

Your How-To Guide to the

2023 Fall Product Program



OWN
YOUR **magic**



Welcome to the 2023 Fall Product Program

Our Product Programs are designed to equip Girl Scouts with five essential financial literacy skills. Through fun, hands-on interaction, they learn goal setting, decision making, money management, people skills, and business ethics. The Fall Product Program is a council-sponsored program which allows participants to get a jump start on funding amazing experiences and activities. While setting up their personalized site, taking online orders, or connecting with customers face to face, entrepreneurs put their skills into action and build their courage and confidence.

We've had a challenging couple of years and through it all our Girl Scouts have proven that they are well-equipped to face challenges and overcome obstacles. I can't wait to see what more they will do this year.

Whether you're a parent, caregiver, troop leader, or volunteer, we see you and we thank you for believing in the power of every Girl Scout and for cheering them on! You're their hero—and ours, too.

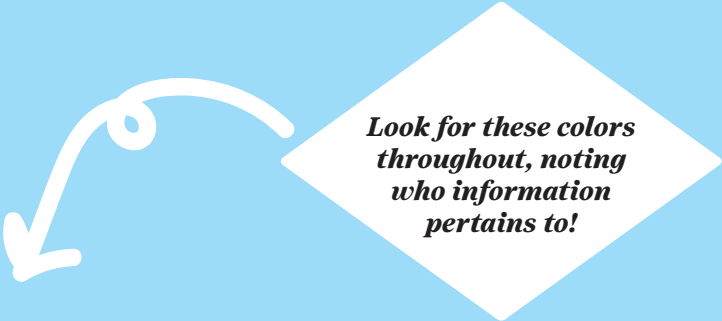
Sincerely,



Natasha Hemmings
Chief Executive Officer

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*Look for these colors
throughout, noting
who information
pertains to!*



Key Dates:

Date for participants to be registered to be auto-uploaded to M2

Order taking begins

M2 opens for paper order entries

Paper order taking ends

Parents locked out* of M2 to enter in-person orders

Troops locked out* of M2 to enter in-person orders

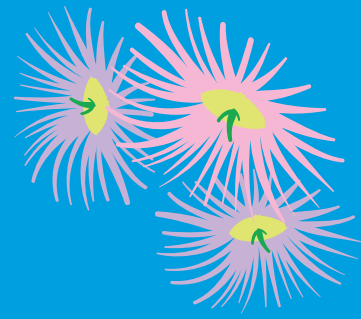
Online order taking ends

Reward choices due for Girl Scouts, troops, and SUs

Deliveries to service units

Girl Scout deliveries of “girl delivered” and paper orders

*lock out occurs at 11:59 p.m. on the date listed.



September 5

September 20

October 18

October 22

October 22

October 24

October 26

October 30

November 11–19

Nov. 13–Dec. 10



Ready to get started? Here are the basics:

What is the Fall Product Program?

During the Fall Product Program, participants sell chocolate, nuts, candy, and magazines in-person and online. **New for 2023:** GSUSA has partnered with BarkBox and Tervis Tumbler to offer more items in the magazine online portal! This program is an integral part of a Girl Scout's journey toward leadership. Through the program they learn and develop these essential Five Skills:



1. Goal Setting
2. Decision Making
3. Money Management
4. People Skills
5. Business Ethics

Not only does the Fall Product Program instill the ability, strength, and drive Girl Scouts need to become accomplished young leaders, it teaches them how to think from a business perspective, make decisions that will impact them in the future, and manage money in a responsible way.

It's also a fun way to earn startup funds for your troop activities at the beginning of the Girl Scout year and an easy (and shorter!) introduction into Girl Scout product programs—don't miss out!

How Can We Participate?

Product	Program Method	Order Taking & Money Collection	Delivery to Customers	Troop Proceeds
Nuts/ Chocolate	In-person	<ol style="list-style-type: none"> 1. Collect money from customers at time of order. 2. Family/troop enters orders into M2 by October 22nd. 	Delivered by the Girl Scout member to customers	12.5% (+2.5% for opt-out troops)
	Online Direct-SHIP	<ol style="list-style-type: none"> 1. Create personalized storefront in M2 and send emails to friends and family. 2. Customers pay online, including the cost of shipping. 3. Orders are automatically credited to the Girl Scout in M2. 	Shipped directly to the customer (Standard delivery timeframe: 1-2 wks. after order processing. Customers will have option for expedited shipping.)	
	Online Girl-Delivered	<ol style="list-style-type: none"> 1. Create personalized storefront in M2 and send emails to friends and family. 2. Customers pay online for girl delivery. 3. Orders are automatically credited to the Girl Scout in M2. 	Delivered by the Girl Scout member to customers (If they receive an online order from a customer where they cannot deliver the items in-person, they need to contact M2 customer service by October 26 th to cancel.)	
Magazines (plus BarkBox and Tervis Tumblers)	Online	<ol style="list-style-type: none"> 1. Create personalized storefront in M2 and send emails to friends and family. 2. Customers pay online. 3. Orders are automatically credited to the Girl Scout in M2. 	Shipped directly to the customer (Standard delivery timeframe: 6-12 wks. after order processing.)	

Program Guidelines

- Only Girl Scouts with 2024 Girl Scout memberships can participate in the Fall Product Program.
- Volunteers must be registered, background checked, assigned the Troop Leader and/or Troop Fall Product Program Manager role, in an active troop, and have no balance from previous product programs.
- Troops must have at least two registered, unrelated, and background checked leaders to be considered active.
- Troops must have a current bank account.
- Troops are responsible for product they have ordered and signed for. Product cannot be returned to GSHNJ for any reason. **Do not accept damaged product.**
- Individually registered members who wish to participate should contact productprograms@gshnj.org.

Why participate online?

Setting up your store front is fun! Members create an avatar that looks like your Girl Scout. It's easy and fun to open your online store and monitor your progress.

- You can send out your link to friends and family throughout the country.
- They can make the purchase online.
- Your customer does not need to give you cash or a check! Payment is collected online at the time of purchase.

Taking an in-person order? (September 20–October 22)

The Order Card offers customers 15 nut/chocolate items that are delivered in-person. Customer orders are tracked on the Order Card by name, number of items being purchased and payments made. Payment should be collected at the time of order. Caregivers will enter in-person orders in M2 prior to October 22nd and troop leaders will verify by October 24th.

Gift of Caring

The Gift of Caring Program is a great way for customers to give back! Participants can offer customers the opportunity to make \$7 donations to Gift of Caring in lieu of purchasing fall product.



GSHNJ partners with Operation Jersey Cares to distribute our collected Gifts of Caring. All donations of nuts and candy items will go to U.S. military troops and veterans.

For every \$7 Gift of Caring donation, participants receive 12.5% from the sale in troop proceeds and credit toward rewards. Participants who receive at least five Gift of Caring donations receive a 'Care to Share' patch.



Rewards

Check out the back of the paper order card to see all the great rewards individuals and troops can earn this fall product season! When you register online, you can track your progress and select recognitions as you earn them. Girl Scouts must make their reward selections online by October 30th. Any selections not made by the deadline will be manually entered by council. Choices will be made depending on inventory available at the close of the program. **2023 Fall Rewards:**

- 35 combined sales: Goal Getter patch + small plush *or* ocelot socks
- 50 combined sales: Own Your Magic t-shirt
- 65 combined sales: headband, charm bracelet, ocelot charm, + theme necklace
- 80 combined sales: Super Seller patch + choice of large plush *or* Bluetooth speaker



small plush



Bluetooth speaker

Avatars and Personalized Patches

Girl Scouts and volunteers who create avatars and meet the criteria below will earn a patch with their avatar on it—you can even choose your background and whether your avatar wears a Girl Scout uniform or a safari outfit!



Girl Scouts: Send 15+ emails and get \$325 in total orders.

Volunteers: Reach \$1,000 in total troop orders and send the parent/guardian email from your M2 account to welcome caregivers to the Fall Product Program.

Fall + Cookie Product Programs Crossover Patch

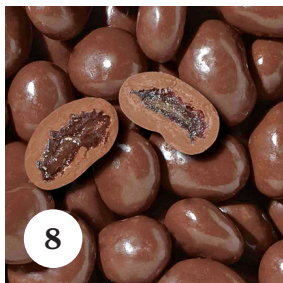
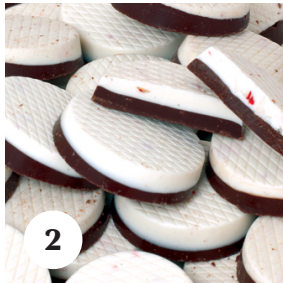
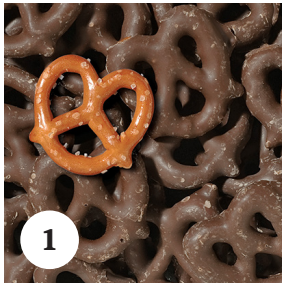
To earn this special patch, create your avatar during the Fall Product Program and send 15+ emails. During the 2024 Cookie Program, sell 175+ packages of cookies.



Opt-outs

Junior, Cadette, Senior, and Ambassador troops can opt-out of earned rewards in order to receive more troop proceeds. Opt-outs are due in M2 on October 6th. Girls/troops will still receive patches. Troops choosing to opt-out of rewards will receive a 15% proceed of all items sold.

What are we selling this year?



Nuts, Chocolate, and Candy

15 varieties available for in-person delivery and online ordering.

1. Chocolate Covered Pretzels (snowman tin)
2. Peppermint Bark Rounds (snowflake tin)
3. Chocolate Covered Almonds
4. Whole Cashews
5. Honey Vanilla Cashew Halves
6. Peanut Butter Penguins
7. Dark Chocolate Sea Salt Caramels
8. Chocolate Covered Raisins
9. Cranberry Trail Mix
10. Pecan Supremes
11. Dark Chocolate Mint Trefoils
12. Dulce Daisies
13. Fruit Slices
14. Honey Roasted Peanuts
15. Spicy Cajun Mix

Visit the online storefront to purchase additional items. Gift packages just in time for the holidays are a popular item!

Magazines

Customers can purchase or renew their favorite magazines, as well as BarkBox subscriptions and Tervis Tumblers! Available online only.



Your Girl Scout is starting the Fall Product Program—here’s the nitty gritty you need to know:

Ordering

1. With a parent or guardian, get started by going to: www.gsnutsandmags.com/gshnj to set up an account.
2. Watch a short safety video.
3. Create an avatar that looks like you.
4. Personalize your storefront to include a photo or video (optional).
5. Create and personalize your campaign with a voice recording, photo, or video.
6. Send emails to family and friends throughout the country. One storefront will manage any nut/candy/or online magazine subscriptions or renewals. Participants who send 15+ emails will earn the 2023 patch. Send 15+ emails **and** create an avatar and earn a chance to win the extra large plush ocelot!
7. Remember, customers can pay directly online.

Notes:

- Orders taken from September 20–October 26 count toward rewards.
- A 2024 Girl Scout Membership is required to participate in the program. If you are an individually registered member who isn’t in a troop, please contact productprograms@gshnj.org for information on how you can still participate in the program.

How to Enter Orders & Select Rewards

1. Log into M2 at www.gsnutsandmags.com/gshnj. Enter orders by 11:59 p.m. on October 22nd.
2. Select “Manage Paper Orders” on the homepage.
3. Input # of each item sold; do not include online orders.
4. Click “Update.”
5. Click “Physical Rewards” from the homepage.
6. Make recognition selections at each choice level. Be sure to complete selections by October 30th.
7. Click “Update.”



Join us on Rallyhood!

Find the latest info and updates on the Fall Product Program Rally (and how you can have the chance to win the 🐾 plush ocelot!). Scan the QR code to get to the rally!



Troop volunteers get started here:

Troop Leaders and Troop Fall Product Program Managers of active troops (troops with two registered and background checked leaders for Membership Year 2024) will receive an email invitation from M2 on September 13th that explains how to access the site and get started.

If you have not received an email invitation to access the M2 site by September 14th and have confirmed in your myGS account that your troop has two registered and background checked leaders, visit www.gsnutsandmags.com/admin and select “Forgot Password.” If you need further assistance, contact your Service Unit Fall Product Program Manager (SUFPPM) or M2 Customer Service. Only active troops will be uploaded to M2 for participation in the Fall Product Program.

- Your access email will prompt you to create a password to access your M2 Volunteer account. **If you are a returning user, you can login using your existing credentials.** Volunteers must have active roles for 2024 as a Troop Leader or Troop Fall Product Program Manager to gain access.
- You will be prompted to complete certain account information, as applicable—watch a short system training video, enter a mailing address, create your avatar, and send access emails to the participants in your troop.
- You will be able to see a list of pre-loaded troop members. Don’t worry if someone is missing from this list at the beginning of the program. Anyone not pre-loaded can simply register once the program begins. Then they will be automatically added to your troop roster during the next upload.
 - If your troop member is registered in MyGS, please allow 5-7 days for the next upload. If you need assistance reach out to productprograms@gshnj.org.
- **Girl Scouts can launch their accounts on September 20th. Please note that the system will not accept any early participant activity.**
- Participants can enter their own paper orders into their accounts through October 22nd. If they do not enter their orders, you will need to do so through your volunteer account.



Adding Paper Orders into M2

Troop leaders must enter any orders not entered by caregivers into M2. Leaders can enter paper orders October 18–24.

- ▶ Choose Paper Order Entry from your dashboard.
- ▶ Click the pink pencil next to each name to edit/enter orders. **Do not** manually enter orders received online, even if they are to be delivered in person.
- ▶ Enter total nut/candy items by variety from the order card. Click Update. Make sure the totals match.
- ▶ There is no submit button! Orders are transmitted for fulfillment automatically after the cutoff date.

Tips!

Only order the exact number of nut/candy items your troop wants to be financially responsible for, as product cannot be returned to GSHNJ.

Rewards are automatically calculated. Please note that recognitions will take 1-2 hours to update after adjustments have been made to products sold.

The 411 on troop banking:

1. Troops must have a bank account and enter bank info by October 6th.

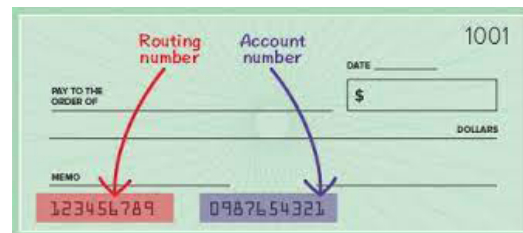
2. Go to “Banking and Payments” > “Add Troop Bank” > input bank info > click “Save.”

3. Payment is collected at time of ordering; customers make checks payable to the troop.

4. Deposit all money into your troop bank account and keep all receipts!

5. Amount owed to GSHNJ will be deducted via an ACH pull beginning November 11th. The full ACH process can take 2–3 weeks.

6. Find balance due by clicking the “Banking and Payments” link on your troop dashboard. You will see an overview of all orders and proceeds info for your troop (the “Reports” link shows even more detail). View the “Troop Orders Report” or download your troop’s delivery ticket and toggle on financial information for another view.



After-program reminders:

Products

- Remember, all product is automatically submitted for fulfillment—there is no “submit” button!
- Coordinate with your Service Unit Fall Product Program Manager to pick up your troop’s product for in-person delivery.
- From your dashboard, print a delivery ticket for each troop member’s order. After you have distributed the items to each family, have their caregiver count/inspect each item and sign the delivery ticket for your records.

Rewards

- Everyone must make their recognition selections online by October 30th.
- If a someone does not make their own selections, you may do so through the troop account until October 30th.
- Recognition deliveries will be coordinated with your Service Unit Fall Product Program Manager in a similar fashion to nut and candy products.

Deliveries

- Your SUFPPM will coordinate a product distribution schedule for all the troops in your service unit.
- Make sure all in-person orders are delivered to customers by December 10th.

- ▶ Join us for Just in Time trainings to learn more about the Fall Product Program. See calendar on pg. 14 for dates.
- ▶ Have a troop member with a nut allergy? You can fully participate online in a safe way and still earn proceeds for your troop!
- ▶ Look for additional materials in Rallyhood throughout the program: www.rallyhood.com/108135 or scan QR code below.



- In-person delivery reports that include customer email addresses and phone numbers are available in the online storefront.
- Participants may contact M2 customer service for additional customer info, if needed for delivery.

You have questions? We have answers.

FAQs:

Q: My Girl Scouts are attempting to register and get a “Campaign is Currently Unavailable” message—why?

A: Participants can’t begin online account registration until the program launch date of September 20th.

Q: I entered email addresses to send access notifications to my troop’s families, but they haven’t sent yet; it says “Queued for Sending.” How long does it take to send?

A: Access emails will not be sent to the participants until the launch date of the program.

Q: I am a volunteer and have a family member participating. Can I use the same email address for my volunteer and caregiver accounts?

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

Q: One of my troop members is unable to accommodate an in-person delivery request. How do I remove the order?

A: The parent/guardian (or customer) will need to contact M2 Customer Service to have the order canceled and removed from the system. This cancellation **must** be completed before the program end date (October 26th).

Q: A troop member received/entered orders that met the next recognition threshold, but the system isn’t reflecting the increase. What do I do?

A: The system can take 1-2 hours to update the rewards section once additional orders have been received/entered.

Q: I am receiving the message “we need to verify your Girl Scouts ID”. What does this mean?

A: This message can be triggered for many reasons including a Girl Scout is in the middle of a troop transfer, a family entered the troop number incorrectly, the name doesn’t exactly match what’s in our membership registration system, someone isn’t actually a registered member or registered after the last upload, a troop hasn’t met the criteria to be marked “active,” etc. If the error doesn’t resolve within one week, email productprograms@gshnj.org with detailed information and we’ll look into the issue.

Additional questions?

For questions regarding local details, contact your Service Unit Fall Product Program Manager.

For M2 software or other general Fall Product questions, contact M2 Customer Service at support.gsnutsandmags.com or 1-800-372-8520. For all other GSHNJ Product Program questions contact productprograms@gshnj.org or call 908-518-4400, option 0.

Service Unit Fall Product Program Manager:

Name: _____

Email: _____

Phone: _____

Four steps for a successful program:

Step 1: Getting Started

- ▶ Attend a GSHNJ Service Unit training session. Sessions will also be recorded and made available on gsLearn.
- ▶ Log-in to M2: SUFPPMs and troops will gain access to M2 on September 13th. You will receive an access email that will walk you through setting up your password. (Your email address will be your user name.) You will be required to watch a short training video prior to setting your password. M2 is the only site you will need to log into. Once created, go to www.gsnutsandmags.com/gshnj and click on “Volunteer” to log in.
 - The first page is your Service Unit’s dashboard. If you manage more than one SU, you can select the area you want to view from the drop down box.
- ▶ Add in delivery site location and three delivery date options no later than October 3rd.
- ▶ Join the Fall Product Program Rally on Rallyhood. Find it at www.rallyhood.com/108135

Step 2: Train Your Troops

- ▶ Invite troops to M2 Training Webinar to learn about M2.
- ▶ Create a sign-in sheet or record who attends a virtual training.
- ▶ Distribute Materials
 - Order card, money envelope, Fall Product Program Guide, and flyer (one for each troop member)
- ▶ Discuss the program
 - Value of the program (check out pages 4 and 5)
 - Review responsibilities of Troop Fall Product Program Manager
 - Dates and deadlines (see page 14)
 - Remind troops that they **must** be using their troop bank account and not personal accounts for ACH.
 - Explain the Unpaid Funds Policy and have troops confirm permission slips have been collected. Let troop leaders/fall product program managers know that girls should not participate without a signed permission slip and 2024 Girl Scout membership.
 - Discuss Gift of Caring and how to promote it.

Troops with trained volunteers reach goals faster and earn more.
Make sure all of your troops have trained volunteers to make the program easier and more valuable for everyone!

Note: Encourage caregivers to enter paper orders directly into M2 using the instructions on page 7. Troop Leaders or Fall Product Program Managers can do this if necessary by:

- ▶ Log-in to M2 system and click on “Paper Order Entry” from your homepage.
- ▶ **If you lead more than one troop**, you will see the members in the first troop on your list. To select a different troop, click on the drop down and select the troop.
- ▶ Click on each name to enter their totals for each product variety, then click Update.
- ▶ Enter the girl’s order from her card for each product (sum totals for each variety) and when finished, click Update. Once the quantities are put in M2 and saved the order has been entered. You do NOT need to press any SUBMIT button. Any items entered into M2 will be ordered.

Step 3: Delivery

- ▶ You will be asked to provide three suggested delivery dates/time windows during the delivery week of November 11-19 when you will be available to accept and sign for the delivery of product from our

delivery agent. This information is due by October 3rd. You will be provided with specific instructions on how to do this.

- The delivery agent will determine the routes that meet their logistical requirements as well as satisfy the availability of the Service Units. The delivery agent cannot know the logistical requirements fully until our full council's order has been placed to Trophy Nut at the end of October.
 - Once the delivery agent confirms the delivery date/time for each Service Unit, you will be given the ability to input dates/times to invite troops to sign up to pick their products.
- ▶ Once your delivery date is confirmed in M2 (wait for email from council staff), you can set up troop pick ups in M2. This will allow troops to select a pick up time for their order based on your availability.
 - ▶ Arrive 15 minutes prior to scheduled time and mark areas for the delivery agent to place each item.
 - ▶ Print Troop Delivery Tickets and your Service Unit Delivery Ticket.
 - ▶ Recruit helpers to count with delivery agent and sort troop orders after the delivery.
 - ▶ Count, count and recount items being delivered by the delivery truck and troop orders as they are picked up! **Do not accept damaged items.**
 - ▶ If social distancing is required, set up a troop pick up station (6 ft. table, entry way, bin etc) where you can place the items right before the troop arrives. Make sure you count their items first and place their Troop Delivery Ticket with it. Then at a safe distance, allow the troop to pick up and count their items. Set aside a bin or envelope for the troop to leave their signed delivery ticket.
 - ▶ Make sure to remind troops to be on time for their pick-up.
 - ▶ Troops and SUFPPMs are held responsible for the items that have been signed for.
 - ▶ Bring a copy of the Sales Report so you can compare to troop reports.
 - ▶ Troops **must** sign for items picked up.

Step 4: Finalizing the Program

- ▶ Sort and distribute recognitions to be delivered in November.

Are you new to the role of Service Unit Fall Product Program Manager? Attend Just in Time Trainings on Tuesdays, or email productprograms@gshnj.org to set up a Q&A session!

All About Ocelots



Scientific Name: Leopardus Pardalis

Length: 2.2 – 3.3 feet

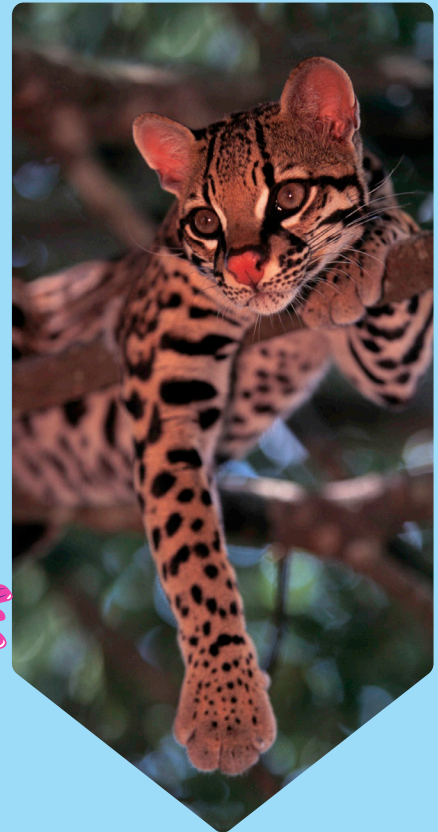
Tail length: 10 – 18 inches

Weight: 18 – 34 pounds

Gestation Period: 79 – 82 days

Diet: They are carnivores that mostly prey on mammals, reptiles, birds, fish, and crustaceans. Their largest prey items include large rodents, armadillos, sloths, monkeys, hoofed animals.

Characteristics: Has gray to golden brown fur. Their brown spots and patches are bordered by black on their sides. Their spots can come in many patterns. It has two to three stripes on its cheeks and four to five horizontal stripes on its neck and chest.



Interesting Facts:

- Ocelots live in rainforests
- Ocelots are picky eaters
- Ocelots are nocturnal
- Ocelot's coats are unique (no two ocelots have the same markings)



all things ocelot word search

Directions: Find and circle all the words that describe the ocelot in the boxes below. The words may be vertically, horizontally or diagonally placed.

U V L M S Z E G V D T T Z Z S J L S B F
 T A M H I O O X Y J A C K B S L E E P U
 E R J T Q B U Q J V X U N B F D E E K Z
 X L A V C E N T R A L A M E R I C A L R
 A P H T Y K U G H I U Q L M W L I O H A
 S S K H T O U F W A B W X I G L X X J C
 E J M A B L A Y V F M L R O Z I O U H C
 I W A D Y R E R E C Q E A E E A N D Z O
 X S D G E V A S F A Z O R X W O R I B O
 G F H H U M R T N U G M A I C Q C D V N
 S D U H B A T I S A X L E V C Q H S S S
 R E N Z K Y R W A M K K E X Z A Z L F B
 L E T J M D K S C A I E T S I Y T V F V
 Q R P U M A S C A B F C S J L C X Y O H
 U I E A N A C O N D A S E Y C Q O L M J

Diet

Mice	Deer
Rats	Lizards
Raccoons	Rattlesnakes

Predators

Jaguars	Anacondas
Pumas	Eagles

Habitat

Mexico	South America
Texas	Central America

Likes to

Hunt	Sleep
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2023 Fall Product Program Calendar

Material delivery to SUs will occur during the week of August 14th

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
August	20	21	22 In-person SU Training 12 pm (NB); 7:30 pm (WF)	23	24 Explore the FPP Training 12 pm; 7 pm	25	26
	27	28	29	30	31	1	2
September	3	4	5	6	7	8	9
	10	11	12	13 M2 invitation email sent	14	15	16
	17	18 Explore the FPP Training 12 pm; 7 pm	19 Just in Time Training 12 pm; 7:30 pm	20 Program Begins!	21	22	23
October	24	25	26	27	28	29	30
	1	2	3 Just in Time Training 12 pm; 7:30 pm Delivery site deadline	4	5	6 Troop banking info due	7
	8	9	10	11	12	13	14
	15	16	17	18 M2 Opens for Entering Orders	19 Just in Time Training 12 pm; 7:30 pm	20	21
November	22 Paper Order Taking Ends Parents Locked Out	23	24 Troops Locked Out	25	26 Online Order Taking Ends	27	28
	29	30 Reward Choices Due	31	1	2	3 Unpaid Funds Form Due	4
	5	6	7	8	9 ACH Begins (ends 11/30)	10	11 ←
	12	13	14	15	16	17	18
	Deliveries to Service Units						
19 →	20	21	22	23	24	25	

Find the Just in Time Training topics in the Fall Product Program Rally on Rallyhood!
(www.rallyhood.com/108135)

OWN YOUR magic



Follow us @gsheartofnj!

And find us on

