



2023 Fall Product Program Troop Manager Guide

Name: _____

Troop#: _____

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Letter from CEO

Dear Troop Program Managers,

Welcome to the 2023 GSVSC Fall Product Program. We are so excited that your troop is going to be a part of Fall Product Program!

In Virginia Skyline, over 3,000 girls each year participate in incredible adventures and share experiences with their adult leaders and Girl Scouts friends. Girls engage in a variety of activities designed to help them grow as leaders, develop their self-potential, and learn important life skills.

Girl Scouts of Virginia Skyline Council is an inclusive organization, engaged in our communities and committed to providing exciting opportunities for exploration, growth, and leadership! Girl Scouts is, as it always has been, the organization best positioned to offer girls the tools they need to be successful leaders now and throughout their lives. The Fall Product Program is a wonderful opportunity for your girls to use and further develop some of those same important skills.

Your support for the girls in your troop enriches her experiences in Girl Scouts and the Fall Product Program is no different. I am grateful for your commitment to Girl Scouts and the girls of Virginia Skyline. All of the experiences that the girls have are a direct reflection of your hard work and we say “THANK YOU!” We are here to support you and help you in any way during the Fall Product Program. Please feel free to reach out should you have any questions or concerns.

I look forward to partnering with you to provide our girls with all of the events, experiences, tools, and skills to help her continue to develop into the G.I.R.L. that she is meant to be.

Yours in Girl Scouting,

A handwritten signature in black ink that reads "Nikki Williams". The signature is written in a cursive, flowing style.

Nikki Williams
Chief Executive Officer

Information Page

Service Unit Fall Product Program Manager

Name:

Address:

City:

State:

Zip Code:

Phone Numbers:

Best times to call:

E-mail:

Date & Location of Delivery:

Directions to Delivery site:

Notes:

Council email: info@gsvsc.org

Product email: productsale@gsvsc.org

Resource links

<https://www.gsvsc.org/en/cookies/fall-product-program.html>

(See Girl, Parent, troop drop down menus)

<https://www.gsnutsandmags.com/Campaign>

IMPORTANT DATES TO REMEMBER

Online Program Dates

Start Date: September 5, 2023 (Access for SU/Troop Fall Product Program Manager will begin on September 1, provided all requirements are completed)

End Date: November 27, 2023

Order Card Dates

Start Date: September 5, 2023

End Date: October 16, 2023

Order due date: Parents will enter the orders taken in M2 by October 16, 2023 (Girls may continue to take orders and turn in to the Troop Fall Product Program Manager by October 16, 2023.) October 10, 2023 is when Troop Fall Product Program Manager can start putting in order card information. October 16, 2023 is last day troop can add orders into M2

Email Date-Account Setup

Date: September 15, 2023

Troop Fall Product Program Manager will send out the PAEC (Parent Adult Email Campaign) invite to their parents on September 5, 2023 provided the girls are registered in the FY24 year and they have turned in the parent permission form. Council will send out PAEC (Parent Adult Email Campaign) invite reminder on September 6 2023, and this will explain how you can activate your daughter's /girl account

M2 Media email: email@mail.gsnutsandmags.com is the address that the email will come from by the end of the day. If you have not received it, please check your Spam, Junk or Promotions folder before emailing your Troop Fall Product Program Manager. If you are not able to reach them, you can contact council at info@gsvsc.org.) Once you receive your email please help your daughter or daughter's set up their account.

Troop Delivery Dates

Delivery date to troops: November 8–9. Your Service Unit Fall Product Program Manager will provide you with a time and location for your product pick up.

DELIVERY SCHEDULES

Wednesday, Nov. 8	Thursday, Nov. 9
Buckingham	Alleghany-Bath
Charlottesville-Albemarle	Patrick
Culpeper	Botetourt
Fluvanna	GSVSC Office
Greene	Roanoke Valley
Highland	Rockbridge
Lousia	Galax-Carroll-Grayson
Madison	Danville-Pittsylvania-Halifax
Nelson	Bedford
Orange	Lynchburg-Campbell-Charlotte-Appomattox-Amherst
Rappahannock	Martinsville-Henry
Rockingham-Harrisonburg	Radford-Montgomery-Floyd-Pulaski-Giles-Wythe
Staunton-Augusta-Waynesboro	Franklin

Delivery Day:

- When you pick up your order, immediately count the number of items by variety to be sure that you have the correct quantity and look for damages.
- **ANY SHORTAGES MUST BE NOTED BEFORE YOU SIGN YOUR RECEIPT and retain your copy**
- Schedule a pickup with the girls/parents and have the parent sign a receipt and retain your copy
- Access the **Reports tab on the Menu and look for the financials and reporting tab.** This report will show how much you owe council.

Payment due date: The specific deadline provided by your Service Unit Fall Product Program Manager that the **Final payment is due to your Service Unit Fall Product Program Manager or Council is November _____.**

- ❖ All payments and paperwork are due to the Area/Service Unit Fall Product Program Manager on this date

(No later than December 5, 2023)

Payments may be made with your troop debit card by calling Customer Care at 540-777-5100

Reminders and Notes for 2023

❖ Custodial Parent, Non Custodial Parent or Legal Guardian

To help your daughter in her goals you can do the following:

1. Set up an email and password that everyone can use
2. Share the link or QR Code with each other if you have the email and password under Custodial Parent

Legal Guardians will need to provide court documents to Council

❖ New Tin's this season:



Peace Out Girl Scout Tin \$13.00



Mushroom Friends Holiday Tin \$13.00

- ❖ Email invite will be sent out by the Troop Fall Product Program Manager on the first day of the program and on the second day of the program the Council will send out an email invite reminder.
- ❖ Girl Scout Fall Product can not be sold in a business unless the girl is present (This means stores are not allowed to resell the Girl Scout Fall Product)
- ❖ Refund/Exchanges of Girl Scout Fall Product- The troop will need to refund or exchange product if a customer is not satisfied with the product. If the product has been opened you can take a picture and report it to productsale@gsvsc.org and we will be in touch with you on the process. If something is ordered online then the customer will need to call M2 for replacement. The customer will need their order number when they call M2(See page 8)
- ❖ Magazines- after the program is over it can take 4 to 6 weeks before customers start receiving their magazines. The customer will need to call M2 for more information. Magazines are not mailed from council. The customer will need their order number.(See page 8)
- ❖ Troop are allowed to order extra nut and candy items in M2 from the order card by October 16. Troops are responsible for the amount owed to Council by the payment date.

- ❖ Troop/Girls are not allowed to enter into any agreement with a business for them to create products to resell with the Fall products in them. You must contact Council with any requests
- ❖ Schedule a training session for your parents/girls. If not, please be sure you communicate all of the necessary information to them before they begin participation and you can refer them to a Council parent training.
- ❖ Troops have the opportunity to opt out of rewards to receive more profit if a majority of the girls votes to do this. If the troop decides to opt out, the parent and the girl will need to agree/sign the opt out form and return it to council by October 13
- ❖ Parent permission is required to be filled out and signed before your daughter(s) or girl will be allowed to participate in the Fall Product Program.
- ❖ Girls must be registered with a 2024 Girl Scout Membership in order to participate in the Fall Product Program
- ❖ Council will be uploading all girls who have a 2024 membership into M2. **Only Council will add girls, emails for parents and Volunteers into M2.** Girls will be uploaded by 9/1/2023. After the upload on 9/1/2023, if you have any new girl members please email info@gsvsc.org with the troop number and girl's first and last name so she can be add to M2. The girl/parent will not be able to access the program until this is complete. (They will not receive access until September 5.)
- ❖ Volunteers who have registered in the membership year FY24, have a current approved Criminal Background Check, have a current Troop Bank account in good standing (if a new troop, provide information that this is in process), have submitted the Troop Finance Report for FY23, does not owe the Council any previous year's product programs money, have completed the Fall Product training and turned in the Troop Fall Product Program Manager agreement will be uploaded into M2 on 9/1/2023
- ❖ Rewards Opt-Out:
Council will choose this option in the system once the signed opt out form has been emailed to productsale@gsvsc.org by the Troop Fall Product Program Manager.
- ❖ Parents and girls will need to sign the opt out form before turning it into council. If your troop plans to sell but is not meeting in person, then we will accept emails from the parents agreeing the girl has permission to opt out of rewards. Please make sure the form is attached and filled out by the Troop Fall Product Program Manager if the girls choose this option.

Example: I, (parent name) agree that my daughter (daughter's name), chose to opt out of 2023 fall rewards in troop # _____ so that the troop may receive the 22% profit. (Once you have them all, you can forward them to productsale@gsvsc.org)

All products sold must be from the current seasons delivery and must be sold for the stated prices by the Council

All Payments to the troop must be paid in full by the deadline or individual rewards will be withheld until the full payment is received.

❖ Rewards:

If Parents/Troop Fall Product Program Manager have not made the rewards selection, by November 29, the program will automatically choose the default reward. If this occurs, there will be no substitutions by the Council/M2.

Online Shipping Chart

2023 Online Store Shipping Rates				
Product Subtotal			Standard	2 Day
\$0.01	-	\$15.00	\$9.45	\$20.35
\$15.01	-	\$30.00	\$11.15	\$26.25
\$30.01	-	\$45.00	\$12.65	\$30.50
\$45.01	-	\$60.00	\$15.15	\$33.65
\$60.01	-	\$75.00	\$20.95	\$38.45
Every additional \$15			\$3.75	\$7.75

How to Contact M2- Hours for Customer Service: 8am-8pm (Eastern) Monday-Friday



NEW Online Items

1. Bark Box: Supplies are limited

Each box comes with a custom Pose & Play Beret dog toy created by BARK and GSUSA as well as one canister of Berry Trios™ BARK + Girl Scouts dog treats, which are one-of-a-kind. Both items come packaged in a custom Girl Scouts Mini Bark Box with a Girl Scouts liner

Cost: (\$19.99)

Shipping: \$5.00

Note: The entire checkout process would take place on the M2 Media platform. However, there will be separate store fronts based on the items the consumer is purchasing. Consumers will check out of the storefront(s) based on items being purchased



1. Tervis® tumblers:

Tervis® provides a wide selection of premium insulated tumblers and water bottles, ranging from top sellers to your favorite MLB®, NFL®, and collegiate sports teams and more.

Cost: \$27.99 to \$49.99

Shipping costs for customers will be \$5.99 per tumbler for the first three purchased, and an additional \$1.00 for each additional tumbler



COUNCIL GUIDELINES

1. All girls must be a currently registered Girl Scout member in FY24
2. All products sold must be currently offered products. We are NOT allowed to sell expired products or last season's products.
3. All products must be sold at the prices set by the council. NO EXCEPTIONS!
4. All Payments to the troop must be paid in full by the deadline or individual rewards will be withheld until the full payment is received.

SOCIAL MEDIA GUIDELINES

A girl cannot post on social media unless she is 13 or older and has parents' permission. All post must be private.

A parent /guardian may place a post on a private group if they make the post private to the group.

***You are not allowed to post on Craigslist, Marketplace or any Yard Sale Pages. When posting on your private group pages you can only post the following statement: My daughter is selling Girl Scout Nuts, Candy, and Magazines. If you are interested in purchasing from her please Private Message me so I can take you order.

I understand that if I do not follow the guidelines for social media, the following consequences may be enforced:

- Loss of rewards, Loss of troop profit, and /or Removal from the program

**Troop Program Managers and Service Unit Program Managers will be notified of any decisions*

Safety Activity Checkpoint: Social Media

Girls are only to use the internet to market the Girl Scout Fall Product Program to friends and family. You can advertise only on your **PRIVATE Facebook page or other PRIVATE social media pages.**

- ◆ The Girl Scout Cookie Program is a girl-led program and online marketing and sales efforts should always be led by a girl while also being supervised by her parents/caretakers.
- ◆ Friends and family of a girl participating in the cookie program must not market or share a girl's contact information, sales links, or sales information on public-facing online sites. They also should not share their sales link with any news outlets (this includes online and traditional news media, such as radio, television, or magazines).
- ◆ For safety concerns, online marketing activities, especially those conducted through social media platforms, should always be done through accounts set to "**private.**"

Should any online marketing activities be identified as a violation of the "Girl Scout Fall Product /Council-Sponsored Product Program: Safety Activity Checkpoints" (www.gsvsc.org/en/about-girl-scouts/our-program/safetyactivitycheckpoints.html), Girl Scouts of the USA or Girl Scouts of Virginia Skyline Council reserves the right to intervene and request removal of the post

INFORMATION FOR 2023 PROGRAM

Company:	Ashdon Farms -- Nut and Candy M2 Media Group - Online Program for taking online orders for Magazines, Nut and Candy and gifts
Price:	<ul style="list-style-type: none"> Nut and Candy items are priced at \$7, \$8, \$9, \$10 and \$13.00 –\$7 donations for “Thank You” items for our “Local Heroes” service project Online Sales of Magazines, gifts and other items of nut and candy priced individually online. <i>There will be an upsell by M2 at checkout</i>
Rewards:	<ul style="list-style-type: none"> Troops receive 17% profit for all items sold. Troops receive 22% profit if they prefer to opt out of the reward program All girls selling 2 Magazines will receive an Ocelot Patch. All girls who have orders for 5 donated items will receive a Care to SHARE theme patch Troops who opt out of rewards- girls will only receive Patches and Council Charm & Bracelet if earned Top Achiever in GSVSC will receive AirPods Pro and her photo on next seasons order card <i>See order card for all rewards and patches available.</i>

Nut & Candy Varieties:	
Deluxe Pecan Clusters- w/Holiday tin (\$13)	Roasted pecans covered in caramel & milk chocolate!
Mint Treasures w/GS Memory Box tin (\$13)	Creamy milk chocolate with a refreshing mint filled center.
Honey Roasted Mixed Nuts (\$13)	Cashews, almonds, peanuts & pecans with a touch of honey
Whole Cashews (\$10)	A classic favorite roasted & salted with sea salt.
English Butter Toffee (\$9)	Crunchy handcrafted toffee drenched in milk chocolate.
Cheddar Caramel Crunch (\$8) (NEW)	Cheese crackers, cheese corn chips, mini pretzels, Caramel cheddar corn puffs
Chocolate Covered Raisins (\$8)	The plumpest raisins covered in smooth milk chocolate.
Dark Chocolate Carmel Caps w/Sea Salt (\$8)	Dark chocolate covered caramel topped with sea salt.
Hot Cajun Crunch (\$8) (NEW)	Cajun corn sticks, seasoned peanuts, pretzels and sesame sticks.
Peanut Butter Bears (\$8)	Milk chocolate bears with smooth peanut butter centers!
Dulce de Leche Owls (\$8)	Fresh, milky caramel surrounded by smooth milk chocolate.
Dark Chocolate Mint Penguins (\$8)	Rich dark chocolate penguins bursting with frosty mint.
Peanut Butter Trail Mix (\$8)	Peanuts, peanut butter gems, peanut butter mini cups, mini pretzels and cashews
Dark Chocolate Peppermint Pretzels (\$8)	Crunchy pretzels coated in rich dark chocolate and sprinkled with peppermint pieces.
Fruit Slices (\$7)	Fat-free chewy fruit slices in an assortment of flavors.
Dill Pickle Peanuts (\$7)	Dill pickle flavor & crunchy roasted peanuts.
Go to Ashdon farms website http://www.alschutzman.com/gsnutri.php for nutrition information.	

GIRL/PARENT FALL PRODUCT PROGRAM TRAINING

OBJECTIVE

Girls and parents will be able to participate in the fall product program, understanding the troop's procedures for money handling, and understand the scope of the scale.

NOTES

- At your training, you will receive the Program material for those girls who are registered in your troop
- You will need to prepare their packets before your training. If you need more materials, contact your Service Unit Fall Product Manager
- Before handing out material you must have the parent fill out the parent permission agreement and turn form back in to you
- Be prepared to share your deadlines and product pickups and money-collecting schedules with the parents
- Make sure you collect money at your troop meeting for products sold
- The Troop is responsible for money owed to council
- Please share with parents that the girls will receive an email from M2 Media to set up their account. Until they receive that email, they will not have access to M2 Media. Please make sure they check their spam folder for this email as well. Emails will go out on Sept.5, provided the Troop Fall Product Program Manager leaders have completed all requirements and have sent out the PAEC (Parent Adult Email Campaign) Let them know to wait until Sept.7 before contacting council about not having access to M2 Media. Once the week is up, they will need to contact M2 Media at their customer care number.(See page 8)

TRAINING CHECKLIST:

- Introduce yourself and explain your role in the Program.
- Share your contact information and best times for contacting you
- Make sure ALL girls are currently registered members FY24.
- Pass out parent permission slips. This form has been revised so you should go over the form before having parents sign it. Once forms have been signed and you confirm nothing has been missed, then you may hand them their girl packet
- Discuss the 5 skills: goal setting, business ethics, money management, decision making, and people skills
- Distribute the Program material
- Share Program dates and stress your troop deadlines
- Introduce the New product and prices
- Talk about the Community Service Project "Care to Share". Girls will receive a patch for five nut/candy items that are donated. These items will go to Local Heroes (First responders, Nurses, Military ETC...)
- Share the reward program. This is on the order card
- Provide pickup dates and location
- Provide detailed instructions on when they should pay for product.
- Provide safety tips to the girls
- Talk to girls about selling online
- Discuss the opt out option for all age levels and troop profit. If opting out, troops receive 22% profit if they prefer to opt out of the reward program. If earned, the girls will receive the patches and the charm bracelet

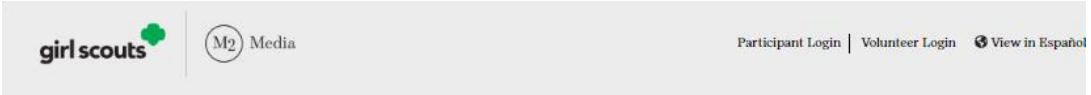


The M2 Media Troop dashboard is a simple solution for troops to manage the Fall Product Program. Troops have all their tools in a single software to monitor, encourage, and support each troop's business experience.

Once you receive your invite email, click on the link to get to the page that is in the screenshot. To get started click on the Register button. After registration is setup, you will use the log in button for the remainder of the program.

Dates and Rewards are just examples only.

Login/Register Screen- Click on Troop leaders or Volunteers and follow the screens



Girl Scouts of Virginia Skyline Council



Girls and Parents/Adults

Already Registered? New User?

[LOGIN](#) [CREATE AN ACCOUNT](#)



Troop Leaders or Volunteers

New and returning users

[VISIT ADMIN SITE](#)

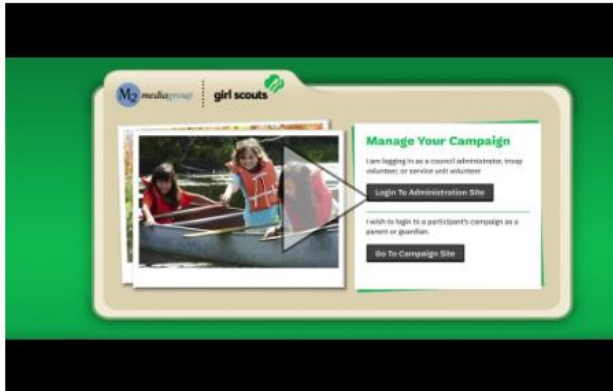
Welcome!

Thank you for participating with Girl Scouts. You're helping today's Girl Scouts make the world a better place.

- Create your avatar
- Earn rewards (your avatar can too!)
- Invite friends and family to visit your personalized site



Before You Begin



Please watch this video for Fall product program instructions. You will be able to continue to the site in approximately 10 minutes after the training video has finished playing.

Please Watch Video Before Proceeding

Getting Started

1) Training Video

Welcome to Your Campaign



There are a lot of great tools to make managing your campaign easier. Here are a few of the most important ones to get you started:



Parent and Guardian Email Blast

Review and/or enter parent or guardian emails for the girls in your troop. They will then receive a link with instructions on how to participate.

Add Emails



Create a Me2® Avatar

Girls in your troop will be creating their own unique avatars. Create your own avatar too!

Create Yours Now

Close

Once you finish click close and it will take you to the next screen

Troop Dashboard

Girl Scouts of Virginia Skyline Council
 2021 Nut and Magazine Sales TP

Girl Scouts of Virginia Skyline Council

Jennifer Burrell
 Edit Avatar
 Your Patch
 View Troop Photo
 Change Role

1 Campaigns Launched
Last Year: 0

1 Avatars created
Last Year: 0

1 Emails Sent
Last Year: 0

0 Participants with 1+ Shares
Last Year: 0

Stats: Current Campaign Troop: 281

\$1,022.00 Total Sales	\$0.00 Online Magazines	\$0.00 Direct Ship Nuts
227.00 Last Year	\$227.00 Last Year	N/A Last Year
\$0.00 Online Nut Girl Delivered	\$1,022.00 Nut Card	
N/A Last Year	N/A Last Year	

Sales data is updated every 15-30 minutes.

HIDE CAMPAIGN METRICS -

Campaign Setup

- Parent/Adult Email Campaign
- Default Storefront Video
- Training Video
- Video Instructions

Manage System Users

- Send Messages
- Manage Troops and Girl Scouts
- Manage Admin Users

Financials and Reporting

- Banking and Payments
- Reports
- Troop Summary/Amount Due Report

Product Management

- Delivery Tickets
- Paper Order Entry

Rewards and Patches

- Rewards
- Personalized Patches

Change Roles go to the troop right where the TP- is, a drop down will come up, and you can change roles. Depending on how many roles you have will be your choices.

Skyline Council
and Magazine Sales
TP

Jennifer Burrell
Troop Level

- Change Role
- Edit Avatar
- Profile
- Visit Campaign Area

Logout

Campaign Setup

Troop Leader must send out PAEC (Parent Adult Email Campaign) in order for girl/parent to receive the invite email (Do not add emails to the M2 system. If someone is missing, you need to submit a request to add him or her to info@gsvsc.org)

The screenshot shows the 'Parent and Guardian Email Blast' interface. At the top, there are logos for 'girlscouts' and 'M2 Media', and text for 'Girl Scouts of Virginia Skyline Council 2021 Nut and Magazine Sales'. A 'Troop' dropdown menu is set to '281'. A 'VIEW EMAIL' button is visible. Below is a table with columns: First Name, Last Name, Email, Send in Spanish, and Status. A legend for email statuses is provided below the table, and a 'RETURN TO DASHBOARD' button is at the bottom.

First Name	Last Name	Email	Send in Spanish	Status
Jennifer	Burrell	jburrell@gsvsc.org	No	

Legend: Opened Didn't open Sent Delivered Bounced Queued for sending **Status Key**

Default storefront video

The screenshot shows a dialog box titled 'Default Storefront Video'. It has a 'Select Troop Video:' dropdown menu with '281' selected. Below the dropdown is a video player showing a scene with people and a tree. Below the video player, there is a question 'Want to replace this video?' and instructions: 'Select a video on your computer to use for your campaign. Videos can take up to 10 minutes to be processed.' At the bottom, there are 'CLOSE' and 'UPLOAD' buttons.

Training videos

Training Video ✕



Please watch this video for Fall product program instructions.

Close

Video Instructions

Video Instructions ✕

How to Make a Video for Friends and Family to View:

- 1) Wear your Girl Scout uniform
- 2) Create your own script or use the sample one below, filling in the text within brackets with information unique to your troop. For example, sleep overnight at the aquarium or feed homeless people.
- 3) Smile and sound enthusiastic for your friends and family. Be sure to say thank you too!

Videos shorter than two minutes work best. Follow all Girl Scout Safety Guidelines too.

Sample Script

You can make our Girl Scout troop's dreams come true! Girl Scouts do [fun activities and help the community while learning important skills that will help us forever]. My goal this year [is to sell \$X in magazines and nuts to help Girl Scouts make the world a better place]. Will you please help by shopping at my online site? Thank you.
Thank you so much!

Safety Information




Follow all Girl Scout safety guidelines and the following safety tips:


- Do not use the full names of girls.
- Do not provide contact information in the video
- Do not show anything in the background that identifies where someone lives. For example, do not stand in front of a girl's house number or street sign.
- Do not mention where the girls go to school.
- Do not provide any personally identifiable information.
- Do not show any violent or inappropriate content, or use any vulgar language.
- If you are recording a troop video, make sure that all girls appearing in the video have permission from their parents or adult.

CLOSE

Manage System User

Send Messages

Girl Scouts of Virginia Skyline Council
2021 Nut and Magazine SalesShow Quick Dashboard Links ▾



Send Messages

Send messages to participants, volunteers, and members of this campaign.

Participants History

✉ **Emails**

VIEW EMAIL HISTORY

Type:

Announcement ▾

Troop:

281 ▾

Subject:

100 Characters Remaining.

Tip: Try using an email subject like this "Girl Scout Product Program Announcement"

Message:

10000 Characters Remaining.

Tip: Enter the message you would like to send in the email to participants.

SEND

📓 **Notebook**

Write a note in participants' notebooks.

Posted Notes	Dates	Delete
You haven't posted any notes yet, why not post one now?		

Message:

Troop:

281 ▾

From:

📅

End:

📅

POST NOTE

125 Characters Remaining.

RETURN TO DASHBOARD

Manage Troops and Girl Scouts

girlscouts | M2 Media | Girl Scouts of Virginia Skyline Council | 2021 Nut and Magazine Sales | TP

Show Quick Dashboard Links

Manage Troops and Girl Scouts
Manage Troops and Girl Scouts for this council.

Troops | Girl Scouts

Manage Your Troop Numbers
Manage Troop Information for this council.

SEARCH TOOLS

Troop # 281 Service Unit Choose Troop Level Choose Bonus FILTER Reset

Troop	Troop Level	Service Unit	Product Pickup	Troop Bonus
+ 281	Multilevel	Council	Jennifer Burrell	

Reward Opt-Out Troop Bonus Key

RETURN TO DASHBOARD

girlscouts | M2 Media | Girl Scouts of Virginia Skyline Council | 2021 Nut and Magazine Sales | TP

Show Quick Dashboard Links

Manage Troops and Girl Scouts
Manage Troops and Girl Scouts for this council.

Troops | Girl Scouts

Manage Your Girl Scouts
Manage Girl Scout information for this council.

SEARCH TOOLS

Service Unit # Troop # 281 Girl Scout Name GSUSA # Status Launched FILTER Reset

Girl Scout Name	Troop #	Service Unit	GSUSA Number	Status
+ Gabby Skyline (Gabby)	281	Council	107524051	Launched

PRINT

RETURN TO DASHBOARD

Manage Your Users: Council will add Users and Girls

Financials and Reporting:

Banking Payments

The screenshot shows the 'Banking and Payments' dashboard for the Girl Scouts of Virginia Skyline Council. It includes a navigation bar with the Girl Scouts logo and 'M2 Media' branding. The main heading is 'Banking and Payments' with a sub-heading 'Check banking and payments for this campaign.' Below this, there is a 'Service Unit' section with a dropdown menu set to 'Council'. A 'Troop Payments - Service Unit' section follows, with a sub-heading 'View all payments for your troop(s)'. A 'SEARCH TOOLS' button is present. Below the search tools, a table displays payment data for Troop 281. The table has columns for Troop #, Gross Sales, \$ Collected Online, Total Proceeds & Bonuses, Total Owed, Total Payments, and Balance. A 'RETURN TO DASHBOARD' button is located at the bottom of the dashboard.

Troop #	Gross Sales	\$ Collected Online	Total Proceeds & Bonuses	Total Owed	Total Payments	Balance
281	\$1,022.00	\$0.00	\$173.74	\$848.26	\$0.00	\$848.26


Click on the girl and her record will open so you can log her payment into M2


This screenshot shows a detailed view of the 'Banking and Payments' dashboard for Troop 281. The main heading is 'Banking and Payments' with a sub-heading 'Check banking and payments for this campaign.' Below this, there is a 'Service Unit / Troop' section. A 'Troop Payments - Troop 281' section follows, with a sub-heading 'View payments made by this troop to the council'. A 'VIEW ACH' button is present. Below the view ach button, a table displays payment data for Troop 281. The table has columns for Date, Bank Name, Check/Deposit/Ref#, Comments, and Deposit. Below the table, there is a 'Girl Scout Payments' section with a sub-heading 'View Girl Scout payments for this troop.' A 'SEARCH TOOLS' button and an 'ADD GIRL SCOUT PAYMENT' button are present. Below the search tools, a table displays payment data for Girl Scout payments. The table has columns for Girl Scout, Payments Due Troop, Payments Made, and Balance. A 'RETURN TO DASHBOARD' button is located at the bottom of the dashboard.

Date	Bank Name	Check/Deposit/Ref#	Comments	Deposit
No results returned				

Girl Scout	Payments Due Troop	Payments Made	Balance
+ Gabby Skyline	\$1,022.00	\$0.00	\$1,022.00

Reports:





Girl Scouts of Virginia Skyline Council
 2021 Nut and Magazine Sales TP

[Show Quick Dashboard Links](#)

Reports


See financial and other reports for this campaign.

All Sales

Magazines

Direct Ship Nuts

Nut Order Card

 Online Nuts Girl Delivered

Special Reports

Summary Report

Troop Report

All Sales : Current Campaign

Troop Report - 281

Troop: [SEARCH TOOLS](#)

Sales data is updated every 15-30 minutes.

Select rows to drill down report.

Participant	Emails	Shares	Online Magazines		Nuts		Total
			Qty	Sales	Qty	Sales	
+ Gabby Skyline (Gabby) <small>107524051</small>	1	0	0	\$0.00	133	\$1,022.00	\$1,022.00
Total	1	0	0	\$0.00	133	\$1,022.00	\$1,022.00

	Qty	Total
Online Magazines	0	\$0.00
Direct Ship Nuts	0	\$0.00
Nut Order Card	133	\$1,022.00
Online Nuts Girl Delivered	0	\$0.00
Total Sales	133	\$1,022.00

PRINT REPORT

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[EMAIL REPORT](#)

[RETURN TO DASHBOARD](#)

Troop Summary/ Amount Due Report:

Girl Scouts of Virginia Skyline Council
2021 Nut and Magazine Sales

[Show Quick Dashboard Links](#)

Reports

See financial and other reports for this campaign.

All Sales
Magazines
Direct Ship Nuts
Nut Order Card
Online Nuts Girl Delivered
Special Reports
Summary Report

Troop Summary Report

Campaign and sales information for your troops.

Troop:

Total Sales

Total \$ Sold	\$1022.00
Collected Online	\$0.00
Collected from Customers	\$1022.00
Total Troop Extras	\$0.00
Troop Proceeds and Bonuses	\$173.74
Amount Due Council	\$848.26
Payments Made to Council	\$0.00
Balance Due Council	\$848.26

Online Magazine Sales

Magazine Units	0
Total Sales Collected Online	\$0.00
Proceeds And Bonuses	\$0.00

Direct Shipped Sales

Direct Shipped Units	0
Total Sales Collected Online	\$0.00
Proceeds And Bonuses	\$0.00

Nut Card Sales

Nut Card Units	133
Total Collected from Customer	\$1022.00
Proceeds And Bonuses	\$173.74

Online Nuts Girl Delivered

Online Nuts Girl Delivered Units	0
Total Sales Collected Online	\$0.00
Proceeds And Bonuses	\$0.00

Troop Extras

Troop Extra Units	0
Total Sales Troop Extras	\$0.00
Proceeds And Bonuses	\$0.00

Campaign Stats

Girls Selling	1
Avatars Created	1
Photos Uploaded	0
Voice Recordings	1
Total Personalized Patches Earned	0
Number Emails Sent	1
Per-Girl-Average Units	133
Per-Girl-Average Dollars	\$1022.00
Reward Opt Out	No

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REPORT EXCEL

Email Recipient
PDF
EMAIL REPORT

RETURN TO DASHBOARD

Product Management:

The screenshot shows the 'Paper Orders' section of the Girl Scouts of Virginia Skyline Council 2021 Nut and Magazine Sales dashboard. It includes a header with the Girl Scouts logo, a media icon, and the council name. The main content area has a 'Paper Orders' title and a sub-header 'Manage paper orders for this campaign.' Below this, there are two numbered steps: 1. 'Select the Troop you will be making paper order entries for:' with a dropdown menu showing '281'. 2. 'Paper Order Results:' with a sub-header and a table of results. The table has columns for Girl Scout, GSUSA Number, Email, Qty, Nut Sales (Sales), and Total Sales. One entry is shown for 'Gabby Skyline (Gabby)' with a quantity of 133 and total sales of \$1,022.00. A note below the table states 'Paper orders may take up to 30 minutes to appear on your sales reports.' At the bottom, there is a 'RETURN TO DASHBOARD' button.

Click on the + tab beside the girl tab that you need to adjust and it will open up her order card.

The screenshot shows the 'View Paper Order' modal window. It has a title bar with 'View Paper Order' and a close button. The main content is divided into two sections: 'Girl Scout Info' and 'Nut Orders'. The 'Girl Scout Info' section includes: Troop: 281, Participant: Skyline, Gabby (Gabby), and GSUSA ID: 107524051. The 'Nut Orders' section has a sub-header 'Troops: The deadline to enter orders that girls received in person has passed. Please contact your Service Unit leader.' Below this is a table with columns for Product, Price, Qty, and Total. The table lists 17 products (A through Q) with their respective prices and quantities. The total sales for all products is \$1,022.00. At the bottom of the modal, there is a 'CANCEL' button.

Product	Price	Qty	Total
A Deluxe Pecan Clusters - Bunny Holiday Tin	\$10.00	8	\$80.00
B Honey Roasted Mixed Nuts with Peanuts	\$10.00	4	\$40.00
C Mint Treasures - Girl Scout Uniform Tin	\$10.00	18	\$180.00
D Whole Cashews with Sea Salt	\$9.00	12	\$108.00
E Caramel Apples	\$7.00	12	\$84.00
F Chocolate Covered Raisins	\$7.00	20	\$140.00
G English Butter Toffee	\$7.00	4	\$28.00
H Dark Chocolate Caramel Caps with Sea Salt	\$7.00	8	\$56.00
I Salsa Mix	\$7.00	10	\$70.00
J Peanut Butter Bears	\$7.00	8	\$56.00
K Dulce de Leche Owls	\$7.00	2	\$14.00
L Dark Chocolate Mint Penguins	\$7.00	2	\$14.00
M Peanut Butter Trail Mix	\$7.00	0	\$0.00
N Dark Chocolate Peppermint Pretzels - Holiday Bag	\$7.00	2	\$14.00
O Fruit Slices	\$6.00	20	\$120.00
P Dill Pickle Peanuts	\$6.00	3	\$18.00
Q Military Nut Donation	\$6.00	0	\$0.00
Total Sales			\$1,022.00

Rewards and Patches:

Rewards Opt-Out:

Council will choose this option in the system once the signed opt. out form has been received.

Rewards- Click on the girl to see her rewards, it will show you what the girl earned. If she has not selected a reward, you will need to contact the parent to find out what her choice on that reward.

The screenshot shows the 'Rewards' management page for the Girl Scouts of Virginia Skyline Council. The page includes a header with the Girl Scouts logo, M2 Media, and council information. A sidebar on the left contains a home icon and the 'Rewards' title. The main content area is titled 'Manage physical rewards for this campaign.' and includes a 'Manage Earners' section. This section features a search bar with fields for Troop # (281), Participant, and Status, along with 'FILTER' and 'Reset' buttons. Below the search bar is a table with one row of data. At the bottom of the page is a 'RETURN TO DASHBOARD' button.

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Rewards

Manage physical rewards for this campaign.

Earners

Manage Earners

Manage Reward Earners.

SEARCH TOOLS

Troop # Participant Status

281 [] [] FILTER Reset

Service Unit	Troop	Email	Participant Name
Council	281	✉	Gabby Skyline

RETURN TO DASHBOARD

Gabby Skyline (Troop 281)

If you are selecting a reward with size options or additional choices, make your selection and update. You will then be able to make the additional choice.

Rewards Earned

Reward	Options
Rise Up Patch	Rise Up Patch
Penguin Necklace OR Penguin Pen	Penguin Necklace
Penguin Charm OR Penguin String Art	Penguin Charm
Small Penguin Plush OR Clipboard Set	Small Penguin Plush
Friendship Bracelet Kit OR Bluetooth Speaker	Bluetooth Shower Speaker
Penguin Iceberg Patch	Penguin Iceberg Patch
Rise Up T-Shirt OR USB Hanging String Lights	USB Hanging Lights
Large Penguin Plush	Large Penguin Plush
Good Vibes Light	Good Vibes Light
Penguin Sleeping Bag	Sleeping Bag
Council Charm & Bracelet	Council Charm & Bracelet

CLOSE

Personalized Patches: Here is where you will see the girl who have earned this patch

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Show Quick Dashboard Links

Personalized Patch
Manage personalized patches for this campaign.

Patch Earners

Manage Patch Earners

SEARCH TOOLS

1

Select records below to view more information.

Service Unit	Troop	Email	Name	Status
--------------	-------	-------	------	--------

TROOP PRODUCT AND MONEY HANDLING PROCEDURES

During the Program:

1. **All money collected should be deposited directly into the troop bank account as it is received.** Troop money is never to be deposited into a personal account or held until the end of the program
2. Collect money from girls and deposit it frequently during the Program. Be sure you maintain a receipt record and ensure that a copy is kept by the girl/parent. Do not forget to enter each girl deposit into the M2 Media site.
3. **You must receive all Fall Product Program money from girls/parents no later than December 4, 2023.** Make sure to use your report so you know how much to pay the council.
4. Write your Troop Check, Cashier's Check, or Certified Check for the total amount due to GSVSC.
Please make sure that the numeric amount entered matches the written amount or the bank will reject it.
5. **When transferring product/money always use your receipt book and ensure that both the leader and parent retain a copy.**

Reminder: Debit card payments are accepted through the GSVSC office. Contact us at 540-777-5100 to make a debit card payment. If paying the council by phone you must let your Service Unit Fall Product Program manager, know. Once the payment is processed, the council will log it into M2 Media.

Note:

If all of the money has not been collected and turned in to you by December 5, 2023, the troop's profit will be required to cover the total amount due to GSVSC.

Troops must have payment to Council/Service Unit Product Program Manager by December 5, 2023.
Troops are required to pay GSVSC in full for the amount due for their product.

Collection issues that cannot be resolved at the troop or service unit level need to be reported to council at info@gsvsc.org. See End of Program reminders on what documentation will be required for council assistance with collections. **GSVSC is committed to assisting in collections of all funds owed to troops and to the council.**

If a collection is made for troops who report a collection issue, GSVSC will remit to the troop the amount collected for them.

PROCEDURES FOR RECOVERY OF MONEY BELONGING TO TROOPS/GROUPS

Please follow all the steps listed. These procedures and supporting documentation provide the required credentials for legal action to be taken in the event that firm action is required. Procedures are implemented by troop leaders, service unit managers, or designated service unit team members. The Community Engagement Manager for the assigned area provides follow-up and support.

Checks that do not clear the bank:

- Contact the person who issued the check by phone to explain the problem. *Note regarding answering machines and voicemail: Do not leave a message about the bad check; simply relay the message that you need to speak with the person about a troop/group matter.*
- Ask the responsible party to present the amount owed (including any fees incurred by the bank) in the form of cash, money order, or cashier's check. Set a deadline for receipt no more than 10 days from the personal contact.
- Note information from the conversation for documentation. Do not return the check to the person until the debt is settled. Make a copy of the bad check for your records.
- If the person does not respond to the verbal agreement, send a written notice giving a deadline for receipt five days from the date of the letter. *Remember: Make a copy for your documentation. (See page 26)*

Debts over \$100 with no response or compliance to verbal or written notice:

- Send all correspondence/documentation, including the original check, signed product receipts, and parent permission forms to the product Programs Manager at the Roanoke headquarters office. Information regarding the person's current address and known phone numbers, employer, and employer's business address and phone number is extremely helpful. The more information we have initially, the quicker the process will be. Notification will first be sent by council staff stating the indebtedness and expected response as a final attempt by Girl Scouts to collect this debt.
- If all above attempts fail to produce funds due your troop: Uncollected debts over \$100 are handed over to an established collections attorney for processing. Any monies recovered will be disbursed by council check upon receipt to the troop/group the child was in at the time of the debt. Please know that there is the possibility of a reduced return due to attorney fees; however, these are usually recouped by the debtor.

Recurring incidents:

- Parents/guardians or other adults who continually have problems with bad checks should have limited access to situations that might aggravate the situation. For example, during the cookie Program, a limited number of boxes of cookies may be distributed to the girl/family to fill orders and ensure that money is turned in before distributing more cookies.

COUNCIL POLICY F3 - Any volunteer who willfully and knowingly writes a dishonored check from a Girl Scout bank account, who willfully and knowingly writes a dishonored check from his or her personal account payable to Girl Scouts, or who uses Girl Scout money for personal purposes will be removed from his or her position, is ineligible for any position in the council, and will be responsible for any bank charges and misappropriated funds involved, including any applicable court or legal fees.



Sample Letter for Notification of Debt

Date:

Name:

Address:

City, VA Zip code

Dear: (Name)

Your daughter, (child's name), was given permission to participate in the (year) Fall Product Program with Troop #_____by you. Money for Fall Product she sold should have been turned in by (Date). My records indicate the (\$00.00) is still outstanding.

Example: If you spoke with the person first by phone:

As we discussed, I must have the (\$00.00), in the form of cash, money order, or certified check. Please contact me at

(Phone # or email) if you have any problems with our arrangements.

Example 2: If you were not able to contact the person by phone:

To avoid collection procedures, I must have in hand the cash, money order, or certified check for (\$00.00) b the (date). You may contact me about this matter at (phone # or email and appropriate time) by (date).

Sincerely,

Name

Leader

Troop #



End of Program Reminders for Troop 2023-2024 Fall Product Program

Attach to your final paperwork and turn in to your local Service Unit Fall Product Program Manager by **December 5, 2023**.

Service Unit _____ Troop# _____

Troop leader name: _____

Phone number _____ Email address _____

Did you:

- _____ Complete the evaluation online form (*found at www.gsvsc.org*)
- _____ Transfer product to your girls
- _____ Select the "Rewards" for each girl in the troop if not selected
- _____ If your troop opted out of Rewards, confirm the troop is marked as opt out in M2
- _____ Retain receipts for 1 year from parents

Turn in:

- _____ All receipts attached for signed product from Service Unit Product Program Manager from delivery day
- _____ Any collection issues owed by parents. Make council aware of the situation and include all documentation needed (signed parent permission slip, nut/candy product receipts, money receipts [if any], all communications you have sent to try and collect money)
- _____ Payment to council (make check out to GSVSC)
- _____ Payment to council (using the troop debit card by calling council and paying over phone. You will need to let your service unit program manager know in advance that this is the option you have chosen)

**Thank you for all you do to help your Girl Scouts
have a successful product program!**

Notes:

