

2024 Fall Product Program Volunteer Guide

Additional questions?

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

For M2 software or other general Fall Product questions, contact M2 Customer Service at support.gsnutsandmags.com or 1-800-372-8520.

For all other GSHNJ Product Program questions contact productprograms@gshnj.org or call 908-518-4400, option 4.

Service Unit Fall Product Program Manager:

Name: _____

Email: _____

Phone: _____



Find more
resources
here!

WELCOME!

As we embark on another exciting year together, I am filled with immense pride and anticipation for all that lies ahead. Welcome to the 2024 Fall Product Program! This year's theme, "Embrace Possibility," perfectly encapsulates the spirit and potential of every Girl Scout in our community. Together, we will explore and unlock the vast array of possibilities that our girls can achieve.

Our Fall Product Program is more than just a fundraising initiative; it is a powerful educational experience that teaches five essential financial literacy skills: understanding the value of a dollar, budgeting, distinguishing between wants and needs, making tough decisions, and setting ambitious goals. These lessons are vital for our girls, providing them with a strong foundation for a successful future while fostering values of honesty and fairness.

This year, our mascot is the majestic Asian Elephant, a symbol of wisdom, strength, and community. Elephants are known for their remarkable memory, deep family bonds, and their ability to overcome challenges together. These qualities resonate deeply with our mission at Girl Scouts Heart of New Jersey. Like the Asian Elephant, our girls are learning to be wise, strong, and supportive members of their communities. As a proud member of Delta Sigma Theta Sorority Incorporated for the last 32 years, I chuckled when I learned that the Elephant was the mascot for this year's program. The Elephant has special meaning to members of my beloved sorority and it's amazing to me to see how my sorority world and Girl Scout life align.

To all our parents, caregivers, troop leaders and volunteers, thank you for your unwavering support and dedication. Your commitment ensures that our girls can dream big and embrace all the possibilities that lie ahead. Let's make this year's Fall Product Program a remarkable journey of growth, learning, and achievement.

Warm regards,

Natasha Hemmings

Natasha Hemmings
CEO, Girl Scouts Heart of New Jersey



Table of Contents

Key Dates Outline	3
Info for Everyone	4
Info for Families	7
Info for Troop Leaders and Troop Fall Product Program Managers	9
Info for Service Unit Fall Product Program Managers (SUFPPMs)	11
FAQs	13
Fall Product Program Calendar	14



Key Dates

AUGUST	
Tuesday, August 27, 2024	Intro to the Fall Program- Westfield 11AM - 1PM
Wednesday, August 28, 2024	Intro to the Fall Program- North Branch 11AM - 1PM
SEPTEMBER	
Tuesday, September 3, 2024	Girl Scouts with 2025 Membership uploaded in M2
Wednesday, September 4, 2024	Intro to the Fall Program- Westfield 4PM - 6PM
Saturday, September 7, 2024	Troop leader training for the Fall Program 10AM - 11:30AM- Virtual
Saturday, September 7, 2024	Volunteer Leader Training- 10AM - 11:30AM Virtual
Wednesday, September 11, 2024	Volunteers get access to M2; Volunteer email sent
Wednesday, September 11, 2024	Intro to the Fall Program- North Branch 4PM - 6PM
Tuesday, September 17, 2024	Just in Time Training 12PM - 1PM & 7:30PM - 8:30PM
Wednesday, September 18, 2024	Girls get access to M2, order taking begins
OCTOBER	
Sunday, October 6, 2023	Troops must have bank account by this date
Tuesday, October 8, 2024	Just in Time Training 12PM - 1PM & 7:30PM - 8:30PM
Wednesday, October 9, 2024	Troop Test Ping
Wednesday, October 16, 2024	M2 Opens for paper order entries
Saturday, October 26, 2024	Just in Time Training 12PM - 1PM & 7:30PM - 8:30PM
Sunday, October 27, 2024	Paper Order taking ends
Sunday, October 27, 2024	Parents locked out of M2 to enter in-person orders (by 11:59 pm that day)
Tuesday, October 29, 2024	Troops locked out of M2 to enter in-person orders (by 11:59pm that day)
Tuesday, October 29, 2024	Online Order taking ends
Tuesday, October 29, 2024	Just in Time Training 12PM - 1PM & 7:30PM - 8:30PM
NOVEMBER	
Sunday, November 3, 2024	Reward choices due for Girl Scouts, Troops and Service Units
Saturday, November 16, 2024 - November 24	Deliveries to Service Units
Monday, November 18, 2024, to Sunday, December 15, 2024	Girl Scouts will deliver "Girl-Delivered" and Paper Orders to customers

Info for Everyone

BE IN IT TO WIN IT!

To enter the scavenger hunt and be eligible for scavenger hunt prizes:



- Renew/Purchase your 2025 Girl Scout Membership
- Create your Storefront in M2. Create your Avatar, launch your site, and send 15 emails to friends/family

Each completed item on this list will enter one chance for a scavenger hunt prize.

Scan here to create your Flat Elephant!



- One entry for every 10 combined nut/candy/M2 items sold
- One entry for two or more Care to Share Donations
- Make a video to promote your business
- Create your own Flat Elephant, take it with you out in the wild, make it unique, and give it a name!
- Bring your Elephant to a friend's house
- Bring your Elephant to school.
- Bring your Elephant to a place outside; a park, a backyard, school playground.
- Bring your Elephant to see someone older than you
- Bring your Elephant to see someone younger than you
- Bring your Elephant to meet another Girl Scout's Flat Elephant, your Elephant can make a friend
- Create a story or video of your Elephant in the wild (whatever you chose "embrace possibility")
- Elephants have great memories, think of a fact your Elephant knows
- Make a chart to track your progress



Giant Elephant Plush
(1 winner)



2 Tickets to Radio City
Christmas Spectacular
November 2024
(2 winners)



Mystery VIP Experience
December 2024

Info for Everyone

Sell online and in-person and learn these skills:

The Fall Product Program is an integral part of a Girl Scout's journey toward leadership.

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

Girl Scouts learn and develop these essential 5 Skills:

Goal Setting, Decision Making, Money Management, People Skills, and Business Ethics

Instills the ability, strength, and drive to become accomplished young leaders.

The Fall Product Program teaches Girl Scouts to:

- ★ Think from a business perspective,
- ★ Make decisions that will impact them in the future,
- ★ Manage money in a responsible way.

Selling in a Nutshell (Troop proceeds are 12.5%; +2.5% for opt-out troops)

Product	Program Method	Order Taking & Money Collection	Delivery to Customers
Nuts/ Chocolate	In-person	<ol style="list-style-type: none"> 1. Collect money from customers at time of order 2. Family/troop enters order into M2 by October 27th. 	Delivered by Girl Scouts to customers
	Online Direct-Ship	<ol style="list-style-type: none"> 1. Collect money from customers at time of order 2. Customers pay online, including cost of shipping 3. Orders are automatically credited to the Girl Scout in M2 	Shipped directly to the customer (Standard delivery timeframe: 1-2 wks, after order processing. Customers will have option for expedited shipping.)
	Online Girl-Delivered	<ol style="list-style-type: none"> 1. Create personalized storefront in M2 and send emails to friends and family. 2. Customers pay online for girl delivery. 3. Orders are automatically credited to the Girl Scout in M2 	Delivered by 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 Oct. 23rd to cancel.
Mags & More Items Magazines, Tumblers, BarkBox & Stationary	Online	<ol style="list-style-type: none"> 1. Collect money from customers at time of order 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

Info for Everyone

2024 Fall Product Program Rewards

- 35 combined sales: Goal Getter patch + Small Plush or Diamond Art Kit
- 50 combined sales: Heart Elephant Necklace + LED Scrunchie
- 65 combined sales: Wristlet with mini elephant pattern
- 80 combined sales: Super Seller patch + Large plush or pom pom lights
- 100 combined sales: Super Seller patch + coloring pillowcase + post card set
- 125 combined sales: Portable outdoor mat with tropical elephant motif
- 175 combined sales: Girl experience Mosaic Art Workshop

**Any selections not made by the deadline will be manually entered by council.*

Gift of Caring

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 \$8 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.



Avatars and Personalized Patches

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

Girl Scouts:

Send 15+ emails and get \$325 in total orders

Volunteers:

Reach \$1,200 in total Troop orders and send the parent/guardian email from your M2 account to welcome caregivers to the Fall Product Program

Fall + Cookie Product Programs Crossover Patch

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



Info for Families

Products:

Nuts, Chocolate, and Candy- 16 varieties available for in-person delivery and online ordering!



Chocolate Covered Pretzels (tins)



Peppermint Bark Rounds (tins)



Whole Cashews



Holiday Mix

New!



Everything Seasoning Cashews



Peanut Butter Elephants

New Shape!



Dark Chocolate Sea Salt Caramels



Chocolate Covered Almonds



Pecan Caramel Supremes



Dulce Daisies



Chocolate Covered Raisins



Cranberry Trail Mix



Fruit Slices



Honey Roasted Peanuts



Spicy Cajun Mix



Mini Gummy Butterflies

New!

Visit the online storefront to purchase Mags & More Items. Gift packages just in time for the holidays are a popular item!



Tervis Tumblers



Magazine Subscriptions



Barkbox Subscriptions



Customizable Stationery

Personalized Products

Visit my personalized products site to purchase personalized stationery, picture frames, notepads and more.

Info for Families

Girl Scouts- Steps to Get Started:

1. With a parent or guardian, set up an account by going to: www.gsnutsandmags.com/gshnj.
2. Watch a short safety video.
3. Create your avatar and make it look just like you!
4. Personalize your storefront to include a photo or video (optional).
5. Create and personalize your campaign with a voice recording, photo, or video.
6. Start by sending 15+ emails to family and friends throughout the country.

How to Enter Orders & Select Rewards

1. Log into M2 at www.gsnutandmags.com/gshnj.org. Please enter orders by 11:59 PM on October 27th.
2. Select “Manage Paper Order” on the homepage.
3. Input # of each item sold. Please do not include online orders.
4. Click “Update.”
5. Click “Physical Rewards” from the homepage.
6. November 3rd is the last day to make recognition selections at each choice level.
7. Click “Update.”

Please remember:

- September 18-October 29: Orders taken during this time count towards rewards!
- A 2025 Girl Scout Membership is required to participate in the program

Log into your
M2 site here



Info for Troop Leaders and Troop Fall Product Managers

Volunteers *Steps to Get Started:*

September 11th

Troop leaders & Troop Fall Product Program Managers of Active Troops will receive an email invitation from M2.

- Volunteers must have active roles for 2025 as a Troop Leader or Troop Fall Product Program Manager.

September 14th

If you have not received an email invitation to access the M2 site & you have in your myGS account two registered and background checked leaders:

- Visit www.gsnutsandmags.com/admin and select “Forgot Password.”
- If you need further assistance, contact your Service Unit Fall Product Program Manager (SUFPPM) or M2 Customer Service.
- If you are a returning user, you can login using your existing credentials.

You will be prompted to:

- Complete a certain account information, as applicable.
- Watch a short system training video.
- Enter a mailing address.
- Create your avatar.
- Send access emails to the participants in your troop.

You will be able to see a list of pre-loaded Troop members.

- Anyone not pre-loaded can simply register once the programs begins and will be on roster next upload
- Please allow 5 to 7 days for next upload. (For assistance, reach out to productprograms@gshnj.org)

Through October 29th

Participants can enter their own paper orders into their accounts.

- If they do not enter their orders, you will need to do so through your volunteer account.

October 16-29th: Paper Orders are added into M2

- Leaders can enter paper orders.
- Troop leaders must enter any orders not entered by caregivers into M2.

How to Enter Paper Orders into M2:

1. Choose Paper Order Entry from your Dashboard.
2. Click the pink pencil next to each name to edit/enter orders. Do not manually enter orders received online, even if they are to be delivered in person.
3. Enter total nut/candy items by variety from the order card. Click “update”. Please make sure the totals match!
4. There is no submit button! Orders are transmitted for fulfillment automatically after the cutoff date.

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

Info for Troop Leaders and Troop Fall Product Managers

Troop Banking

1. October 6th: Troops must have a bank account and enter bank info by this date.
2. Go to “Banking and Payments,” add “Troop Bank,” input bank info, and click “save.”
3. Payment is collected at the time of ordering; customers make checks payable to the troop.
4. Deposit all money into your troop bank account and keep all receipts!
5. November 25th will begin the ACH pull. Amount owed to GSHNJ will be deducted via the ACH pull.
Please note that the full ACH process can take 2-3 weeks.
6. Find balance due by clicking the “Banking and Payments” link on your troop dashboard.
 - You will see an overview of all orders and proceeds info for your troop.
 - The “Reports:” link shows more detail.
 - View the “Troop Orders Report: or download your troop’s delivery ticket and toggle on financial information for another view.
7. Join “Just in Time” Training to learn more about the Fall Product Program.
 - See calendar for dates.

Rewards

November 3rd

- Everyone must make their recognition selections online by this date.
- Recognition deliveries are coordinated with your Service Unit Fall Product Program Manager.

Deliveries

- The Service Unit Fall Product Program Manager will coordinate a product distribution schedule for all the troops in your service unit.

December 15th

- Make sure all in-person orders are delivered to customers by this date!
- In-person delivery reports that include customer email addresses and phone numbers are available in the online storefront.
- Participants may contact M2 customer service for additional customer info, if needed for delivery.

After-program reminders:

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

Info for Service Unit Volunteers (SUFPPMs)

4 Steps for a Successful Program

Step 1: Get Started

- Attend a GSHNJ Service Unit training session. Sessions are recorded & available on GsLearn.
- September 11th: SUFPPMs and Troops will gain access to M2 and can log in to M2.
- Prior to setting your password, you are required to watch a short training video.
- 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.
- October 3rd- add in the delivery site location and three delivery date options.
- Join the Fall Product Program Rally on Rallyhood. Find it at www.rallyhood.com/108135

Step 2: Train Your Troops

- Invite the Troops in your Service Unit to attend the Council led training on September 7, Host your own Service Unit training, or invite your troops to complete the training in GS learn.
- Create a sign-in sheet or record who attends a virtual training.
- Distribute one of each per each troop:
 - One per girl: Order Card, Money Envelope, Family Flyer
 - One per Troop: Volunteer Guide
- Discuss the program.
 - The value of the program: Why participate? Why is the Fall Program important?
- 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 2025 Girl Scout membership.
 - Discuss Gift of Caring and how to promote it

Info for Service Unit Volunteers

Step 3: Delivery

- November 16th - November 24th- Deliveries to Service Units.
- 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 pickup time for their order based on your availability.
- Arrive 15 minutes prior to scheduled time & mark areas for the delivery agent to place each item.
- Print Troops delivery tickets and your Service Unit Delivery Ticket.
- Recruit helpers to count with delivery agent and sort Troop orders after the delivery.
- Count, count and recount items being delivered by the delivery truck and Troop orders as they are picked up! Do not accept damaged items.
- Make sure to remind Troop 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 Fall Product Program

- December- Sort and distribute recognitions to be delivered.

Are you new to the role of Service Unit Fall Product Program Manager?

Follow the Service Unit Fall Product Program Manager Rally for important dates, calendar reminders, and registration information for Just in Time Trainings, click here:



2024 Girl Scout Fall Product Program FAQs

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

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

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

A: Participants can't begin online account registration until the program launch date of September 18th.

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

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

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

A: The parents/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 29th.)

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

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

Q: Can we hold a booth sale?

A: No. Booth sales are not part of the Fall Product Program.

Q: I did not receive one of my M2 Items such as Magazines, Bark Boxes, or Tumblers. What should I do?

A: Please contact M2 Customer Care at 1-800-372-8520.

Q: Who is my Service Unit Fall Product Manager? What do I do if I don't have one?

A: Please contact productprograms@gshnj.org to find out who your SUFPPM is and what to do if you do not have one.

Q: Where do I go for trainings?

A: Include links on the website for in-person and virtual trainings and tip sheets, if applicable.

Q: When can I expect rewards?

A: Your Service Unit Fall Product Program Manager will receive rewards early December and reach out to you for pick-up instructions.

Q: What if one of my Girl Scouts is not in M2 with the rest of my troop?

A: Caregivers and troop leaders of the missing Girl Scout can add them to M2. Once added, the Product Program Team will release them from the holding tank.

2024 Fall Product Program Calendar

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

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

Thank you!

EMBRACE POSSIBILITY

