

Your Service Unit Fall Product Chair is your contact for questions and assistance.

Name: _____ Address: _____

Email: _____ Phone: _____

M2 Login: _____ Password: _____

Customer Care: 304-345-7722
customer care@bdgsc.org

Why participate in the Fall Product Program?



Goal Setting: Girls set sale goals and with their troop, create a plan to reach them. This matters because girls need to know how to set and reach goals to be success in school, on the job, and in life.



Decision Making: Girls decide how to market their sale and what to do with their earnings. This matters because girls must make many decisions, big and small, in their lives.



Money Management: Girls develop a budget, take orders, and handle customer's money. This matters because girls need to know how to handle money.



People Skills: Girls learn how to talk (and listen) to their customers, as well as learn how to work as a team with other girls. This matters because it helps them do better with group projects and later at work.



Business Ethics: Girls act honestly and responsibly during every step of the program. This matters because employers want to hire ethical employees and the world needs ethical leaders.



The fall product program provides:

- Additional troop funds to help troops get through until cookie money comes in.
- Provides funding to council for program opportunities and financial assistance
- Great practice for the Cookie Sale (Troops that participate in the fall and cookie programs have higher troop PGA than troops that don't participate in both.)
- Easy to sell products that make for great gifts!
- Simplified sale



www.bdgsc.org



304.345.7722



Timeline

- August 2020** Service Unit Fall Chairs are appointed for 2020 sale. Director of Product and Retail Sales will train Service Unit Fall Product Chairs. Materials provided to Service Unit Fall Product Chairs.
- 8/1 - 9/15** Service Unit Fall Product Chairs train Troop Fall Product Chairs.
- 9/14** Girls must be registered or reregistered by 9/14 to have access to M2 online on 10/1.
- 9/24** Early online access date: first day Troop Leaders and SU Chairs can access their sites.
- 10/1** Fall Product Sale begins. All participants must be registered a member for the 2021 membership year. Girls set up their M2 online storefronts, begin sending emails and can take orders using their nut order cards. All online orders placed by customers (including online girl delivered nut/chocolate) are paid for with a credit card at the time the order is placed. Girls will collect money for order card sales from customers when they deliver the products.
- 10/30** Parents should enter all order card sales into the M2 online system by 11:59 p.m. All online orders are automatically transmitted.
- 10/31** Troop Fall Product Chairs begin entering order card sales that have not been entered by parents. Rewards will update automatically several times a day. Girls can continue to earn rewards and make choices until online sales end.
- 11/2** Last day for Troop Fall Product Chairs to enter order card sales by 11:59 p.m. You will not have access to enter orders after this date. NO EXCEPTIONS. Do not enter online girl delivered nut items. Those are automatically transmitted. Please contact your Service Unit Chair if you have orders that need to be entered after this time.
- 11/2 - 11/3** Service Unit Chairs verify all orders entered in system for accuracy. System locks at 11:59 p.m. on 11/3.
- 11/3** Last day for Service Unit Chairs to make changes to delivery site address.
- 11/13 - 11/20** Delivery to Service Units. REMINDER: Deposits should be made frequently and not held until the end of the sale. Be sure the Troop# is on the deposit ticket!
- 11/13 - 12/14** Girls deliver product to customers. Girls turn all money into Troop Fall Product Chair.
- 11/22** Magazine Store and Nut Commerce (Direct Ship) end date (last day a customer can order online magazines or nuts to be directly delivered to them). Last day for girls and/or troops to make rewards choices.
- Early December** Rewards shipped to Service Unit Chairs.
- 12/18** Final date for all money due to Council. Troops send deposit slips and delinquent forms by this date. Deposit slips must have the troop# on them.
- 1/6** Reward shortages must be reported by the Service Unit Fall Product Chair.

Troop Fall Product Chair Guidelines

- Only registered girls can participate in the Fall Product Program.
- Troops must be debt-free to the council and have leaders with background checks.
- Troops must have a current bank account.
- Troop Fall Product Chair must be registered and background checked.
- By signing the Troop Fall Product Chair Agreement Form, you agree to be responsible for all of the payments and paperwork for the program.
- Parents/guardians are responsible for product they have ordered and signed. Product cannot be returned.

Online Sales: M2

- Girls have an option to sell nuts, candy and magazines through an online storefront called M2.
- All sales from the online storefront automatically update in M2 for you, so no additional work to enter these orders is necessary!
- Online sales are an easy way to grow your sale.
- Be sure to create your own personalized avatar.
- **BACK AGAIN THIS YEAR!** Less money to collect since customers can pay for online girl delivered/promise nut/chocolate items.

Sale Basics

- All Troop Fall Product Chairs must attend training for troop leaders and fall product chairs.
- Troop Fall Product Chairs that have signed a sale agreement form will gain access to M2. You will receive an access email that will walk you through setting up your password. (Your email address will be your user name.) M2 is the only site you will need to log into.
- Hold a meeting with parent/guardians to explain the program opportunities and deadlines. They must sign a permission form in order to receive an order card. Keep these safe and do not lose them. They are responsible for all items and funds from the sale.
- Online orders will automatically show up in the M2 system. Parents can also manually add the paper order card orders directly into M2. (This will save you from having to collect order cards and entering them yourself.)
- Each girl that is registered in your troop will be uploaded into the M2 system. If you are missing a girl, please first log into your MyGS account and verify that she is registered. If she is, please contact Customer Care at 304-345-7722 or customer care@bdgsc.org.
- When product arrives, sort girl orders before allowing parents to pick up. They must count and sign for the product before leaving to confirm the order is correct.













Products, Proceeds and Rewards

The Products

Girls can take \$7 donations for the Care to Share promotion also. These items will be purchased and donated to West Virginia Gold Star Mothers and the West Virginia National Guard Foundation, bringing smiles to military families and their family members who serve the country.

A full selection of all items Trophy Nut has to offer can be viewed by customers when they shop through a girl's online storefront in M2, which includes a variety of gift tins - great for the holiday season!

<p>A Chocolate Covered Almonds Almonds smothered in milk chocolate. 9 oz. 🍫</p> 	<p>B Girl Scout Tin with Milk Chocolate Mint Trefoils Trefoil-shaped milk chocolates with mint centers. 6 oz. Girl Scout Tin. 🍫</p>  <p>CEO'S FAVORITE</p>	<p>C City Scope Tin with Chocolate Covered Pretzels Pretzels flavored in chocolate. 6.5 oz. City Scope Tin. 🍫</p> 	<p>D Cracked Pepper & Sea Salt Cashew Halves Cashew halves with cracked black pepper & sea salt. 8.25 oz. 🍫</p> 
<p>E Whole Cashews Gourmet cashews roasted & lightly salted. 8 oz. 🍫</p> 	<p>F Dark Chocolate Sea Salt Caramels Caramel enrobed in dark chocolate with sea salt. 6 oz. Gift Box</p> 	<p>G Pecan Supremes Caramel and pecans covered in milk chocolate. 5 oz. Gift Box</p> 	<p>H English Butter Toffee Butter toffee covered in milk chocolate with crushed almonds. 5 oz. Gift Box</p> 
<p>I Chocolate Covered Raisins Raisins covered in chocolate. 10 oz. 🍫</p> 	<p>J Cranberry Trail Mix Cranberries, raisins, almonds, cashews, English walnuts & banana chips. 7 oz.</p> 	<p>K Dark Chocolate Mint Trefoils Trefoil-shaped dark chocolates with mint centers. 5.1 oz. Gift Box</p> 	<p>L Dulce Daisies Milk chocolate daisies filled with a caramel center. 5.1 oz. Gift Box</p> 
<p>M Fruit Slices Sweet, chewy, flavored candy sprinkled with sugar. 10 oz.</p> 	<p>N Honey BBQ Snack Mix Peanuts, cashews, almonds, pepitas & sesame sticks coated in smoky honey BBQ spices. 8 oz. 🍫</p> 	<p>O Peanut Butter Monkeys Peanut butter covered with milk chocolate. 5.1 oz. Gift Box</p> 	<p>P Care to Share \$7.00 per donated item</p> <p>Our council will be making product donations to Gold Star Mothers and National Guard Army in support of our military.</p> <p>Please help us by indicating how many donations you would like to purchase.</p> <p>Thank you for your support!</p>

**BRAVELY
BE YOU**

Products, Proceeds and Rewards

Troop Proceeds

Troops earn \$0.85 on each nut/candy sale, 15% on all magazine sales and 15% on any online sale (includes online nuts/candy). **NEW THIS YEAR:** Troops that are Cadettes and above can earn an extra \$0.05 per item, if they choose to opt out of rewards. To access the form to opt out, email Denise.Davis@BDGSC.org.

All recognitions are cumulative, giving you an opportunity to earn each item as you reach your goals.



Bravely Be You Patch
send 15+ emails



Swimming Sloth Patch
sell 3 magazines



Trust Your Strengths Patch
sell 10 nut & candy items



Care to Share Patch
sell 5 Care to Share items



Create your Me2 avatar!

Send 15 emails and sell \$300 in total sales to earn the personalized patch.



Rewards

Reward selections must be entered by deadline or selections will be made automatically. Items are representations and may vary.

THEME NECKLACE

\$125 in sales



one side
other side

YOUR CHOICE OF:

SLOTH PEN OR HAIR SCRUNCHIES

\$225 in sales



OR



Colors may vary.

YOUR CHOICE OF:

SMALL SLOTH OR SLOTH SOCKS

\$300 in sales



OR



YOUR CHOICE OF:

SLOTH JOURNAL OR FIT WRIST

\$400 in sales



OR



Colors may vary.

BRAVELY BE YOU T-SHIRT

\$500 in sales



YOUR CHOICE OF:

SLOTH CHARM & BRACELET OR MINI BLUETOOTH SPEAKER

\$600 in sales



OR



LARGE SLOTH

\$700 in sales



YOUR CHOICE OF:

TASSEL STRING LIGHTS OR \$15 COUNCIL GIFT CARD

\$800 in sales



OR



YOUR CHOICE OF:

SLOTH BLANKET OR \$20 COUNCIL GIFT CARD

\$1000 in sales



OR



YOUR CHOICE OF:

TOP SELLER EXPERIENCE 2021 OR \$25 COUNCIL GIFT CARD

\$1200 in sales



OR



Step 1 - Logging into M2

Once you are uploaded into M2, you will receive an access email—be sure to check your spam folder. Contact customer care if you don't receive the access email. Follow the instructions in this email to create your password. You will be required to watch a short training video prior to setting your password. (Write your user email and password on the front of this manual for future reference). Once created, go to www.gsnutsandmags.com/bdpsc and click on "Volunteer" to log in.



- The first page is your troop's dashboard. If you manage more than one troop, you can select the troop you want to view.
- Create your own M2 avatar and share with the girls how fun the process is.
- You can also work with your troop to create a troop video. This step is optional, but has been shown to increase sales for the girls.
- Check to make sure all of your troop girls are listed in M2. If they are not (and they are registered), contact Customer Care at 304-345-7722 or customercare@bdpsc.org.

Step 2 - Your Troop's Order

If your girls are participating in the M2 online system, their parent/guardian should enter the orders collected on the paper order card into M2. If you have a parent that cannot do this, or one whose daughter did not set up an M2 account, you will need to enter the orders by following the instructions below. To save you time and effort, you should be encouraging all parents to set up an M2 account and enter their daughter's order themselves.

1. Log into to M2 system and click on "Paper Order Entry" from your homepage.
2. Look for the girl from the drop down menu. If the girl isn't showing up, you can manually key in her name. Only do this if she is not showing in the drop down menu. Otherwise, you will duplicate girls and create two orders for her. This will cause her recognitions to calculate incorrectly. Enter the quantities from her paper order card and click "Update." (If you need to edit quantities after the order has been entered, simply click on the girl's name, revise the quantities and click "Update.")

Step 3 - It's Time for S'more Fun!

Girls who create an M2 avatar during the Fall Product Program and send at least 15 emails PLUS participate during the cookie program and sell at least 250 boxes during the sale will receive an exclusive Grows with GSBDC personalized avatar patch. Girls must complete listed criteria for both product programs in order to earn the patch. Encourage your girls to create an avatar and send at least 15 emails during the fall program so they don't miss out on the chance to earn the patch during the 2020 Cookie Program.



Instructions

Step 4 - Your Troop's Reward Order

Rewards are ordered automatically based on the orders in M2 for the girl. "Choices" that will need to be selected are the T-shirt sizes and any other reward tier with a choice item.

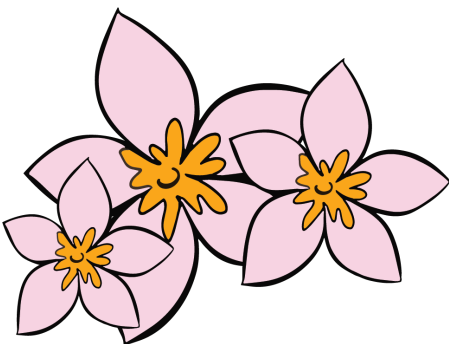
Parents who set up an M2 account for their daughter will be prompted to make reward choices. However, if they do not do this, you will need to do this for them.

- Log into M2 and click on "View Physical Reward Earners."
 1. Click on girl's name. If there is a pink triangle with a "!" that means the girl has a choice that needs made.
 2. Click on the pink triangle and make size selections for T-shirts , then click "Update."

Step 5 - Delivery

We suggest that you print your own delivery ticket to bring with you to your delivery location.

- To print a delivery ticket for your troop pick up, click the "Delivery Tickets" icon.
 - You can print the same report by girl to use when sorting the product into girl orders.
- Use a vehicle large enough to hold your entire order. Make sure your vehicle is free of car seats, strollers, etc. to maximize loading space.
- It's your responsibility to make sure you have your complete order.
- We will not fix shortage errors. Count, count and recount before you leave your pickup site.
- If your troop misses your pick up due to an emergency, contact your Service Unit Chair immediately.
- After you pick up your product, sort into girl orders before allowing parents to pick up. This will help you identify a problem with the orders before product is picked up.
- Prepare a receipt/delivery ticket for each girl. When parent picks up, have them count and verify their order. Complete a receipt for each transaction. Remember, parents are financially responsible for all the product for which they sign.
- Provide each girl with a money envelope with their balance and date money is due. Be sure to set your deadline a few days before the troop's payment to the council is due to give you time to complete the final sale paperwork and get the deposit made on time.



Financial Info

- All troop funds are due to Council on the established deadline. Council must receive copies of validated deposit tickets or your troop will appear to owe a balance due. Copies can be mailed or emailed to Roberta.Richmond@bdgsc.org
- Troops receiving checks from customers need to have them made out to: GSBDC. Add your Troop # to the memo line. If your troop # begins with the Number 6, 5 or 3, be sure to include the additional number on the deposit slip.
- All checks should be deposited into the GSBDC direct deposit account. Be sure to use the correct deposit slip.
- Do not send personal checks for troop payments.
- DEPOSIT OFTEN —do not keep large sums of money or checks.

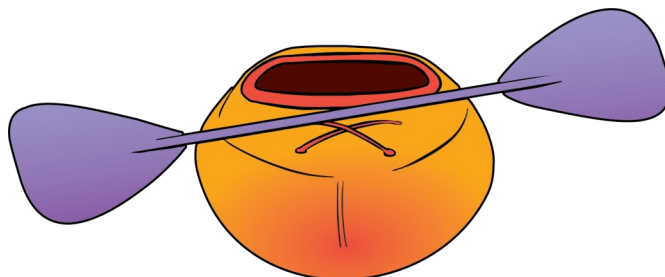
Making a Deposit

- Have customers make checks payable to GSBDC. Add your troop number to the memo line.
- Do not hold checks. Checks three months or older may not be honored by the bank.
- Following these steps will ensure your troop is credited correctly.
- Before completing a deposit, subtract ALL TROOP PROCEEDS from the grand total, which includes nut, candy and magazine sales. This is also found online, by click the Reports icon which will direct you to the final sales report.
- It is very important to do this or it may take several weeks after the last date when the program ends for processing before a check can be issued to the troop for an overpayment.
- Remember to place your troop # on each deposit slip, including over-the-counter deposit slips. This will assist in the identification of your money and apply it to your troop account.
- Keep a copy of all validated deposit slips for your records.

EXAMPLE of a Fall Product Sale Program: You receive payment for 100 items at \$6.00 each, for a grand total of \$600.00.

You received:	Coins	\$50.00	TOTAL	\$600.00
	Currency	\$270.00	Less Troop Proceeds	<u>\$ 85.00</u>
	Checks	<u>\$280.00</u>	Your deposit is:	\$515.00
TOTAL AMOUNT		\$600.00		

The troop proceeds are 85¢ per nut/candy item, and 15% per magazine or online sale,
(100 items X 85¢ = \$ 85.00)



Making a Deposit Continued

When completing a deposit slip, follow each step listed below:

- Fill in your troop leader's name, the troop number, the service unit name and the date.
- Add the total of the currency (bills) and place this amount beside "CURRENCY."
- Add the total of the coins and place this amount beside "COINS."
- List each check separately by the last name of the person who wrote the check under "CHECKS." Fill in the amount of each check.
- Total the amount of currency, coins, and checks and place in the "TOTAL DEPOSIT."
- Make frequent deposits. Take all payments and deposits to the bank immediately. Do not hold large sums of money.
- Do not use the drive-thru window or ATM (automatic teller machine).
- Be certain the bank teller validates your deposit slip by stamping it with the cashier machine. Make sure the bank teller validates all copies of the deposit slip. In order to receive troop credit, validation must be visible.
- If you are unable to make a deposit at a local bank, please contact Customer Care at 304-345-7722. Make sure you count your deposit carefully because the bank can make adjustments without notifying you.

Where do the deposit slips go and who gets copies:

- The bank keeps the white copy of the deposit slip. The yellow validated copy goes to Council, the Service Unit Chair should receive the pink copy of the validated deposit and Troop Fall Product Chair keeps the goldenrod copy. Make a copy for your troop records and keep it on file for at least two years.
- Troop Fall Product Chair sends validated yellow copy to Council no later than December 18, 2020.

Handling of Delinquent Accounts

If you have a nonpaying adult in your troop, fill out a delinquent form as soon as possible. Please follow each step listed below:

- The Council and Service Unit Product Program Chair should be notified of any uncollected monies when troop accounts are paid or deposit slips are presented.
- Any uncollected or unpaid monies must be reported on a Delinquent Account Form and turned in to Girl Scouts of Black Diamond by December 18, 2020. Any individual owing a balance should be contacted in an effort to collect the money. This form must be turned in when money is due or the troop will be responsible for the debt.
- If a troop does not fill out a Delinquent Account Form for a non paying parent/guardian the troop will be held responsible for the amount due to the council.
- Complete the Delinquent Account Form making sure the information provided is up to date and accurate.

Parent/Guardian Delinquency form: bit.ly/2JHhiSS

Troop Delinquency form: bit.ly/2HC1ui4

- Use the appropriate online form listed above
- Attach signed Parent/Guardian Permission form, if for parent.
- Attach copies of any signed paperwork for product pick-up. It is important that these are signed by the responsible party.
- Be certain troop proceeds are correct; this will assist in the collection and refund process.
- Girls are not held responsible for adult financial issues and should not be punished or restrained from participation in troop activities.

Handling of Delinquent Accounts Continued

- If you have a parent who has had problems in the past turning in money, DO NOT penalize the daughter. She may still sell program products; however, the following is recommended:
 - Permit her to take orders along with the other girls in the troop/group.
 - During the delivery time, give the parent the first few customer orders listed on the girl order card. Once those have been delivered and the money has been collected and returned, give her the rest of the product.
 - Should the money not be returned, the troop/group can sell the remaining product to reduce their loss. Troops should attempt to fill those orders remaining on the girl order card.
- Troops should not pay for any items for which funds have not been collected. Fill out a delinquent account form for the nonpaying adult immediately delinquency forms are due the same day money is due to the council.
- Troop proceeds should not be used to pay a remaining balance.
- Reports of stolen money must be supported by an official police report. Losses due to a structural fire or any natural disaster must be supported by an official report.
- If the troop uses the GSBDC direct deposit to pay the balance, and a check is returned "Insufficient Funds," then Girl Scouts of Black Diamond Council will pursue action to collect payment.
- If a troop has a check returned "Insufficient Funds," GSBDC will collect. Please notify GSBDC immediately if this occurs.
- The Troop Fall Product Chair is responsible for all financial matters relating to the Product Sale Programs.
- The delinquency form needs written for the person who signed for the product.

Notice

- Please remember that girls must be registered in order to participate.
- Anyone who does not pay a delinquent account for the Product Sale Program will be subject to Girl Scouts of Black Diamond Council's collection process. The Council employs the services of a collection agency, which forwards information to a national data base for credit histories.
- We also ask that troops do not use troop profits to pay for any nonpaying adults. Simply fill out the delinquent account form, send it in and the troop is relieved of the nonpaying adult's outstanding debt. The delinquent account representative will take the necessary steps to collect payment. If a nonpaying adult pays the troop upon receipt of a delinquency letter, we ask that you notify our delinquent account representative so we may stop the collection process for that adult.
- After examining all payments on record and taking into consideration of a nonpaying adult, an account balance for the troop is determined and the collection process begins. When a troop is determined to be delinquent according to the records on file, a letter is sent to the Troop Leader, reminding them that payment is due.
- If you receive a letter, it is important that you call the Girl Scout and Volunteer Resource Center at 304-345-7722 or 1-800-756-8616 to speak with Roberta Richmond, Chief Financial Officer, about your troop account, even if you know that the troop has paid their balance in full. Please keep in mind that the letter does not automatically mean that the troop has not paid. It just means that we do not have a record of payment on file for the troop.

Notes

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Important Contacts



- For technical issues and system accessibility, please contact M2 Media Group at 1-800-372-8520.
- For troop/service unit-specific questions or issues that may arise, contact Denise Davis at denise.davis@bdgsc.org or 304-345-7722.
- For general inquiries/technical assistance, contact Customer Care at customercare@bdgsc.org or 304-345-7722.
- For questions regarding financial info and/or delinquencies, contact Roberta Richmond at roberta.richmond@bdgsc.org or 304-345-7722.

girl scouts 
of black diamond

**321 Virginia Street West
Charleston, WV 25302
customercare@bdgsc.org**



www.bdgsc.org



304.345.7722

