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CONTACT & LOGIN INFORMATION

THANK YOU! WE APPRECIATE YOU FOR VOLUNTEERING TO BE THE TROOP PRODUCT COORDINATOR. WITH YOUR HELP, THE GIRLS IN YOUR TROOP CAN PARTICIPATE IN COUNCIL-SPONSORED PROGRAMS WHERE THEY WILL HELP RAISE FUNDS FOR THEIR TROOP AND DEVELOP LIFE SKILLS.

M2 MEDIA INFORMATION

WEBSITE: WWW.GSNUTSANDMAGS.COM/GSSNV USER ID: _____ PASSWORD: _____

MY SERVICE UNIT INFORMATION:

SERVICE UNIT ENTREPRENEURSHIP COORDINATOR:

PHONE NUMBER: ______

COUNCIL INFORMATION: WEBSITE: WWW.GIRLSCOUTSNV.ORG FACEBOOK.COM/GIRLSCOUTSNV PHONE NUMBER: 702-385-3677 EMAIL: CUSTOMERSERVICE@GIRLSCOUTSNV.ORG

VENDOR CUSTOMER CARE:



WHY THE FALL PRODUCT PROGRAM

GIRL SCOUT PRODUCT PROGRAMS PREPARE GIRLS WITH REAL WORLD SKILLS LIKE:

GOAL SETTING: SETS GOALS WITH A TROOP OR INDIVIDUALLY AND CREATES A PLAN TO REACH THE GOALS TOGETHER. SETTING AND LEARNING HOW TO REACH GOALS IS IMPORTANT TO FUTURE ENTREPRENEURS BECAUSE THIS TEACHES GIRLS TO BRAINSTORM, TEAM-BUILD, AND COOPERATE ALL ALONG THE WAY.

DECISION MAKING: GIRLS DECIDE HOW TO PARTICIPATE IN THE PROGRAM AND WHAT TO DO WITH THEIR EARNINGS. THE ABILITY TO MAKE DECISIONS WILL LEAD TO CRITICAL THINKING AND PROBLEM-SOLVING SKILLS FOR THESE FUTURE ENTREPRENEURS.

IN ADDITION, THE FALL PRODUCT PROGRAM PROVIDES:

ADDITIONAL TROOP FUNDS
 FUNDING TO COUNCIL FOR
 PROGRAM OPPORTUNITIES AND
 FINANCIAL OPPORTUNITIES
 GREAT PRACTICE FOR THE COOKIE
 PROGRAM (TROOPS THAT PARTICIPATE
 IN THE FALL AND COOKIE PROGRAM
 HAVE HIGHER TROOP PGA THAN
 TROOPS THAT DON'T PARTICIPATE
 IN BOTH)

- EASY TO SELL PRODUCTS

- SIMPLIFIED SALE

MONEY MANAGEMENT: GIRLS DEVELOP A BUDGET, TAKE ORDERS, AND HANDLE CUSTOMER'S MONEY. THEY GAIN VALUABLE AND PRACTICAL LIFE SKILLS AROUND FINANCIAL LITERACY. ALL LEVELS HAVE FINANCIAL LITERACY BADGES THEY CAN EARN.

PEOPLE SKILLS: THE TROOP MEMBERS CAN TALK ABOUT WHY PEOPLE MAY OR MAY NOT CHOOSE TO BUY GIRL SCOUT PRODUCTS. THEY WILL LEARN HOW TO TALK, LISTEN, AND WORK WITH ALL KINDS OF PEOPLE. OUR YOUNG ENTREPRENEURS BUILD CONFIDENCE, HEALTHY RELATIONSHIPS, AND CONFLICT RESOLUTION SKILLS.

BUSINESS ETHICS AND FUTURE ENTREPRENEURS: GIRLS ACT HONESTLY AND RESPONSIBLY DURING EVERY STEP OF THE PROGRAM. HER BUSINESS ETHICS REINFORCE THE POSITIVE VALUES SHE IS DEVELOPING AS A GIRL SCOUT.

TERMS

- SERVICE UNIT ENTREPRENEURSHIP COORDINATOR (SUEC)

HANDLES ALL ASPECTS OF THE SERVICE UNIT'S FALL PRODUCT PROGRAM AND REPORTS/WORKS DIRECTLY WITH COUNCIL

TROOP PRODUCT COORDINATOR (TPC)

HANDLES ALL ASPECTS OF THE TROOP'S PRODUCT PROGRAM AND REPORTS TO THEIR SUEC

- ENTREPRENEURSHIP TEAM

IS COMPRISED OF SERVICE UNIT ENTREPRENEURSHIP COORDINATORS (SUEC), GSSNV DIRECTOR OF PRODUCT PROGRAMS, AND ANYONE ASSISTING WITH THE PRODUCT PROGRAM

- CAREGIVERS

LEGAL PARENT OR GUARDIAN OF GIRL SCOUT

• M2

THE SYSTEM USED TO INPUT AND TRACK TROOP PROGRESSION DURING FALL PRODUCT PROGRAM

-TROOP SUMMARY REPORT

ON THE M2 DASHBOARD, CLICK "REPORTS" TO VIEW THE TROOP SUMMARY REPORT - CAMPAIGN AND SALES INFORMATION FOR TROOPS

-GIRL SCOUT REWARDS REPORT

ON THE M2 DASHBOARD, CLICK "REPORTS", THEN "SPECIAL REPORTS", THEN "GIRL SCOUT REWARDS" TO VIEW THE EXCEL SPREADSHEET OF THE GIRLS' REWARDS

DELIVERY TICKETS

M2 PRODUCT RECEIPTS. SUEC USES TROOP TICKETS BY TROOP WHEN DISTRIBUTING PRODUCTS TO TPCS. TPCS use girl scout tickets when distributing product to caregivers

-ACH (AUTOMATIC CLEARING HOUSE)

THE DEBIT SYSTEM USED TO PAY FOR TROOP PRODUCT. AN AUTOMATIC WITHDRAWAL DEBITS THE TROOP ACCOUNT AND REMOVES THE BALANCED OWED TO COUNCIL. THIS IS OFTEN REFERRED TO AS A "SWEEP"

• PENNY SWEEP

A TEST SWEEP USED TO VERIFY TROOP ACCOUNT. COUNCIL WILL TAKE ONE PENNY FROM THE TROOP ACCOUNT AND THEN REPLACE THE PENNY

- DELINQUENT ACCOUNT FORM

FORM USED TO REMOVE RESPONSIBILITY FROM THE TROOP FOR COLLECTING MONEY FROM CAREGIVERS WHO ARE DELINQUENT WITH THEIR PAYMENT

PROMISE ORDER

AN ORDER PLACED ONLINE AND PAID FOR IN ADVANCE, WHERE THE CUSTOMER HAS REQUESTED IN-PERSON DELIVERY

-CARE TO SHARE

COUNCIL-SPONSORED DONATION PROGRAM; PURCHASED UNITS THAT WILL BE DONATED TO THE MILITARY, SHELTERS, AND COMMUNITY PARTNERS

- PRODUCT CASE

A CASE CONTAINS 12 OF THE SAME UNITS, I.E., 1 CASE OF MINT TREASURES CONTAINS 12 INDIVIDUAL MINT TREASURE TINS

-WAREHOUSE

OUR FALL PRODUCT PROGRAM WAREHOUSE IS LOCATED AT OUR COUNCIL OFFICE: 2941 HARRIS AVE. LAS VEGAS, NV 89101

IMPORTANT DATES

AUGUST 2023

TROOP PRODUCT COORDINATORS VERIFY THE TROOP ROSTER ON THE MYACCOUNT SITE TO ENSURE ALL GIRLS ARE REGISTERED WITH CURRENT/CORRECT INFORMATION. GIRL NAMES WILL BE ENTERED INTO M2 MEDIA ACCORDING TO THE TROOP MYACCOUNT ROSTER.

AUGUST 24

SERVICE UNIT ENTREPRENEURSHIP COORDINATORS (SUEC) TRAINING OFFERED BY VENDORS

AUGUST 26 - SEPTEMBER 6

TROOP PRODUCT COORDINATORS MUST ATTEND ONE OF THESE TRAINING SESSIONS:

FOR NEW TPCS:

- AUGUST 26, @ LEAD CONFERENCE
- AUGUST 29, 1 PM @ COUNCIL
- AUGUST 31, 6 PM @ COUNCIL
- SEPTEMBER 6, 1 PM @ COUNCIL

FOR SEASONED TPCS:

- AUGUST 26, @ LEAD CONFERENCE
- AUGUST 29, 6 PM @ COUNCIL
- AUGUST 30, 10 AM @ COUNCIL
- AUGUST 31, 10 AM @ COUNCIL

NEED A DIFFERENT DATE OUTSIDE OF THESE DATES? CONTACT YOUR SERVICE UNIT ENTREPRENEURSHIP COORDINATOR OR EMAIL CUSTOMER SERVICE AT CUSTOMERSERVICE@GIRLSCOUTSNV.ORG.

ONCE THE TPC HAS ATTENDED A TRAINING, THEY SHOULD HOST A Fall product meeting with caregivers in august or septemeber 2023. Collect the signed permission & financial responsibility forms from each girls' caregiver.

SEPTEMBER 2023

TROOP PRODUCT COORDINATORS WILL RECEIVE AN EMAIL TO SET UP THEIR ONLINE DASHBOARD IN THE FIRST WEEK OF SEPTEMBER. Be sure to log in, set up your password and create your Me2[™] avatar. Enter troop bank account information into M2. Check to make sure all girls in your troop have been UPLOADED INTO M2. CONTACT YOUR SUEC IF ANY GIRL IS MISSING

SEPTEMBER 7

FALL PRODUCT PROGRAM BEGINS! ONLINE STOREFRONTS GO LIVE. GIRLS SEND EMAILS AND CREATE THEIR FALL PRODUCT PROGRAM AVATAR.

REMINDER: GIRLS COLLECT MONEY AT THE TIME OF DELIVERY FOR IN-PERSON NUT/CANDY ORDERS.

SEPTEMBER 20

TROOP OPT-OUT FORMS ARE DUE (AVAILABLE TO CADETTES AND ABOVE)

SEPTEMBER 21

PENNY SWEEP - TEST ACH WILL BE SCHEDULED FOR All troops selling in M2. Please see page 4 for More Details.

SEPTEMBER 30

- LAST DAY FOR IN-PERSON ORDERS! CAREGIVERS INPUT ORDER CARD INFORMATION INTO M2 OR SEND THE ORDER CARD INFORMATION TO THE TPC TO ENTER INTO M2. DO NOT DUPLICATE. GIRLS CAN CONTINUE SELLING UNTIL OCTOBER 23.



IMPORTANT DATES (CONTINUED)

OCTOBER 2023

OCTOBER 2

- FINAL DAY FOR TPCS TO ENTER ORDER CARD INFORMATION OR TROOP EXTRAS INTO THE M2 SYSTEM.
- TPCS WILL BE LOCKED OUT OF M2 SYSTEM AT 9:00PM.
- RESPOND TO EMAIL TO SELECT PRODUCT PICK UP TIME.

OCTOBER 4

- LAST DAY FOR ONLINE GIRL DELIVERY ORDERS
- LAST DAY FOR SUEC TO VERIFY ALL ORDERS IN M2.
- SUEC WILL BE LOCKED OUT OF M2 SYSTEM AT 9:00PM.

OCTOBER 14

- FALL PRODUCT PICK UPS
- EMAIL WILL BE SENT TO TPC TO SELECT PICK UP TIME THE WEEK OF OCTOBER 2.

OCTOBER 23

- FALL PRODUCT PROGRAM ENDS.
- LAST DAY TO PICK UP RE-ORDERS FROM THE WAREHOUSE

OCTOBER 24

- INITIAL ACH - 50% DUE TO COUNCIL.

OCTOBER 24

- DELINQUENT ACCOUNT FORM SUBMISSIONS OPEN.

OCTOBER 30

- LAST DAY FOR TPCS TO REVIEW RECOGNITION ORDERS.
- ALL TRANSFERS ENTERED INTO M2 BY 9:00PM

OCTOBER 31

• FINAL DATE TO SUBMIT DELINQUENT ACCOUNT FORM TO COUNCIL.

NOVEMBER 2023

NOVEMBER 1

• FINAL ACH - REMAINING BALANCE DUE TO COUNCIL.

LATE DECEMBER 2023

• ESTIMATED DELIVERY DATE FOR RECOGNITIONS DELIVERED TO SUECS.

BY JANUARY 2024

- ALL RECOGNITION SHORTAGES OR DAMAGES NEED TO BE RESOLVED.

M2 CUSTOMER SERVICE (1-800-372-8520)

IF YOU WISH TO INVESTIGATE THE STATUS OF YOUR GIRL SCOUT ORDERS, YOU MAY CALL THE 800 NUMBER AT ANY TIME OR EMAIL QUESTION@GSNUTSANDMAGS.COM. YOU MUST HAVE THE CUSTOMER'S NAME, ADDRESS, MAGAZINE NAME, AND EITHER NEW OR RENEWAL INFORMATION. M2 HAS GREAT REPRESENTATIVES AND CAN READILY TRACK YOUR ORDERS. ONLINE MAGAZINE ORDERS ARE PLACED IMMEDIATELY WITH THE PUBLISHER, AND CUSTOMERS TYPICALLY SEE THEIR FIRST ISSUE IN JUST 6-8 WEEKS. PLEASE NOTE THAT SCHEDULES ARE DEPENDENT ON THE FREQUENCY OF THE PUBLICATION. E.G. QUARTERLY MAGAZINES WILL SEE A MUCH LONGER TURN AROUND AS THE ORDER MAY HAVE JUST MISSED AN ISSUE, WHICH MAXIMIZES THE DELAY.

CUSTOMERS MUST CALL M2 CUSTOMER SERVICE TO CHANGE ANY ONLINE ORDERS FOR NUT/CANDY PRODUCTS OR MAGAZINES. ASHDON FARMS CANNOT CANCEL DIRECT SHIP ORDERS.

PARENTS MAY ALSO CONTACT M2 CUSTOMER SERVICE TO INQUIRE ABOUT The status of their daughter's avatar patch.





FALL PRODUCT PROGRAM OVERVIEW

ENSURE YOU ARE ON TRACK DURING THE FALL PRODUCT PROGRAM. AS YOU CHECK OFF EACH ITEM, YOU ARE ONE STEP CLOSER TO Completing a successful program!

HOW TO PARTICIPATE IN FALL PRODUCT PROGRAM

OPTION 1: ONLINE ORDERS

GIRLS MAY INVITE CUSTOMERS TO SHOP THEIR ONLINE STORE AND PLACE NUT/CANDY OR MAGAZINE ORDERS BY SHARING THE LINKS VIA EMAIL AND SOCIAL MEDIA. CUSTOMERS WILL HAVE A CHOICE TO PURCHASE MAGAZINES OR NUT/CANDY UNITS AND PAY BY CREDIT CARD. FOR MAGAZINES, ORDERS ARE PROCESSED ALMOST IMMEDIATELY AND WILL ARRIVE WITHIN 6-8 WEEKS OF PURCHASE. FOR NUT/CANDY UNITS, CUSTOMERS CAN PAY BY CREDIT CARD AND THEY WILL HAVE TWO CHOICES FOR DELIVERY: SHIPPED OR IN-PERSON DELIVERY. ALL DIRECT-SHIP ORDERS ARE SHIPPED BY ASHDON FARMS.

SHIPPED:

FOR THEIR CONVENIENCE, CUSTOMERS CAN PAY FOR SHIPPING AND HAVE ACCESS TO AN EXPANDED LINE OF NUT AND CANDY UNITS. THIS IS PERFECT FOR OUT-OF-TOWN CUSTOMERS. SHIPPING RATES APPLY. CHOCOLATE UNITS ARE RECOMMENDED TO BE SHIPPED 2ND DAY AIR WITH REFRIGERATION; THIS WILL ADD TO THE STANDARD SHIPPING COST. NEW THIS YEAR, CUSTOMERS CAN ORDER ONLINE TERVIS TUMBLERS AND A GIRL SCOUT BARKBOX FOR DIRECT SHIPPING. THE SHIPPING COST FOR TERVIS TUMBLERS IS \$5.99 PER TUMBLER FOR THE FIRST THREE PURCHASED, AND AN ADDITIONAL \$1.00 FOR EACH ADDITIONAL TUMBLER. FOR THE GIRL SCOUT BARKBOX, A FLAT \$5 PER DELIVERY ADDRESS IS THE SHIPPING FEE. SEE THE GIRLS' STOREFRONT FOR MORE INFORMATION.

OPTION 2: GIRL DELIVERED ONLINE/PROMISE ORDERS- IN-PERSON/GIRL DELIVERY

TO SAVE ON SHIPPING CHARGES, IN-TOWN CUSTOMERS CAN COORDINATE WITH THE GIRL AND CAREGIVERS TO PICK UP OR DELIVER THE PRODUCT. CUSTOMERS WILL PAY FOR THESE ORDERS ONLINE WITH A CREDIT CARD. THE LAST DAY CUSTOMERS CAN PLACE NUT PROMISE ORDERS ONLINE IS OCTOBER 4, 2023. THESE ORDERS WILL AUTOMATICALLY TRANSMIT WITHIN THE SYSTEM AND SHOULD NOT BE MANUALLY ENTERED BY CAREGIVERS, TPCS OR SUEC(S). MANUALLY ENTERING THESE NUT PROMISE ORDERS WILL RESULT IN DUPLICATED NUT/CANDY ORDERS. THE NUT AND CANDY PRODUCTS AVAILABLE THROUGH THIS OPTION ARE THE SAME PRODUCTS THAT ARE AVAILABLE ON THE ORDER CARD.

OPTION 3: IN-PERSON ORDERS

THIS IS THE IN-PERSON SALE OF CANDY AND NUT PRODUCTS. REFER TO ORDER CARD FOR UNITS AND PRICING. EACH PARTICIPATING GIRL SHOULD BE GIVEN THE PREPRINTED ORDER CARD FOR NUTS AND CANDY, FEATURING PHOTOGRAPHS OF ALL PRODUCTS OFFERED WITH PRODUCT PRICING AS WELL AS THE GIRL REWARD LEVELS. FAMILIES SHOULD USE THIS ORDER CARD TO HELP CUSTOMERS MAKE THEIR PRODUCT CHOICES. GIRLS SHOULD WAIT TO COLLECT THE AMOUNT DUE UNTIL ORDER DELIVERY.

OPTION 4: ALL OF THE ABOVE!

TROOPS CAN PARTICIPATE IN ALL OPTIONS: ONLINE SALES, IN-PERSON SALES, AND GIRL DELIVERY/PROMISE ORDERS! THIS ALLOWS YOU TO REACH OUT TO FRIENDS AND FAMILY BOTH IN TOWN AND ACROSS THE GLOBE!

FALL PRODUCT PROGRAM OVERVIEW (CONTINUED)

TROOP PROCEEDS:

TROOPS EARN \$1.00 PER NUT/CANDY ITEM SOLD AND \$2.00 PER MAGAZINE SUBSCRIPTIONS SOLD ONLINE OR IN-PERSON. ALSO, \$2 PER TERVIS TUMBLER AND BARKBOX SOLD ONLINE.

BEFORE THE FALL PRODUCT PROGRAM (STARTS ON SEPTEMBER 7, 2023)

- 1. TPCS MUST HAVE A CURRENT ADULT GIRL SCOUT MEMBERSHIP FOR 2023-2024 (CAN BE COMPLETED ONLINE BY GOING TO WWW.GIRLSCOUTSNV.ORG)
- 2. CLEARED CRIMINAL BACKGROUND CHECK (CBC) ON FILE WITH GSSNV.
- 3. COMPLETE THE 2023 FALL PRODUCT PROGRAM TRAINING.
- 4. COMPLETE AND SUBMIT THE 2023 TROOP PRODUCT COORDINATOR AGREEMENT.
- A. BY SIGNING THE AGREEMENT FORM YOU AGREE TO BE RESPONSIBLE FOR ALL PRODUCT, PAYMENTS, AND PAPERWORK FOR THE FALL PRODUCT PROGRAM.
- 5. TROOPS MUST HAVE A LEADER AND CO-LEADER AND A MINIMUM OF 5 PARTICIPATING GIRL SCOUTS OR BE OPEN IN THE TROOP Opportunity catalog.
- 6. TROOPS MUST HAVE A CURRENT BANK ACCOUNT
- (NEW TROOPS: PLEASE WORK WITH YOUR MEMBERSHIP SUPPORT SPECIALIST FROM OUR GSSNV MEMBERSHIP TEAM).
- 7. TROOPS MUST HAVE TURNED IN MOST RECENT ANNUAL TREASURY REPORT.
- 8. TROOPS MUST BE DEBT-FREE.
- 9. FAILURE TO MEET THE ABOVE REQUIREMENTS WILL RESULT IN NOT HAVING ACCESS TO THE M2 DASHBOARD.

HOST FALL PRODUCT MEETING WITH CAREGIVERS

HOLD A MEETING WITH CAREGIVERS TO EXPLAIN THE PROGRAM OPPORTUNITIES AND DEADLINES. CAREGIVERS MUST SIGN A PERMISSION FORM IN ORDER TO RECEIVE AN ORDER CARD. KEEP THESE SAFE AND DO NOT LOSE THEM. REMEMBER, CAREGIVERS ARE FINANCIALLY RESPONSIBLE FOR ALL UNITS AND TURNING IN FUNDS FROM THE FALL PRODUCT PROGRAM.

- INTRODUCE NEW PRODUCT & WEBSITE INFORMATION.
- SHOW ALL THE NEW RECOGNITIONS AND PATCHES THE GIRLS CAN RECEIVE BY PARTICIPATING IN THE FALL PRODUCT PROGRAM.
- ENSURE CAREGIVERS GET FORMS AND ARE AWARE OF THE DEADLINES.

• TRAIN THE CAREGIVERS ON THE VIRTUAL STOREFRONT, INCLUDING CREATING THEIR OWN AVATAR. REMEMBER, IF THE GIRLS CREATE A ME2 AVATAR, SEND 25 EMAILS, AND SELL \$425 TOTAL, ONLINE AND/OR IN PERSON, THEY EARN THE PERSONALIZED PATCH WITH THEIR NAME AND AVATAR!

• DISCUSS EXPECTATIONS OF THEIR PARTICIPATION AND OUTLINE THE IMPORTANT DATES (ORDER CARD DUE DATE, PRODUCT PICK UP DATE, AND MONEY DUE DATE).

• REVIEW THE GIRL PERMISSION FORMS. ALL CAREGIVERS UNDERSTAND BY SIGNING THE GIRL PERMISSION SLIP THEY'RE GIVING THE GIRL PERMISSION TO PARTICIPATE IN THE FALL PRODUCT PROGRAM. THEY ARE ALSO AGREEING TO BE FINANCIALLY RESPONSIBLE FOR ALL PRODUCTS ORDERED.

- REMIND CAREGIVERS THERE ARE NO TRANSFERS OUT OF THE TROOP AND NO TROOP DIVORCES/TROOP DISBANDMENT DURING THE PRODUCT PROGRAM.
- COLLECT THE COMPLETED PERMISSION FORMS BEFORE HANDING OUT THE ORDER CARD/ANY PROGRAM MATERIALS.

FALL PRODUCT PROGRAM OVERVIEW (CONTINUED)

PLAN & CONDUCT MEETING WITH GIRLS

• TEACH THE GIRLS (AND CAREGIVERS!) ABOUT THE 5 SKILLS - GOAL SETTING, DECISION MAKING, MONEY MANAGEMENT, PEOPLE SKILLS, AND BUSINESS ETHICS - AND SHOW THEM HOW THEY DEVELOP EACH OF THESE SKILLS DURING THE PROGRAM.

• AT THE TROOP MEETING, HAVE GIRLS DISCUSS THEIR PERSONAL AND TROOP SELLING GOALS AND WHAT THE TROOP WOULD LIKE TO DO WITH THE TROOP PROCEEDS THEY ARE GOING TO EARN!

• PUT THE TROOP GOAL IN WRITING AND DISCUSS AT FUTURE TROOP MEETINGS.

DURING THE FALL PRODUCT PROGRAM

• GIRLS BEGIN TAKING ORDERS ON SEPTEMBER 7, 2023. NO EARLY SELLING PLEASE (CONSEQUENCE MAY RESULT IN A TROOP PENALTY OF PROCEEDS).

• MAKE SURE TO HAVE ENTERED TROOP BANK INFORMATION INTO M2. A "PENNY SWEEP" IS SCHEDULED FOR SEPTEMBER 21, 2023. MISSING BANK INFORMATION OR ANY ISSUES WITH THE PENNY SWEEP WILL RESULT IN TPC LOSING ACCESS TO M2 UNTIL THE BANKING ISSUE IS FIXED.

- REMIND YOUR CAREGIVERS OF YOUR ORDER DUE DATES.
- COLLECT ORDERS FROM GIRLS BY YOUR DUE DATE. LET CAREGIVERS KNOW YOU CANNOT WAIT FOR LATE ORDERS
- » SCHEDULE ENOUGH TIME TO CONCENTRATE ON ENTERING AND VERIFYING ORDERS INTO M2.
- CONTACT YOUR SUEC EARLY TO SET UP A TIME TO MEET OR EMAIL CUSTOMERSERVICE@GIRLSCOUTSNV.ORG FOR HELP WITH ORDER CARD ENTRY.
- ENTER GIRLS' ORDERS IN M2 BEFORE 9 P.M. PST, OCTOBER 2, 2023.
- DOUBLE CHECK WITH CAREGIVERS TO ENSURE ALL PROMISE ORDERS ARE INCLUDED IN THE TROOPS INITIAL ORDER.
- NO LATE ORDERS WILL BE PROCESSED FOR INTIAL ORDERS AFTER OCTOBER 4TH!
- PICK UP YOUR TROOP ORDER FROM THE WAREHOUSE, BEGINNING THE WEEK OF OCT. 2ND, LOOK OUT FOR A SIGN-UP TO RESERVE YOUR SPOT!
- WHEN PRODUCT ARRIVES, SORT GIRL ORDERS BEFORE ALLOWING CAREGIVERS TO PICK UP. THEY MUST COUNT AND SIGN FOR THE PRODUCT BEFORE LEAVING TO CONFIRM THE ORDER IS CORRECT. MAKE SURE CAREGIVERS SIGN A RECEIPT OR A DELIVERY TICKET.
- ONLY CAREGIVERS CAN SIGN FOR PRODUCT! IF YOU DO NOT HAVE A SIGNED DELIVERY TICKET OR A RECEIPT FROM THE CAREGIVER, THE TROOP PRODUCT COORDINATOR WILL BE HELD FINANCIALLY RESPONSIBLE FOR THE AMOUNT DUE.
- REMIND ALL CAREGIVERS OF TROOP MONEY DUE DATES.

» THE FIRST ACH SWEEP IS OCTOBER 24, 2023. THE SECOND ACH SWEEP IS NOVEMBER 1, 2023. SET YOUR DUE DATE SEVERAL DAYS PRIOR SO THERE IS ENOUGH TIME TO GO TO THE BANK TO DEPOSIT THE MONEY.

END OF FALL PRODUCT PROGRAM (ENDS OCTOBER 23, 2023)

- COLLECT REMAINING MONEY FROM CAREGIVERS. ONLY ACCEPT MONEY FROM ADULTS AND PROVIDE RECEIPTS FOR ALL TRANSACTIONS.
- TRANSFERS AND RECOGNITIONS MUST BE ENTERED INTO M2 BY OCTOBER 30, 2023.
- IF A CAREGIVER IS LATE, PLEASE DO NOT WAIT FOR THEM TO PAY, COMPLETE AND SUBMIT DELINQUENT ACCOUNT FORM.
- DELINQUENT ACCOUNT FORMS ARE DUE TO COUNCIL BY OCTOBER 31, 2023. WHEN SUBMITTING A DELINQUENT ACCOUNT FORM, TPC MUST FILL IT OUT, PROVIDE A SIGNED CAREGIVER PERMISSION SLIP, AND ALL SIGNED RECEIPTS (DELIVERY TICKETS).
- ONCE A CAREGIVER IS TURNED IN FOR DELINQUENT PAYMENT, ALL PAYMENTS NEED TO BE MADE TO THE COUNCIL OFFICE.
- DEPOSIT REMAINING FUNDS INTO THE TROOP BANK ACCOUNT NO LATER THAN OCTOBER 31, 2023 TO PREPARE FOR FINAL SWEEP ON NOVEMBER 1, 2023.
- SUEC WILL CONTACT THE TPC ONCE REWARDS ARRIVE LATE DECEMBER TO COORDINATE PICK-UP.
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DISTRIBUTING PRODUCT & HANDLING DAMAGES

BEFORE DISTRIBUTING PRODUCT

• PRINT 2 COPIES OF THE GIRL DELIVERY TICKETS (SEE PAGE 4 FOR DETAILS) FOR ALL THE GIRLS IN THE TROOP.

• TO USE, CLICK ON DELIVERY TICKET LINK ON YOUR TROOP DASHBOARD UNDER THE PRODUCT MANAGEMENT SECTION. GO TO THE GIRL SCOUT TICKET Section and create delivery tickets for all of the girls in your troop or one girl at a time. This will open a PDF of each girl's Itemized product receipt. Print two copies of this report. If you are unable to print the delivery ticket you must use a receipt book and get all required signatures.

• GET PRODUCTS SORTED AND READY FOR DISTRIBUTION.

• MISSING UNITS: ANY UNITS MISSING FROM A TROOP ORDER NEED TO BE REPORTED TO SUEC WITHIN 48 HOURS OF PICK UP. THERE IS NO GUARANTEE FOR REPLACEMENT OF THE MISSING UNITS PAST THAT TIMEFRAME.

• REMIND CAREGIVERS OF YOUR SCHEDULED PICK-UP LOCATION, DATE AND TIME.

FALL PRODUCT DISTRIBUTION

• ONLY DISTRIBUTE TO CAREGIVERS.

• COUNT EACH ORDER WITH THE CAREGIVER ACCEPTING PRODUCTS. COUNT AND RECOUNT UNTIL BOTH OF YOU ARE SATISFIED THE ORDER IS CORRECT. VERIFY PRODUCT VARIETIES BY READING THE NAMES ON THE TOPS OF THE CANS – SOME VARIETIES HAVE SIMILAR COLORED CANS.

• THE CAREGIVER PICKING UP PRODUCT WILL SIGN THE GIRL DELIVERY TICKET OR RECEIPT. GIVE A COPY TO THE CAREGIVER AND KEEP THE SIGNED COPY FOR YOUR RECORDS (YOU MAY BE REQUIRED TO SUBMIT WITH END-OF-PROGRAM PAPERWORK IF RESEARCH NEEDS TO BE CONDUCTED BY COUNCIL).

• MAKE SURE TO HAVE A CAREGIVER SIGN EVERY DELIVERY TICKET OR RECEIPT THAT LISTS THE PRODUCT THEY ARE RECEIVING!

• REMIND CAREGIVERS TO KEEP THEIR PRODUCTS IN A COOL, DRY PLACE UNTIL PRODUCTS ARE DELIVERED. (DO NOT STORE IN PERSONAL VEHICLES OR NON-TEMPERATURE-CONTROLLED ROOMS, SUCH AS GARAGES).

DAMAGED PRODUCTS

• COUNCIL AND YOUR SUEC ARE NOT RESPONSIBLE FOR UNITS THAT ARE MELTED. PLEASE TAKE CARE OF THE PRODUCT AND REMIND CAREGIVERS TO DO THE SAME. STORE CHOCOLATE UNITS AT 65-70 DEGREES.

• ANY CHOCOLATE THAT APPEARS TO BE SUN-KISSED/CHALKY/MELTED/OR PREVIOUSLY MELTED PRODUCT WILL ONLY BE REPLACED IF THE TROOP Agrees to pay for New Products.

• CONTACT YOUR SUEC OR COUNCIL IF YOU FIND DAMAGED PRODUCT LIKE OPEN UNITS, SMASHED BOXES, EMPTY, OR DENTED CANS IN YOUR INVENTORY. ANY EXCHANGES FOR DAMAGED UNITS WILL BE FOR THE SAME VARIETY.

• YOU HAVE UP TO 48 HOURS TO REPORT THE DAMAGED UNITS.

• FOR ANY DAMAGES OF PRODUCTS ORDERED ONLINE FOR DIRECT SHIPPING, PLEASE REPORT TO M2 AT 1-800-372-8520.

MONEY HANDLING

ALWAYS SAFEGUARD YOUR MONEY!

DO NOT KEEP LARGE SUMS OF MONEY IN YOUR POSSESSION, IN YOUR VEHICLE, OR AT YOUR PLACE OF EMPLOYMENT. TROOP PRODUCT COORDINATORS Are responsible for securing money and ensuring payments are deposited for products. Council will not reimburse money or Replace product stolen from homes, vehicles, place of employment, during booths, etc.

RECEIPTS! RECEIPTS! RECEIPTS!

- RECEIPTS ARE PROOF OF WHO TOOK PRODUCTS AND WHO GAVE YOU MONEY.
- A SIGNED NUT/MONEY RECEIPT IS REQUIRED FOR EVERY TRANSACTION! A CAREGIVER MUST SIGN A RECEIPT EVERY TIME MONEY OR PRODUCT Changes hands.
- GIRLS ARE NOT ALLOWED TO SIGN RECEIPTS!
- ONLY DISTRIBUTE PRODUCT/ACCEPT MONEY WITH A CAREGIVER.
- YOU CAN GET ADDITIONAL RECEIPT BOOKS FROM YOUR SUEC.
- ALWAYS RETAIN A TROOP COPY OF RECEIPTS. TROOPS SHOULD KEEP MONEY/PRODUCT RECEIPTS FOR 2 YEARS.
- DO NOT SUBMIT COPIES OF PRODUCT/MONEY RECEIPTS, UNLESS THEY ARE ATTACHED TO A DELINQUENT ACCOUNT FORM.

CUSTOMER PAYMENTS

- MAKE SURE CAREGIVERS/GIRLS UNDERSTAND WHEN PAYMENT IS ACCEPTED .
- »PAYMENT IS ONLY COLLECTED WHEN GIRLS DELIVER NUTS/CANDY NOT AT THE TIME OF ORDER
- » WITH THE EXCEPTION OF PROMISE ORDERS WHERE THE CUSTOMER PAID UPFRONT ONLINE AND REQUESTED IN-PERSON DELIVERY.
- » "CARE TO SHARE" (DONATION NUTS AND CANDY) PAYMENTS SHOULD BE ACCEPTED IMMEDIATELY AS NO PRODUCT IS BEING DELIVERED To the customer.
- CUSTOMERS CAN PAY BY CASH OR CREDIT CARD
 - » WE STRONGLY SUGGEST THAT TROOPS DO NOT ACCEPT CHECKS FROM CUSTOMERS. COUNCIL WILL NOT REIMBURSE ANY BOUNCED CHECKS In the troop account.

COLLECTING MONEY FROM CAREGIVERS

• ONLY COLLECT MONEY FROM CAREGIVERS.

• SET A DATE WHEN ALL MONEY IS DUE. REMEMBER TO MAKE IT EARLIER THAN YOUR ACH SWEEP DATE OF OCTOBER 24, 2023 TO GIVE YOURSELF ENOUGH TIME TO VISIT THE BANK AND DEPOSIT MONEY. REMIND CAREGIVERS MULTIPLE TIMES DURING THE PROGRAM OF YOUR DEADLINE.

• ALL MONEY MUST BE DEPOSITED INTO TROOP BANK ACCOUNT BEFORE NOVEMBER 1, 2023. IF A CAREGIVER MISSES YOUR TROOP DEADLINE, COMPLETE A DELINQUENT ACCOUNT FORM.

• KEEP RECORDS OF ALL PAYMENTS MADE BY CAREGIVERS. BE SURE TO HAVE THE CAREGIVERS SIGN A RECEIPT FOR ALL PRODUCT THEY RECEIVE AND ALL MONEY THAT THEY GIVE TO THE TROOP PRODUCT COORDINATOR.

• DO NOT ACCEPT CHECKS AS PAYMENT FROM CAREGIVERS AS IT IS NOT AN ACCEPTED CUSTOMER PAYMENT. COUNCIL WILL NOT REIMBURSE ANY BOUNCED CHECKS IN THE TROOP ACCOUNT.

• IF COUNCIL'S DEADLINES ARE MISSED OR LESS MONEY IS TURNED IN THAN IS DUE WITHOUT A DELINQUENT ACCOUNT FORM AND RECEIPTS, THE TROOP PRODUCT COORDINATOR WILL BE RESPONSIBLE FOR THE AMOUNT DUE.

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MONEY HANDLING (CONTINUED)

DEPOSITS

- REMEMBER TO MAKE DEPOSITS FREQUENTLY INTO THE TROOP ACCOUNT.
- IF YOUR TROOP IS UNABLE TO COLLECT AND DEPOSIT THE AMOUNTS OWED TO COUNCIL, YOU MUST ALERT COUNCIL 48 HOURS BEFORE THE SWEEP BY EMAILING CUSTOMERSERVICE@GIRLSCOUTSNV.ORG. COUNCIL WILL HOLD YOUR ACCOUNT AND ASSIGN THE TROOP A MAKE-UP DATE. IF THE MAKE-UP ACH DATE IS UNABLE TO BE MET, THE TROOP WILL ENTER A PAYMENT PLAN WITH COUNCIL.

DELINQUENT ACCOUNT FORMS

• IF A CAREGIVER HAS AN OUTSTANDING BALANCE DUE TO THE TROOP, THE TROOP SHOULD SUBMIT A DELINQUENT ACCOUNT FORM TO COUNCIL BY OCTOBER 31, 2023.

• THE DELINQUENT ACCOUNT FORM REMOVES THE RESPONSIBILITY OF COLLECTING THE MONEY DUE TO THE TROOP AND ALLOWS COUNCIL TO STEP IN AND HELP THE TROOP! ONCE THE FORM AND ALL REQUIRED DOCUMENTS HAVE BEEN TURNED IN, COUNCIL WILL START THE PROCESS OF COLLECTING THE AMOUNT DUE FROM THE CAREGIVER.

• COUNCIL ATTEMPTS COURTESY CALLS TO THE CAREGIVER WITH THE BALANCE TO LET THEM KNOW THEY NEED TO SUBMIT PAYMENT TO COUNCIL BY A CERTAIN DATE. IF THEY HAVE NOT SUBMITTED PAYMENT BY THE DUE DATE OR SET UP A COUNCIL APPROVED PAYMENT PLAN, THEIR ACCOUNT WILL BE TURNED INTO COLLECTIONS.

- AGAIN, ONCE A CAREGIVER IS TURNED INTO COUNCIL COLLECTIONS HE OR SHE WILL NEED TO MAKE THEIR PAYMENTS TO COUNCIL.
- WHAT DOES THAT MEAN FOR YOUR TROOP?
 - » IF THE DELINQUENT ACCOUNT FORM IS SUBMITTED BY OCTOBER 31, 2023, THE TROOP'S FINAL SWEEP WILL BE ADJUSTED DOWN.

ACH/BANK ACCOUNT SWEEPS

- ACH SWEEPS (AUTOMATIC CLEARING HOUSE), IS THE DEBIT SYSTEM USED TO PAY FOR YOUR PRODUCT. THERE WILL BE ONE TEST AND TWO ACH SWEEPS THROUGHOUT THE FALL PRODUCT PROGRAM.
- » SEPTEMBER 21, 2023 TROOP TEST PENNY SWEEP
- » OCTOBER 24, 2023 INITIAL ACH 50% DUE TO COUNCIL
- » NOVEMBER 1, 2023 FINAL ACH REMAINING BALANCE DUE TO COUNCIL

RE-ORDERS

• REMEMBER TO ORDER PRODUCTS BY INDIVIDUAL ITEM NOT BY THE CASE. THERE WILL BE A VERY LIMITED SUPPLY OF PRODUCT AVAILABLE THROUGH COUNCIL FOR RE-ORDERS.

» TO PLACE A RE-ORDER, SUBMIT REQUEST VIA THE RE-ORDER FORM. RE-ORDERS ARE NOT GUARANTEED AND ARE FILLED IN THE ORDER THEY ARE SUBMITTED. TPC WILL SELECT RE-ORDER PICK-UP DATE AND TIME.

- TROOPS ARE RESPONSIBLE FOR ALL PRODUCTS THEY ORDER AND RECEIVE. NO RETURNS.
- WHEN PICKING UP THE PRODUCT, ALLOW YOURSELF PLENTY OF TIME. COUNT THE PRODUCTS AND AGREE ON THE COUNT BEFORE YOU SIGN.
 - » RECOMMENDED: HAVE A PRINT OUT OF THE RE-ORDER TO VERIFY COUNT AGAINST COUNCIL RECORDS.

WAREHOUSE AND CUPBOARD ETIQUETTE

• BE ON TIME. BE CONSIDERATE, A SISTER TO EVERY GIRL SCOUT, AND RESPECTFUL TO ALL, INCLUDING THE WAREHOUSE STAFF.

• IF THE TROOP NO SHOWS, THEY WILL STILL BE HELD ACCOUNTABLE TO PAY FOR THE UNITS ORDERED AND WILL FACE A RE-STOCK PENALTY OF \$15 PER Case if there is no communication provided to their suec(s) prior to pick-up time.

• PLEASE KEEP IN MIND IT IS A COURTESY FOR COUNCIL STAFF, WAREHOUSE STAFF, OR VOLUNTEERS TO HELP LOAD YOUR VEHICLE. BE PREPARED TO LOAD YOUR OWN UNITS.

2023 ONLINE SELLING POLICY (GSUSA)

THE GIRL SCOUT COOKIE AND FALL PRODUCT PROGRAMS ARE GIRL-LED PROGRAMS AND ONLINE MARKETING AND SALES EFFORTS SHOULD ALWAYS BE Led by a girl while also being supervised by her caregivers. For extended policies and safety, please read the "product program Safety" TAB IN VOLUNTEER ESSENTIALS. NOTABLE POINTS INCLUDE:

• ONLINE MARKETING ACTIVITIES, ESPECIALLY THOSE CONDUCTED THROUGH SOCIAL MEDIA PLATFORMS, SHOULD ALWAYS BE DONE THROUGH ACCOUNTS SET TO "PRIVATE."

- LINKS SHOULD NOT BE SHARED ON PUBLIC-FACING ONLINE SITES. SHARING TO NEWS OUTLETS IS ALSO PROHIBITED.
- GSUSA AND GSSNV RESERVES THE RIGHT TO INTERVENE AND REQUEST REMOVAL OF A POST IN VIOLATION.
- » THE CONSEQUENCE FOR THESE VIOLATIONS IS THE TEMPORARY SHUT OFF OF THE GIRL SCOUT SELLING PLATFORM UNTIL THE POST IS REMOVED. IF REFUSAL TO REMOVE THE POST, GIRL REWARDS CAN BE AFFECTED.

FACTS ON THE OCELOT

- OCELOTS LIVE IN RAINFORESTS
- THEY ARE NOCTURNAL
- EVERY OCELOT COAT IS UNIQUE
- OCELOTS ARE PICKY EATERS
- WEIGH BETWEEN 14-35 LBS
- OFTEN SLEEP IN TREE BRANCHES



2023 GSSNV PRODUCT OFFERINGS



А Mint Treasures w/ Girl Scout Tin

Creamy milk chocolate with a refreshing mint filled center, 6oz, Tin



Crunchy almonds covered in milk chocolate. 10oz. Poptop Can



Dark Chocolate Caramel Caps w/ Sea Salt Dark chocolate covered caramel topped with sea salt, 6oz. Box



Crunchy handcrafted toffee drenched in milk chocolate, 6oz, Box

\$8 D English Butter Toffee



E Whole Cashews

A classic favorite roasted and salted with sea salt. 8oz. Poptop Can



- I **Cheddar Caramel Crunch**
- Cheese crackers, cheese corn sticks, mini pretzels. caramel cheddar corn puffs. 6.5oz Bag



M Dill Pickle Flavored Peanuts

Crunchy peanuts with an irresistable dill pickle flavor. 9oz. Poptop Can



Crunchy pretzels coated in rich dark chocolate and sprinkled with peppermint pieces, 6.5oz. Bag



Fresh, milky caramel surrounded by smooth milk chocolate. 5.1oz. Box

Dulce de Leche Owls

\$7 J



Lightly toasted, crunchy peanuts with a buttery flavor. 9oz. Poptop Can

Cajun corn sticks, seasoned peanuts, pretzels and sesame sticks. 7oz. Poptop Can



G **Deluxe Pecan Clusters**

Roasted pecans covered in caramel and milk chocolate, 5oz, Box



\$7 K Chocolate Covered Raisins

The plumpest raisins covered in smooth milk chocolate. 10oz. Poptop Can





\$7

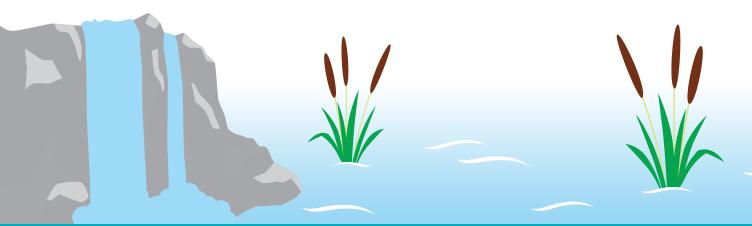
\$7 L Peanut Butter Trail Mix

Peanuts, peanut butter gems, peanut butter mini cups, mini pretzels and cashews. 7oz. Bag



Fat free! Assorted naturally & artificially fruit flavored chewy candy. 10.5oz. Bag

👦 = Kosher 👦 = Kosher, Dairy 📷 = Naturally Gluten Free *CAUTION: ALL products processed on shared equipment with peanut and tree nut containing products.



2023 GSSNV PATCHES & REWARDS

REWARDS

Rewards are cumulative. Earn items as you reach your goals! Please make reward choices on your M2 website. Rewards are subject to change due to unforeseen circumstances. Similar items may be used as substitutions. Some items may vary in color.

Units Sold



30+ Units Sold 2023 Patch & Charm Bracelet



45+ Units Sold Ocelot Patch & Ocelot Charm



60+ Units Sold Choice of: Small Ocelot Plush OR Ocelot Socks

OR

125+ Units Sold

Choice of: Large Ocelot Plush OR

Bluetooth Tower Speaker



75+ Units Sold Choice of: Color Changing Markers OR 1 Ticket to 2024 Cookie Rally Jan. 27th



175+ Units Sold Choice of: Cat Wireless Headphones OR 2 Tickets to the Movie The Marvels on Nov. 19th



100+ Units Sold 100+ Patch & Choice of: Own Your Magic T-Shirt OR \$10 GSSNV Shop Gift Card



OR SHOP



250+ Units Sold Super Seller Patch and Choice of: Let Your Magic Shine Bundle (Selfie Stick & Selfie Ring Light & Color Changing Light & LED Bike Lights) OR \$25 GSSNV Shop Gift Card

Patches



25+ **Emails** Own Your Magic Patch



\$300+ Online Sales Online Patch



7+ **Magazine Items** Super Seller Mags Patch



25+ Nut/Candy Items Goal Getter Patch



8+ Care to Share Donations Care to Share Patch

Orders due by:

Pick up products by: _

_____ Turn in money by: _

Visit www.gsnutsandmags.com/GSSNV to create your website!

Earn these two special patches with your name and avatar on them!

Fall Personalized Patch:



- Create your avatar
- Send 25+ emails
- Use the "Share My Site" function in the M2 system to ask friends and family for support
- Sell \$425+ in total Fall sales

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



• Create your avatar in the M2 system

Girl Scout Cookie Crossover Personalized Patch:

- Send 25+ emails during the Fall Product Program
 Use the "Share My Site" function in the
- M2 system during the Fall Product Program • Sell 425+ packages of cookies during the 2024 Girl Scout Cookie Program



(702) 385-3677 • CUSTOMERSERVICE@GIRLSCOUTSNV.ORG • WWW.GIRLSCOUTSNV.ORG

GIRL SCOUT COUNCIL OFFICE HOURS: Monday-thursday: 9:00am - 5:00pm Friday: by appointment only **2023 FALL PRODUCT PROGRAM**