

2025 Girl Scout Fall Product Program

Troop Coordinator Guide

Practice Financial Literacy & Earn Troop Funds



Goal setting



Decision-making



Money management



People skills



Business ethics

Ways to Collect Orders



In-person orders



Direct ship orders



Girl delivered orders



Care to Share donations

Webinars

Meet the Fall Product Program
Tues., Sept. 9 • 8:00 p.m.

<https://bit.ly/25MeetTheFPP>

Fall Product Program Q&A
Thurs., Oct. 2 • 8:00 p.m.

<https://bit.ly/25FPPQA>

Closing Your Program
Thurs., Oct. 16 • 8:00 p.m.

<https://bit.ly/25ClosingYourFPP>

September

- Hold a family kickoff meeting.
- Review troop member information on TFPC site at www.gsnutsandmags.com/admin.
- **Thurs., Sept. 25:** Girl Scouts create their avatars, personalize their sites, and share their links with family and friends.

October

- **Sun., Oct. 12:** Last day to send 18+ emails to earn the 2025 patch.
- **Sun., Oct. 19:** Last day for in-person order taking.
- **Mon., Oct. 20 by 11:59 p.m.:** Deadline for caregivers to enter paper order card totals and reward choices at www.gsnutsandmags.com/gsoh.
- **Tues., Oct. 21 by 11:59 p.m.:** Collect payments for in-person orders, deposit money into the troop bank account, and confirm all orders and reward choices are entered.
- **Wed., Oct. 29:** Amount due to council is automatically deducted from troop bank account.
- Hold a recap meeting to share successes and skills learned with Girl Scouts and caregivers.

November

- **Mon., Nov. 10-Fri., Nov. 14:** Bring a printed Product Delivery Ticket report when picking up troop product and rewards from your SUFPC and promptly distribute product and rewards to Girl Scouts.
- **Fri., Nov. 14-Sun., Nov. 30:** Girl Scouts deliver orders.

December

- Pick up troop rewards from SUFPC or council, if earned.

Earn & Learn!

Individual Rewards

- Girl Scouts earn individual items and work together to earn troop proceeds and rewards. Check out an order card to see all rewards.
- Girl Scouts who sell \$200 worth of product will automatically earn a \$25 GSOH Reward Card!

Troop Proceeds

- Troops earn 16% for every item.
- Troops earn 20% for every item if a troop opts out of rewards.

Troop Rewards

Visit www.gsoh.org/fallproduct to learn more about other exciting rewards your troop can earn!



Getting Started

During the Fall Product Program, your Girl Scouts will launch their first business. The entrepreneurial skills they will learn will prepare them for the Girl Scout Cookie Program and give them tools that they will use for the rest of their lives.

The program is short and simple. It's an easy way to earn quick funds for your troop, which your troop can use to kick-start your year. Plus, your troop participation supports the program opportunities council provides throughout the year!

1. Hold a Family Kickoff Meeting

Coordinate with your to plan a family meeting to decide individual and troop goals, help caregivers complete the online Girl Scout permission slip, and answer questions.

Remind caregivers that their order card and instructions were mailed directly to them.

Tell caregivers to visit www.gsnutsandmags.com/gsoh (also referred to as M2) on **Thurs., Sept. 25** to set up their Girl Scouts' stores, create their avatars, and send their links to customers.

2. Login as a Volunteer

You'll receive an email with an invitation to access www.gsnutsandmags.com/admin, the website you will use to manage the troop's Fall Product Program, after completing the program training on gsLearn.

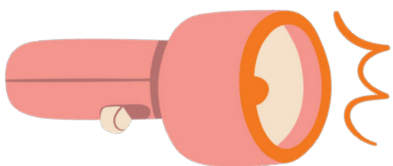
- You'll watch a 10 minute site training video the first time you log in.
- The first page is your troop's dashboard.
- If you are coordinating more than one troop, select the troop you want to view from the drop-down list.
- Verify that your whole troop is listed and contact your Service Unit Fall Product Coordinator (SUFPC) if any registered Girl Scouts are missing.
- Create your avatar and share it with your troop!

3. Queue Launch Emails

The Welcome to Your Campaign pop up message will prompt you to review caregiver emails for your troop and queue the Parent and Adult Email. This will send a program launch email to all Girl Scouts at some point in the day on **Thurs., Sept. 25** encouraging them to set up their sites.

- Add email addresses for any Girl Scouts missing one and click **Update**.
- Return to this window by clicking **Parent/Adult Email Campaign** on the dashboard.

Launch the Parent Guardian Email and support your troop in achieving \$1,250 in total online sales to earn your very own Custom Avatar patch!



Girl Scout Permission Slip



Make sure caregivers have your email address on hand. You will receive an email with each completed form.

<https://bit.ly/2025-Fall-Product>

Login Tips

Volunteers and Girl Scouts have different login websites and may have different passwords. If you are a TFPC AND a Girl Scout caregiver, you will switch between the sites when fulfilling each role.

- Volunteers: www.gsnutsandmags.com/admin
- Girl Scouts: www.gsnutsandmags.com/gsoh



Reminders and Communication

Check your email regularly for updates from the Product Program team or your SUFPC or questions from your Girl Scouts' families.

- Send reminders about deadlines and contests.
- Share the troop's progress and encourage Girl Scouts to challenge themselves to meet their goals.
- Contact your SUFPC with questions.

Closing the Program

1. Enter Nut and Candy Orders

Orders from paper order cards can be entered beginning **Thurs., Oct. 17** and ending **Mon., Oct. 20 at 11:59 p.m.** for caregivers and **Tues., Oct. 21 at 11:59 p.m.** for TFPCs. These are also the deadlines for making rewards selections.

Remind Girl Scouts and caregivers to enter all orders and make reward choices by their **Mon., Oct. 20 at 11:59 p.m.** deadline and that online orders will be listed for each Girl Scout, so no action is needed for those.

To enter any in-person orders not entered by Girl Scouts' caregivers:

1. Select **Paper Order Entry** from the dashboard.
2. Select the Girl Scout from the drop-down menu.
3. Enter the quantities from her paper order card and click **Update**.
4. If needed, edit the quantities after the order has been entered by clicking on the Girl Scout's name and clicking **Update**.

***Note:** There is an approximate one-hour delay between adding paper orders and when rewards will update for you to make choices.

2. Make Reward Selections

Caregivers will be prompted to make reward choices when reviewing and entering their Girl Scouts' orders. If they do not, TFPCs will enter girl rewards by **Tues., Oct. 21 at 11:59 p.m.**

1. Click **View Reward Earners**.
2. Girl Scouts with an exclamation point next to their names have a reward choice that needs to be made.
3. Click on the icon, make the selections, and then click **Update**.

3. Wrap Up Finances

All funds collected from in-person customers should be deposited into the troop's bank account. Since all online customer payments are deposited into the council's bank account, these deposits will be reflected on the **Banking and Payments** tab under **Total Owed** and will count toward your troop's amount due.

Girl Scout Payments

Girl Scouts pay for their in-person orders when they enter their order card totals on **Mon., Oct. 20**. Collect all money from the Girl Scouts, provide receipts to caregivers, and promptly deposit payments into the troop bank account.

Council Payment

The final withdrawal or deposit to the troop bank account will be done through an automated ACH transaction after the program ends. The **Troop Summary Report** will show what the ACH will withdraw or deposit.

If Your Troop Has More In-Person Sales:

Troops with more in-person sales than online sales typically owe money to council:

- Troop Summary Report "Balance Due Council" will be a positive number.
- ACH Withdrawal for this amount will be **Wed., Oct. 29**.

If Your Troop Has More Online Sales:

Troops ending the program more online sales than in-person sales may be owed proceeds from council:

- Troop Summary Report "Balance Due Council" will be a negative number.
- If the troop is owed more than \$25, an ACH deposit will be made on **Fri., Nov. 1**.
- If the troop is owed less than \$25, a credit will be applied on the Payments in eBudde for the 2026 Girl Scout Cookie Program by **Fri., Jan. 16**.

BRAVE.
FIERCE.
FUN!



Receiving & Distributing Product

Receiving Product & Rewards

SUFPCs receive product and rewards the week of **Nov. 10** and will schedule troop pickups. Plan ahead for someone from your troop to be available on this date as SUFPCs have limited availability to make alternate arrangements.

Troop Delivery Tickets

After the council order is submitted on **Fri., Oct. 24**, print troop delivery tickets to bring to your pickup.

- Product Delivery Ticket
 1. Click **Delivery Tickets**.
 2. Choose your troop from the drop-down menu in **Troop Tickets By Troop** and click **Create Ticket**.
 3. Repeat under **Girl Scout Tickets By Troop** to generate a ticket for each Girl Scout.
- Rewards Delivery Ticket
 1. Click **Delivery Tickets**.
 2. Scroll to **Reward Delivery Tickets**.
 3. Choose your troop from the drop-down menu in **Troop Tickets By Troop** and click **Create Ticket**.
 4. Repeat under **Girl Scout Tickets By Troop** to generate a ticket for each Girl Scout.

Pick Up Process

- Check for damages and missing product in each case and report any errors before signing the troop's ticket. TFPCs are responsible for the total they sign for on the receipt.
- Report any additional discrepancies or damages to your SUFPC by **Wed., Nov. 19**.

Distributing Product & Rewards

Arrange for Girl Scouts to pick up products and rewards within one week of receiving them from your SUFPC.

- Use the printed Girl Scout product and rewards tickets to simplify the packing process and use as receipts when distributing to your troop.
- Caregivers should count and sign for all product and rewards before loading their vehicles. Caregivers are responsible for all product they sign a receipt for.

If a customer is unsatisfied with their product for any reason, write your service unit and troop number on the damaged product and return it to your SUFPC to be replaced.

Care to Share

Customer contributions to the Girl Scouts of Ohio's Heartland Care to Share donation program will be tallied up and donated directly to **Mid-Ohio Food Collective**.*

Mid-Ohio works with more than 600 partner agencies in 20 counties to feed hundreds of thousands of hungry Ohioans every year!



Care to Share orders count toward all troop and individual rewards and proceeds. **Girl Scouts can earn a special patch by achieving 5+ Care to Share donations!**

**GSOH will distribute all Care to Share items on behalf of the troop.*



Questions?

GSOH Customer Care
customer care@gsoh.org

Council Fall Product Site
www.gsoh.org/fallproduct

M2/Ashdon Farms
For questions and support:
question@gsnutsandmags.com
800-372-8520

Council M2 site:
www.gsnutsandmags.com/admin

