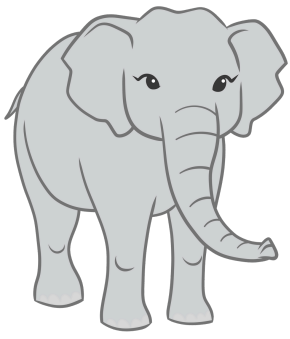


2024 Fall Product Program Calendar

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
August					22	23	24
	25	26	27 Intro to the Fall Program- Westfield 11 am - 1 pm	28 Intro to the Fall Program- North Branch 11 am - 1 pm	29	30	31
September	1	2	3 Girl Scouts with 2025 Membership uploaded in M2	4 Intro to the Fall Program- Westfield 4 pm - 6 pm	5	6	7 Volunteer Troop Leader Training 10 am- 11:30 am Virtual
	8	9	10	11 Intro to the Fall Program- North Branch 4 pm - 6 pm M2 invitation email sent	12	13	14
	15	16	17 Just in Time Training 12 pm - 1 pm ; 7:30 pm - 8:30 pm	18 Program Begins!	19	20	21
	22	23	24	25	26	27	28
October	29	30	1	2	3	4	5
	6 Troop banking info due	7	8 Just in Time Training 12 pm - 1 pm ; 7:30 pm - 8:30 pm	9 Troop ACH Test Ping	10	11	12
	13	14	15	16 M2 Open to add Paper Orders	17	18	19
	20	21	22	23	24	25	26
November	27 Parents locked out of M2 for Nut & Candy Orders Paper Order Taking Ends	28	29 Troops locked out of M2 for Nut & Candy Orders Just in Time Training 12 pm - 1 pm ; 7:30 pm - 8:30 pm Online Order Taking Ends	30	31	1	2
	3 Reward Choices Due	4	5	6	7	8	9
	10	11	12	13	14	15	16 ←
	17	18	19	20	21	22	23/24
	Deliveries to Service Units →						

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



Service Unit 2024 Fall Product Program

Thank you for your volunteer time! Service Unit Fall Product Program Managers (SUFPPMs) can use this tool in addition to the 2024 Fall Product Program Guide

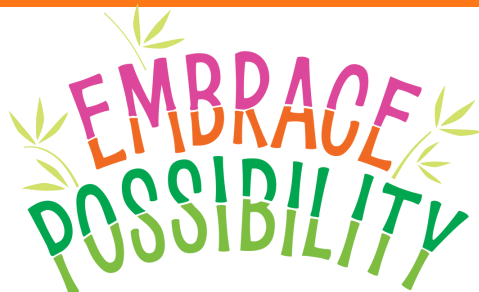


Getting Started

- Materials to arrive to SUs
- Attend GSHNJ SU training
- Receive access email, login to M2
- Watch short training video, set password
- Add delivery site location and delivery date options
- Join Fall Product Program on Rallyhood

Train Your Troops

- Host FPP training for troop leaders
 - *Remind troops to complete annual permission forms
- Invite troops to M2 training webinar on GS learn
- Distribute materials:
 - ONE order card and flyer per girl
 - TWO FPP Guides per troop
- Discuss the program- remind the troops of key dates, bank information
- Assist troop leaders, enter paper orders if necessary (see FPP Guide for steps)



Delivery

- Receive delivery date confirmation from M2 and GSHNJ Council
- Attend GSHNJ SU training
- Set up troop pick ups in M2
- Arrive at least 15 minutes prior to delivery. **DO NOT ACCEPT DAMAGED ITEMS!**
- Print troop and SU delivery tickets
- Recruit helpers count/sort troop orders
- Remind troops to be on time for pick-up
- Print Sales Report to compare to troop reports
- Have troops sign for items upon pick-up

Finalizing

- December- Receive rewards delivery
- Sort and distribute rewards to troops

Getting Support

- Attend "Just in Time" trainings
- Email productprograms@gshnj.org
- Call M2 support line at 1-800-372-8520