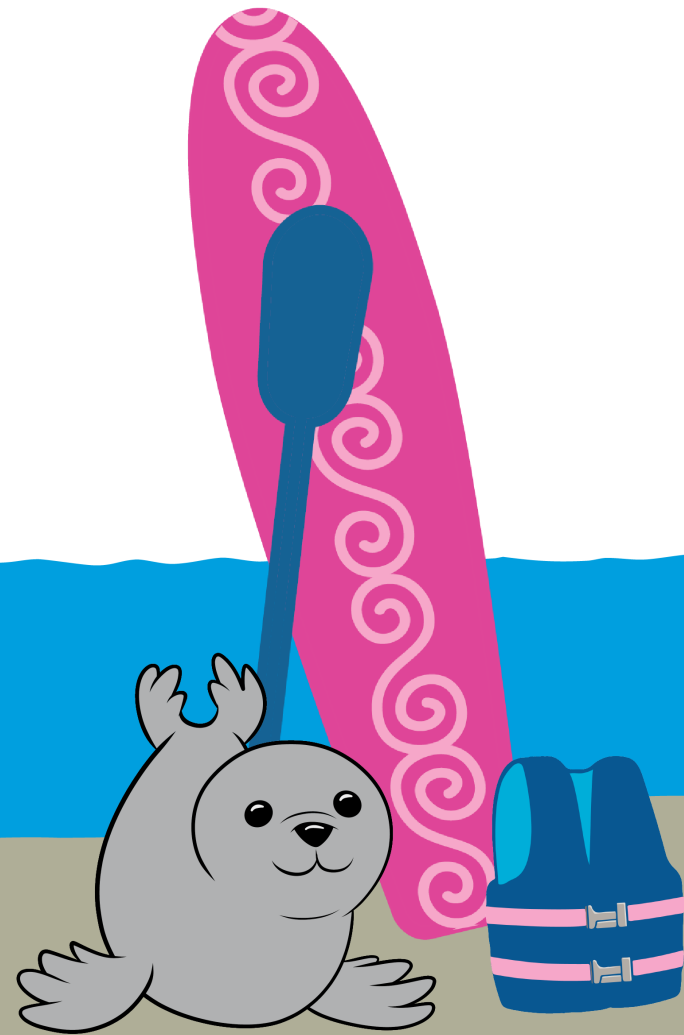


Your How-To Guide to the

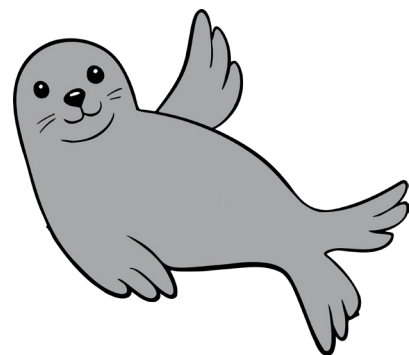
2022 Fall Product Program

GO BRIGHT
Ahead



Welcome to the 2022 Fall Product Program

Our Product Programs are designed to equip Girl Scouts with five essential financial literacy skills. Through fun, hands-on interaction, girls learn goal setting, decision making, money management, people skills, and business ethics. The Fall Product Program is a council-sponsored program which allows girls 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, girls put their skills into action and build their courage and confidence.



We've had a challenging couple of years and through it all our girls 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 and for cheering her on! You're her hero—and ours, too.

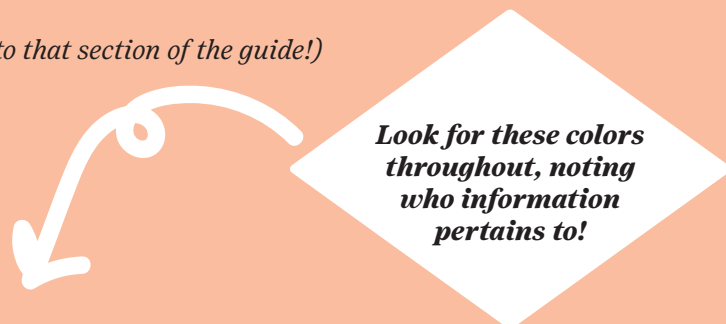
Sincerely,

Natasha Hemmings
Chief Executive Officer

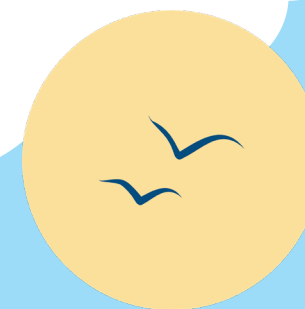
Table of Contents

>>> (Click any of the headers below to link directly to that section of the guide!)

- 2 **Key Dates**
- 3 **Info for Everyone**
- 7 **Info for Families**
- 8 **Info for Troop Leaders and Troop Fall Product Program Managers**
- 11 **Info for Service Unit Fall Product Program Managers (SUFPPMs)**
- 13 **Fun Facts about our mascot: the Hawaiian Monk Seal**
- 14 **Program Calendar**

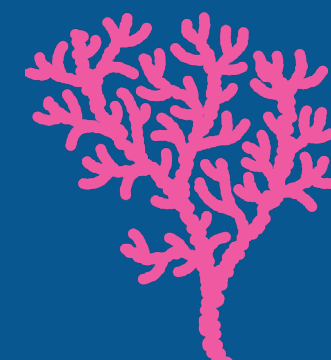
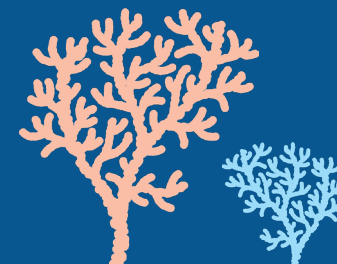


Key Dates:



| | |
|---|-----------------|
| Date for girls to be registered to be auto-uploaded to M2 | September 6 |
| Order taking begins | September 21 |
| Last day of order taking | October 23 |
| Parents locked out* of M2 to enter in-person orders and recognition choices | October 23 |
| Troops locked out* of M2 to enter in-person orders and recognition choices | October 25 |
| SUFPPMs locked out* of M2 to enter in-person orders | October 27 |
| Deliveries to Service Units | November 12–20 |
| Girl Delivery | Nov. 12–Dec. 11 |

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



Ready to get started? Here are the basics:

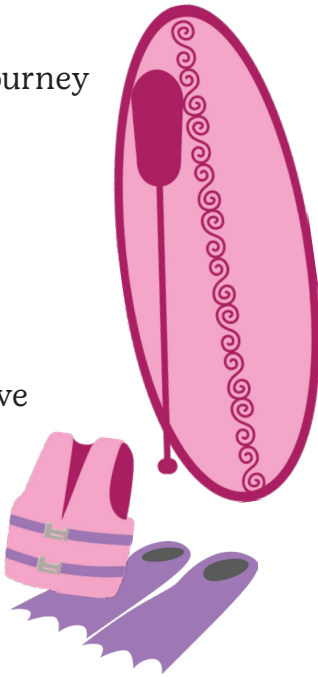
What is the Fall Product Program?

During the Fall Product Program, participants sell chocolate, nuts, candy, and magazines, in-person or online. This program is an integral part of a Girl Scout’s journey toward leadership! Through the program they learn and develop the 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 in girls the ability, strength, and drive they 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!



Program Guidelines

- Only Girl Scouts with 2023 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 owed to council.
- 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 council for any reason. **Do not accept damaged product.**
- Girls who do not have a troop participation and wish to participate should contact productprograms@gshnj.org.

Stay up-to-date with our latest COVID-related guidelines here



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.



How Can We Participate?

| Product | Program Method | Order Taking & Money Collection | Delivery to Customers | Troop Proceeds |
|----------------|-----------------------|---|---|-------------------------------------|
| Nuts/Chocolate | In-person | 1. Collect money from customers at time of order. 2. Family/troop enters orders into M2 by October 23 rd . | Delivered by Girl Scouts to customers | 12.5% (+2.5% for opt-out troops) |
| | Online Direct-Ship | 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 | 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 Girl Scouts 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 23 rd to cancel.) | |
| Magazines | Online | 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: 6-8 wks. after order processing.) | |

Why participate online?

Your Girl Scout or troop can earn proceeds for activities throughout the year and everything is done within the safety of social distancing!

- 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 21–October 23)

The Order Card offers customers 15 nut/chocolate items that a girl will deliver in-person once received by her troop. 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. Parents will enter in-person orders in M2 prior to October 24 and Troop leaders will verify by October 25.

Rewards

Check out the back of the nut/candy order card to see all the great rewards girls/troops can earn this fall product season! When you register online, you can track your progress and select recognitions as you earn them. Girls must make their reward selections online by October 23rd. 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. **2022 Fall Rewards:**

- 35 combined sales: Super Seller patch and choice of a sea journal or small plush.
- 50 combined sales: jewelry set
- 65 combined sales: scrunchie and a t-shirt
- 80 combined sales: choice of LED strip lights OR a large plush.



Avatars and Personalized Patches

Girls 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 her Girl Scout uniform or a wetsuit outfit!

Girls: Send 15+ emails and get \$275 in total orders.

Volunteers: Reach \$750 in total troop orders and send the parent/guardian email from you M2 account to welcome parents 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 2023 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 3rd. 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 girl delivery and online ordering.

1. Chocolate Covered Pretzels (little village tin)
2. Peppermint Bark Rounds (snowman tin)
3. Chocolate Covered Almonds
4. Whole Cashews
5. Everything Cashews
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. GORP

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! Available online only.



Your girl 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.
- 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. Girls who send 15+ emails will earn the 2022 patch.
- 7. Remember, customers can pay directly online.

Notes:

- Orders taken from September 21–October 23 count toward rewards.
- A 2023 Girl Scout Membership is required to participate in the program. If you do not have a troop participation please contact productprograms@gshnj.org for information on how you can still participate in the program.

How to Enter Girl Orders &
Select Rewards—due October 23rd

- 1. Log into M2 at www.gsnutsandmags.com/gshnj. Enter orders by 11:59 p.m. on October 23rd.
- 2. Select “Manage Paper Orders” on your girl’s homepage.
- 3. Input # of each item sold; do not include online orders.
- 4. Click “Update.”
- 5. Click “Physical Rewards” from your girl’s homepage.
- 6. Select your girl’s recognition choice when she reaches a choice level.
- 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 seal!). 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 2023) will receive an email invitation from M2 on September 14th 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 15th and have confirmed in your myGS account that your troop has two registered and background checked leaders, please visit www.gsnutsandmags.com/admin and select “Forgot Password.” If you need further assistance, please contact your Service Unit Fall Product Program Manager (SUFPPM) or M2 Customer Service. Only active troops (those with two registered and background checked leaders for Membership Year 2023) 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 be a Troop Leader or Troop Fall Product Program Manager in an active troop 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 girls. Don’t worry if not all girls show up on this list at the beginning of the program. Any girls not pre-loaded can simply register once the program begins. Then they will be automatically added to your troop roster during the next upload.
- Join us on Rallyhood and get the latest info and updates in the Fall Product Program Rally. Find it at www.rallyhood.com/108135.
- **Girls can launch their accounts on September 21st (if they are a registered Girl Scout for MY2023). Please note that the system will not accept any early participant activity; girls must wait until the program launch date.**
- Participants can enter their own paper orders into their accounts through October 23rd. If they do not enter their orders, you will need to do so through your volunteer account.

Adding Girl Orders into M2

Troop Leaders must enter any orders not entered by parents into M2. Leaders cannot enter orders until October 23rd.

- ▶ Choose Paper Order Entry from your dashboard.
- ▶ Click the pink pencil next to girl’s name to edit/enter orders. **Do not** enter online girl-delivered products
- ▶ Enter her total nut/candy items by variety from her 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 Council.

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 3rd.
2. Go to “Banking and Payments” > “Add Troop Bank” > input bank info > click “Save.”
3. Payment is collected at time of ordering; make checks payable to the troop.
4. Deposit all money into your troop bank account and keep all receipts!
5. Amount owed to Council will be deducted via an ACH pull on November 7th. Amount due is calculated automatically in M2.
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.
- From your dashboard, print a delivery ticket for each girl’s order. After you have delivered the items to each girl, have their parent count/inspect each item and sign the delivery ticket, for your records.

Rewards

- Girls must make their recognition selections online by October 23rd.
- If a girl does not make her selections, you may do so through the troop account until October 25th.
- Recognition deliveries will be coordinated with your Service Unit Fall Product Program Manager in a similar fashion to products.

Deliveries

- Your SUFPPM sets up a delivery pickup schedule consisting of time slots when troops can sign up to pick up their products. Once the schedule is set, troops will be invited to sign up for a time slot. Please be considerate and arrive on time.
- Troops should make sure their girls coordinate delivery of product with their

Tips!

Promote online ordering to your parents! It’s safe, easy, contactless, and you don’t need to worry about collecting and exchanging cash or checks. Parents can place **all** of their in-person orders online as a customer using the in-person delivery option when checking out. This must be done by October 23rd. Since they have already collected all the money, they can put the entire order on their credit or debit card online! This will help us continue to social distance and take necessary safety precautions.

If a girl does not turn in money at scheduled time, contact her parent/guardian immediately. Keep the Service Unit Fall Product Program Manager informed of all contact attempts and document the information. Orders should not be placed unless payment has been received by the troop. For troops to not be held liable for unpaid parent funds, submit an unpaid funds form to council by November 2nd.

Money for all online orders shows as already paid to Council, and final ACH will be adjusted for the troop to earn proceeds on these orders.

We recommend you only take checks from people you know and are comfortable contacting if there is a problem.



- customers by December 11th.
- Girls will receive an online report of orders with email addresses and phone numbers for their customers.
 - Participants may contact M2 customer service for additional customer info, if needed for delivery.

You have questions? We’ve got the answers.

FAQs:

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

A: Girls cannot begin online account registration until the program launch date (September 21st).

Q: I entered email addresses to send access notifications to the girls in my troop, 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 daughter participating. Can I use the same email address for my volunteer and girl 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 girl accounts are accessed at: www.gsnutsandmags.com/gshnj.

Q: One of the girls in my troop received an online girl-delivered order and her family is unable to deliver. How do I remove it?

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 23rd).

Q: My girl received/entered orders that put her over the next recognition threshold, but the system isn’t showing that she earned the recognition. What do I do?

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

Additional questions?

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

For questions regarding M2 or other general program questions, contact M2 Customer Service!

Service Unit Fall Product Program Manager:

Name: _____

Email: _____

Phone: _____

M2 Customer Service:

support.gsnutsandmags.com or 1-800-372-8520.

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 14th. 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 2023 Girl Scout membership.
 - Discuss Gift of Caring and how to promote it.

Troops who are trained reach goals faster and earn more. Make sure all of your troops are trained!

Note: If a girl is participating in the M2 online system, their caregiver should enter the orders collected on the paper order card into M2. If there is a caregiver who cannot do this, or one whose Girl Scout did not set up a M2 account, their Troop Leader or Fall Product Program Manager will need to enter these orders by following the instructions below. To save time and effort, caregivers should be encouraged to set up a M2 account and enter their Girl Scout’s orders themselves.

- ▶ 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 girls in the first troop on your list. To select a different troop, click on the drop down and select the troop. The girls in that troop will display.
- ▶ Click on a girl’s name and the order screen will display.
- ▶ 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 12-20 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 Council 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.
- ▶ **Please follow all current CDC and state guidelines.**
- ▶ 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

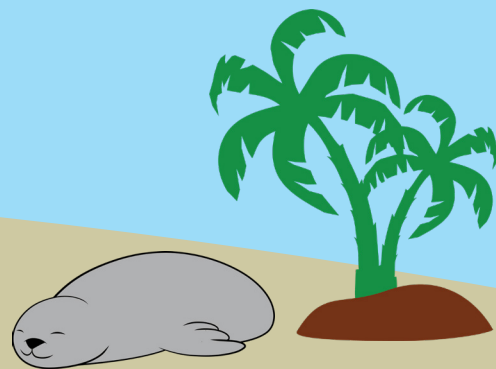
- ▶ Sort and distribute recognitions to be delivered in November.

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!

Fun Facts About the Hawaiian Monk Seal:

- Hawaiian monk seals can grow up to seven feet long and can weigh as much as 600 pounds.
- These seals are found on the main and Northwestern Hawaiian Islands. They live in warm, subtropical waters and spend two-thirds of their time at sea.
- They can dive more than 1,800 feet deep, the length of FIVE football fields, but prefer to swim in shallow waters of 200 feet or less.
- They love to sleep on the beaches for days at a time.

Join us on Rallyhood!
Find the latest info and updates on the
Fall Product Program Rally. Scan the
QR code to get to the rally!



2022 Fall Product Program Calendar

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

| | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|-----------|--|---|--|-------------------------------------|---|--------|--------------------------------------|
| August | 21 | 22 <i>*20 people max; virtual option</i> In-Person Training* 6:30-8:30 p.m. (WF) | 23 <i>*20 people max; virtual option</i> In-Person Training* 12-2 p.m. (NB) | 24 | 25 <i>*20 people max</i> In-Person Training* 6:30-8:30 p.m. (WF) | 26 | 27 |
| | 28 | 29 | 30 | 31 | 1 | 2 | 3 |
| September | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| | 11 | 12 | 13 | 14 M2 invitation email sent | 15 | 16 | 17 Troop Training 9-10:30 a.m. |
| | 18 | 19 | 20 Just in Time Training 12-1 pm; 7:30-8:30 pm | 21 Program Begins! | 22 Late Night Chat 7:30-8:30 p.m. | 23 | 24 |
| October | 25 | 26 | 27 Just in Time Training 7:30-8:30 pm | 28 | 29 | 30 | 1 |
| | 2 | 3 Delivery site deadline Troop Banking & Opt-Outs due | 4 Just in Time Training 12-1 pm; 7:30-8:30 pm | 5 Troop Bank Acct ACH Ping (\$1) | 6 | 7 | 8 |
| | 9 | 10 | 11 Just in Time Training 12-1 pm; 7:30-8:30 pm | 12 | 13 | 14 | 15 |
| | 16 | 17 | 18 Just in Time Training 12-1 pm; 7:30-8:30 pm | 19 M2 Opens for Entering Orders | 20 | 21 | 22 |
| | 23 Program Ends Parents Locked Out | 24 | 25 Late Night Chat + Troops Locked Out | 26 | 27 SUFPPMs Locked Out | 28 | 29 |
| November | 30 | 31 | 1 | 2 Unpaid Funds Form Due | 3 | 4 | 5 |
| | 6 | 7 ACH Pull | 8 | 9 | 10 | 11 | 12 ← |
| | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| | Deliveries to Service Units | | | | | | |
| | 20 → | 21 | 22 | 23 | 24 | 25 | 26 |

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



Follow us @gsheartofnj!

And find us on

