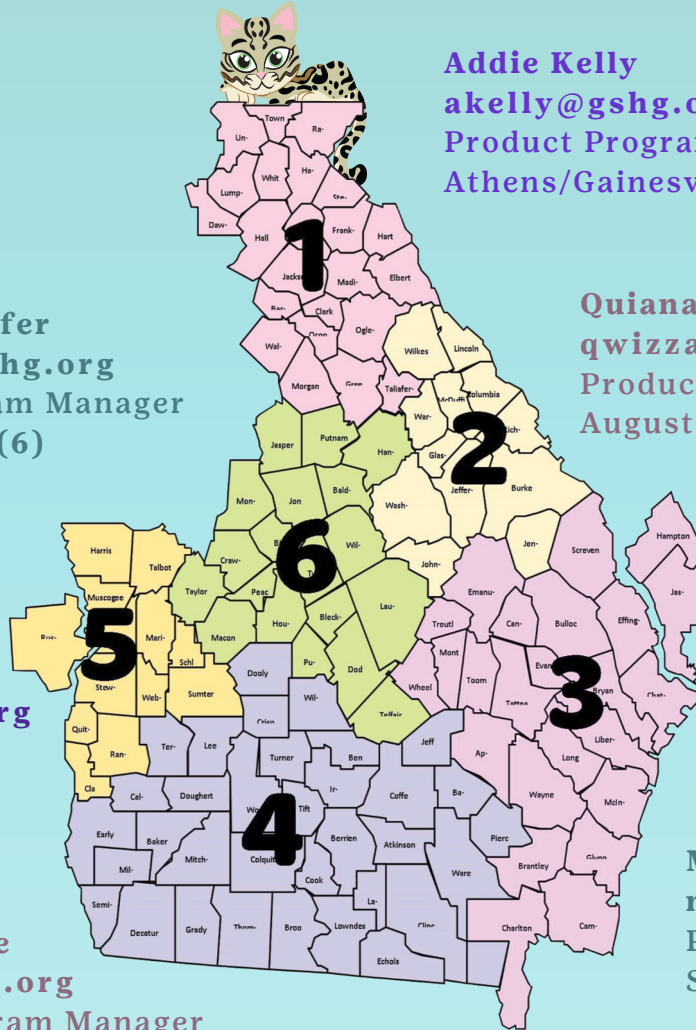
11/15 - 11/17/2023 - FALL PRODUCT DELIVERY TO SUMs

# regional product program managers

**Addie Kelly**
akelly@gshg.org
Product Program Manager
Athens/Gainesville **(1)**

**Quiana Wizzart**
qwizzart@gshg.org
Product Program Manager
Augusta **(2)**

**Rebecca Sandifer**
rsandifer@gshg.org
Product Program Manager
Macon/Lizella **(6)**

**Susan Freeman**
sfreeman@gshg.org
Director of Product
Program
Columbus **(5)**

**Mollie Andrade**
mandrade@gshg.org
Product Program Manager
Savannah **(3)**

**Shanika Price**
sprice@gshg.org
Product Program Manager
Albany **(4)**

## Contact your Regional Product Program Manager with questions regarding the Fall Product Program

**Emergency Hotline 1-866-236-7944**

**Customer Care       1-888-689-1912**
**customercare@gshg.org**

# The magic begins...

Troops wishing to participate in the Fall Product Program must be Product Program Ready by following these steps:

1. Be an active troop in Salesforce.
2. Have 2 registered and approved, non-related volunteers showing in Salesforce in the Troop Leadership Role.
3. Have at least 5 active registered girls in Salesforce for troops with girls in grades K-5.
4. Have at least 3 active registered girls in Salesforce for troops with girls in grades 6-12.

Troop Product Program Managers are required to complete Fall Product Training through gsLearn and submit the Product Program Manager Agreement and Banking Authorization Form (ACH).

# parent participation

Parents must verify that their girl is a registered GSHG Girl Scout for the 2023-2024 Girl Scout Membership year.

The Parent Permission form must be filled out by the parent/guardian/caregiver prior to participation in the program. All forms can be found on our website: **GSHG.org**, or by scanning this QR code:

# Show your magic!

Upon completing the requirements, volunteers will receive the access email so they can begin setting up their administrative site in the M2 system account.

Now it's time for Troop Product Managers to **show their magic**, and create their personal avatar.
Click on "Troop Photo" and see how many girls are registered for their accounts and have customized their own avatars.

Service Unit Product Program Managers (SUPPM) and Troop Product Managers (TPM) can send emails using the Parent and Guardians Email Blast (PGEB). Clicking "send messages" on your troop dashboard allows volunteers to message all parents/guardians/caregivers registered under your troop in the M2 system.

You can add Parent/Guardian/Caregiver emails as well. The best way to use this feature is as a reminder to register for accounts and to give program updates.

# receipt tracking
## Troop Product Managers and
## Service Unit Product Program Managers

The Fall Product Program does not allow for reorders. Once girl orders and girl rewards are submitted through M2 system, no additional changes can be made. It is imperative that all orders and payments are verified prior to submission.

When delivering product to parents and girls, use the receipt generated by the M2 system when a payment is made, when an order is accepted, and when an order is picked up. ALL money and product must be counted to verify accuracy before signing any receipt.

# Troop Banking
## Troop Product Managers and
## Service Unit Product Program Managers

Girls will collect payments at the time the customer places an order. Money envelopes are provided for each girl to assist with money collection. Troop Product Managers and/or Troop Leaders should collect money frequently and deposit it into the troop bank account.

If your troop is delinquent any amount at the end of the sale, a Delinquent Account Form must be completed to initiate the debt recovery process.

If a troop inadvertently overpays council, resulting in a credit owed to the troop, a refund check will be issued. Refunds may take 4-6 weeks to process after the close of the Fall Product Program.

2023

# necessary forms
## Troop Product Managers and
## Service Unit Product Program Managers

### PRODUCT PROGRAM PARENT PERMISSION FORM

All participating girls must have a completed permission form. The Troop Product Manager must verify that a permission form is submitted prior to accepting and submitting orders and distributing product.

Visit GSHG.org/Parent Permission Form, or scan the QR code to complete this form.

### PRODUCT PROGRAM MANAGER AGREEMENT

The registered adult volunteer assuming this role must complete this form to participate in the Fall Product Program and gain administrative access to M2 system.

Visit GSHG.org/Product Program Manager Agreement or scan the QR code to complete this form.

### PRODUCT PROGRAM BANKING AUTHORIZATION FORM

A signer on the troop's bank account needs to complete this form giving GSHG permission to withdraw or credit the troop bank account. Troop banking information must be entered into the M2 system otherwise pending orders may not processed. Use this form to submit SU banking information as well.

Visit GSHG.org/Banking Authorization Form or scan the QR code to complete this form.

## OWN YOUR magic

# How To Participate in the Fall Product Program: Troop Checklist

_____ Be a **registered** Girl Scout **Volunteer**, with approved **background check**, for the current Girl Scout Membership year and have the **Troop Fall Product Program Manager** position assigned to you in Salesforce. To verify, call Customer Care at 1-888-689-1912.

_____ **Check MyGS** Ensure that all your Girl Scouts are accounted for in your Troop MyGS account. Council automatically uploads the MyGS roster to the M2 system at the end of August. Verify that your parents have opted in to receive emails via the MyGS site, to receive the registration confirmation email. Click this link: https://mygs.girlscouts.org/

_____ **Complete Product Program Manager Agreement.**
Click this link - https://form.jotform.com/211184959018157  for the **23-24 Product Program Manager Agreement Form**. If you are a Troop Fall Product Program Manager and/or a Service Unit Product Program Manager, you will complete the same form. Note that you only have to complete one form for both the 2023-2024 Cookie Program and the 2023 Fall Product Program!



_____ **gsLearn 2023 Fall Product Training.**  Training must be completed to gain admin access to the M2 system.  Go to your MyGS account for access to all our training.

_____**Submit the Troop/SU ACH Form.**
Click this link - https://form.jotform.com/211164378688163 for the **23-24 Product Program Banking Authorization Form (Troop/SU ACH)**.  This form must be completed by Troop/SU account holder. Form must only be completed once for the current Girl Scout Membership Year, unless your banking information has changed.



_____ **Ask your Service Unit Product Program Manager about our weekly reports!** Every Monday your Service Unit Product Program Manager receives an updated account on all JotForm submissions including Parent Permission Forms, Troop ACH submissions and Product Program Manager Agreements. If you are curious if all of your parents have submitted the proper paperwork or are wondering why you do not have admin access to M2 Media, contact your Service Unit Product Program Manager.

The 2023 Fall Product Program Volunteer Guide, paper order cards and money envelopes will be mailed to your Service Unit Product Program Managers. You can find additional information as well as digital manuals and order cards by visiting our website at **Girl Scouts of Historic Georgia - Fall Product**. Link: https://www.gshg.org/en/members/for-girl-scouts/cookies-and-fall-product/fall-product-program.html

# How To Participate in the Fall Product Program: Parent Checklist

_____ **Register** for the current Girl Scout Membership year. To verify, call Customer Care at 1-888-689-1912

_____ **Opt in** to receive emails**.** Ensure that your email address is listed in your MyGS account. To receive information from the M2 system, verify that you are opted in.

_____ **Complete Form.** Click this link - https://form.jotform.com/211185690292154 for the **23-24 Product Program Parent Permission Form** As you complete this form you will need to know your Troop #, Service Unit and Region. If you are unsure, please contact your Troop Leader.



Note that this form can be completed once for both the Fall Product and the Cookie Program seasons during the current Girl Scout Membership Year. In no way does the completion of this form require you to participate in both programs.

Once you complete the Parent Permission Form you will then register your Girl Scout(s) on the M2 system, help them create their own personalized avatar, create their online storefront, send personalized emails, and post their links to your personal social media pages.  Girls can also print out personalized business cards and flyers to give to friends and family!

_____ Click this link to register your Girl Scout(s) or scan the QR code:
          Link: https://www.gsnutsandmags.com/gshg



Paper order cards and money envelopes can be obtained from the Troop Fall Product Program Manager, the Service Unit Product Program Manager, and/or the Regional Product Program Manager at the local Council office. You can find additional information as well as digital manuals and order cards by visiting our website at **Girl Scouts of Historic Georgia  - Fall Product**. Link: https://www.gshg.org/en/members/for-girl-scouts/cookies-and-fall-product/fall-product-program.html

# 2023 Fall Product Selection

**Friendship Magic Tin**
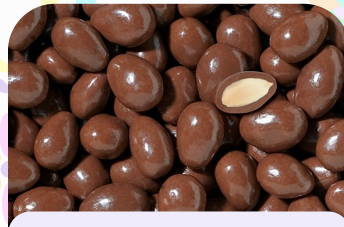Milk Chocolate
Mint Trefoils
**$14**

Snowman with Ornaments Tin
**Chocolate Covered Pretzels**
**$12**

**Whole Cashews**
**$10**

*New product*

**Sweet Cinnamon Almonds**
**$10**

**Chocolate Covered Almonds**
**$10**

*New product*

**Honey Vanilla Cashew Halves**
**$10**

**Pecan Caramel Supremes**
**$8**

**Dark Chocolate Sea Salt Caramels**
**$8**

**Cranberry Trail Mix**
**$8**

**English Butter Toffee**
**$8**

**Peanut Butter Penguins**
**$8**

**Dulce Daisies**
**$8**

*New product*

**Honey Jalapeño Peanuts**
**$9**

**Honey Roasted Peanuts**
**$9**

**Spicy Cajun Mix**
**$7**

**Fruit Slices**
**$7**

**Care to Share**
**$7**

GSHG will be making donations of products to a community organization. Please help us by indicating how many donations you would like to purchase.
Thank you for your support!

Go online to see new product offerings!

Use the QR code or go to:
**www.gsnutsandmags.com/gshg**

# 2023 Cumulative Girl Rewards

Cadette, Senior, and Ambassador troops can opt out of rewards to earn an additional $.10 per item. Girls who opt-out early are eligible to earn the **Own Your Magic** theme patch only.

## magazine incentives

**Ocelot Patch**
Sell 3+ magazines

## 2023 Theme Patch

Theme patches fit together!

## email incentives

**2023 Patch**
Send 18+ emails

## personalized patches

Personalize your patch by choosing from two scenes.
You have the option to select from safari or Girl Scout attire.

**Personalized Patch**
Create your avatar
Use "Share My Site" to invite friends and family to shop online at your site
Sell 4 magazines, 40+ nuts/candies, and send 18 emails.

# 2023 Fall Product Rewards

## patches

**2023 Patch**
Send 18+ emails

**Care to Share Patch**
Sell 5+ Care To Share items

**Ocelot Patch**
Sell 3+ magazines

### 2023 Rewards!
Rewards are cumulative. Reward choices can be made online once a girl sets up her online campaign site.
*Rewards are subject to change due to unforeseen circumstances, and similar items might be used as a substitute.
Some items may vary in color.

## IMPORTANT DATES!

Sales begin:

_____

Turn in my order form:

_____

Pick up my product by:

_____

Deliver product to customers:

_____

ALL money turned in by:

_____

## Combined Sales Rewards

**Own your Magic Patch**
15+ combined items

**Own Your Magic Necklace**
25+ combined Items

**LED Bike Lights**
Sell 30+ combined Items

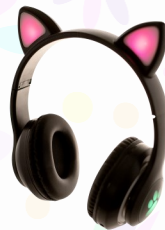**Ocelot Socks**
Sell 50+ combined items

**Small Ocelot Plush**
Sell 40+ combined items

**Own Your Magic T-Shirt**
Sell 65+ combined items

**Cat Wireless Headphones**
Sell 100+ combined items

**Large Ocelot Plush**
Sell 85+ combined items

**Rock Your Magic Kit***
Sell 125+ combined items

*tower speaker, selfie stick, ring light (phone NOT included)

14

# 2023 Volunteer Incentives

**YOUR NAME**

**VOLUNTEER**

**YOUR NAME**

OWN YOUR magic

**VOLUNTEER**

OWN YOUR magic

One T-Shirt per troop

## T-Shirt and Volunteer Personalized Patch

- Troop's final payment is paid in full
- Troop meets or exceeds the sales goal of $2,000 in combined sales of nuts, chocolates, magazines, and more
- Send a Parent/Guardian/ Caregiver Email Blast (PGEB)
- Create an avatar

### Girl Crossover Patch Requirements

**YOUR NAME**

FALL & COOKIES '23-'24

GSHG

- Earn the Personalized Patch
- Send 18+ emails during the 2024 Cookie Program
- Sell 325+ packages of cookies during the 2024 Cookie Program

# FOR MORE INFORMATION:

GSHG Customer Care
1-888-689-1912
customercare@gshg.org

Trophy Nut Customer Service
(Product-related Inquiries)
customerservice@trophynut.com

M2 Media Group Customer Service
(M2 system inquiries)
800-372-8520
question@gsnutsandmags.com

OWN YOUR magic