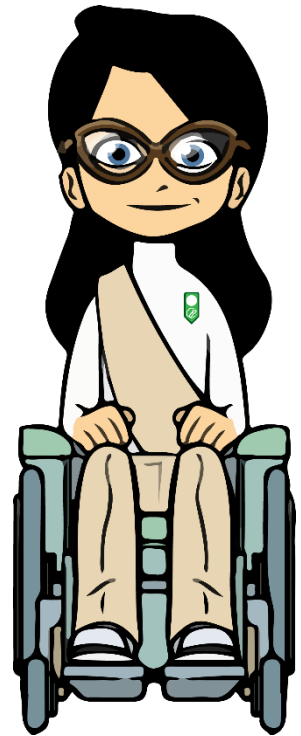


# 2023 *Fall Product Program Guide*



Holyoke Leadership Center  
301 Kelly Way  
Holyoke MA 01040  
413-584-2602

Worcester Leadership Center  
115 Century Drive  
Worcester MA 01606  
508-365-0115

[www.gscwm.org](http://www.gscwm.org)  
[info@gscwm.org](mailto:info@gscwm.org)

# Fall Product Contact Information

**SU Fall Product Program Manager** \_\_\_\_\_  
 Name Phone Email

**SU Fall Product Delivery Contact** \_\_\_\_\_  
 Name Phone Email

**SU Fall Product Rewards Contact** \_\_\_\_\_  
 Name Phone Email

### ***The Girl Scout Promise***

On my honor, I will try:  
 To serve God\* and my country,  
 To help people at all times,  
 And to live by the Girl Scout  
 Law.

\*Girl Scouts makes no attempt to define or interpret the word "God" in the Girl Scout Promise. We look to individual members to establish for themselves the nature of their spiritual beliefs. When making the Girl Scout Promise, individuals may substitute wording appropriate to their own spiritual beliefs for the word "God."

### ***The Girl Scout Law***

I will do my best to be  
 honest and fair,  
 friendly and helpful,  
 considerate and caring,  
 courageous and strong, and  
 responsible for what I say and do,  
 and to  
 respect myself and others,  
 respect authority,  
 use resources wisely,  
 make the world a better place,  
 and  
 be a sister to every Girl Scout.

### ***Our Mission***



Girl Scouting builds girls of courage,  
 confidence, and character, who make the  
 world a better place.



## ***Troop Proceeds Earning Options***

### **Troop Proceeds Earning Options**

The **troop** is a team. The girls set goals together and use the troop proceeds for the activities they have chosen. This might include funding special events or activities, purchasing supplies, field trips, and even developing and implementing community service projects or highest award Take Action Projects. By participating in activities that benefit her **council**, a Girl Scout expands the opportunities that will be available to her and her Girl Scout sisters. She is learning the first important steps of philanthropy by supporting the organization that supports her. There is one option for Daisy and Brownies, and two for Junior level and above.

-  **ALL LEVELS:** *Opting In* for rewards. This means that the girls will receive cumulatively all the rewards up to the highest level that she sold. This includes the chosen items and all patches shown on the order card.
-  **JUNIOR-AMBASSADOR:** *Opting Out* for rewards. A troop vote must be done and parents notified of the decision. The Opt Out form must be filled out and signed by each parent and girl (regardless of age). If the parent signature is unavailable, an email confirmation from the parent needs to be attached to the form and will be accepted that way. The girls agree to forgo the rewards and will get a higher troop proceed amount. They will not receive any of the reward items on the order card with the exception of the badges, they will still earn those.

### **Who Can Participate?**

All registered Girl Scouts, including Girl Scout Daisies, may participate in the Fall Product Program (FPP). If there is a Juliette in your Service Unit that would like to participate please have the parent/guardian fill out the link [Fall Product Program Juliette Sign Up](#) or email [info@gscwm.org](mailto:info@gscwm.org) for the link.

### **Money Handling**

To ensure quick and safe handling of funds, deposit the money into the **TROOP** account as soon as possible after receiving it from the parent/guardian. Girls/parents are strongly encouraged to not accept personal checks except from the most trusted sources. For all products, **customers** pay up front for their items when they are ordering them. This allows for faster delivery of the items to the service units and also eliminates collections. The best part is that this allows the troops to receive their troop proceeds earlier in the program year.

Girl Scouts of Central and Western Massachusetts  
Product Program Department  
301 Kelly Way, Holyoke, MA 01040  
413-584-2602/508-365-0115 • [info@gscwm.org](mailto:info@gscwm.org) • [www.gscwm.org](http://www.gscwm.org)



## ***Troop Proceeds***

	<b>Troop Proceeds</b>		
	<b>2023 Retail</b>	<b>With Rewards 14%</b>	<b>Without Rewards 16%</b>
Military Donation – Can of Nuts	\$6.00	0.84	0.96
Dill Pickle Peanuts	\$6.00	0.84	0.96
Fruit Slices	\$7.00	0.98	1.12
Peanut Butter Bears	\$7.00	0.98	1.12
Dark Chocolate Mint Penguins	\$7.00	0.98	1.12
Dulce De Leche Owls	\$7.00	0.98	1.12
Dark Chocolate Caramel Caps	\$8.00	1.12	1.28
Deluxe Pecan Clusters	\$8.00	1.12	1.28
Chocolate Covered Raisins	\$9.00	1.26	1.44
Dark Chocolate Peppermint Pretzels	\$9.00	1.26	1.44
English Butter Toffee	\$9.00	1.26	1.44
Peanut Butter Trail Mix	\$9.00	1.26	1.44
Cheddar & Caramel Mix	\$9.00	1.26	1.44
Thai Chili Mix	\$9.00	1.26	1.44
Whole Cashews	\$10.00	1.40	1.60
Holiday Tin (milk choc covered pretzels)	\$10.00	1.40	1.60
Girl Scout Memory Box Tin vol 2 (mint treasures)	\$10.00	1.40	1.60
Online Magazine Subscriptions	Varies	14% of sub price	16% of sub price
Online Nut and Candy Items	Varies	14% of item price	16% of item price

# ***Project Care and Share!***

## **Why should my troop participate?**

All nuts purchased through the Project Care and Share (PCS) program are donated to the local Military troops in our area through the USO and Barnes Air National Guard.

These donated items will count toward patches and rewards that girls earn through the Fall Product Program. Rewards will be automatically calculated in the M2 Media system when the girl's order card orders are entered into the M2 Media system by the Troop Fall Product Program Manager. Online orders are automatically uploaded to the M2 Media system.

Additionally, troops earn the same proceeds for the sales made for the Project Care and Share program as they do for the other magazine and nut/candy sales. Most troops will earn fourteen percent of the total sales. Troops of Juniors, Cadettes, Seniors, and Ambassadors may opt out to earn sixteen percent of total sales in lieu of receiving rewards.

## **Great! So, how does it work?**

Girls can ask customers to support them by purchasing the Project Care & Share \$6.00 cans of nuts to be donated to the military troops. Girls will note the customer's purchase on the order card under the "Military Nut Donation" column and collect money when the order is placed. They can also purchase the donation online during the order card portion of the sale.

At the end of the order card sale portion of the Fall Product Program, girls will turn in their order card and payment to the Troop Fall Product Program Manager, who will enter the PCS items in the M2 Media system along with the other nut/candy items and online donation orders.

PCS items **will not** be delivered to the Service Unit Fall Product Program Manager with the troop's other products. Girl Scouts of Central and Western Massachusetts will deliver the items directly to the USO and Barnes Air National Guard. Project Care and Share purchases can be made using the paper nut/candy order form or online.



# Girl Reward Plans

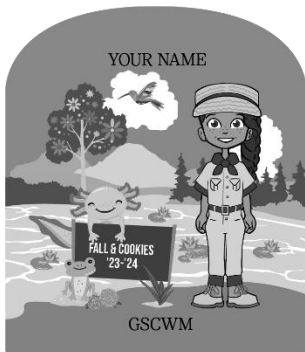
## Reward Plan A- With Girl Rewards

Troop earns 14% on all Online and Card orders

3+ Magazine items	<i>Own Your Magic patch</i>
15+ Nut/Candy Items	<i>Ocelot Patch</i>
18+ Emails through M2 Media Online	<i>2023 Patch</i>
5+ PCS Donation Item	<i>Care to Share Patch</i>
\$150+ in combined sales	<i>Charm Bracelet &amp; Ocelot Charm</i>
\$250+ in combined sales	<i>Ocelot Socks</i>
\$350+ in combined sales	<i>Small Plush &amp; Goal Getter Patch</i>
\$500+ in combined sales	<i>Own Your Magic T-Shirt</i>
\$650+ in combined sales	<i>Stationary Set</i>
\$750+ in combined sales	<i>Large Plush &amp; Super Seller Patch</i>
\$900+ in combined sales	<i>Paint Craft &amp; Zipper Pouch</i>
\$1200+ in combined sales	<i>Magic Kit</i>

**NOTE:** Junior, Cadette, Senior, and Ambassador troops can choose to opt out of receiving rewards. To do so the Reward Opt-Out form must be submitted by **Oct 6** to GSCWM either by mail, email, or fax.

### Girl Scout Cookie Crossover Personalized Patch



- Create your avatar in the M2 system
- Send 18+ emails during the Fall Product Program
- Sell 200+ packages of cookies during the 2024 Girl Scout Cookie Program

## Reward Plan B- Without Girl Rewards

Troop earns 16% on all Online and Card orders

3+ Magazine Items	<i>Own Your Magic patch</i>
15+ Nut/Candy Items	<i>Ocelot Patch</i>
18+ Emails through M2 Media Online	<i>2023 Patch</i>
5+ PCS Donation Item	<i>Care to Share Patch</i>
\$350+ in combined sales	<i>Goal Getter Patch</i>
\$750+ in combined sales	<i>Super Seller Patch</i>

## Troop Earning for 2023

**If you achieve \$250+ PGA for girls selling in your troop....**

**You earn an extra \$0.06 per box during the Cookie Sale!**

**If you achieve \$300 PGA for girls selling in your troop...**

**You earn an additional 2% of troop proceeds for Fall Product!  
(PGA = Per Girl Average)**

### Qualifications to earn your Personalized Patch

\$300+ Total Sales & 18 Emails	Girl Level Patch
\$1000+ Total Sales	Troop Leader Level Patch
Troops & Girl Participation	SUFPP Manager Level Patch












background options for patch

# Online Program Girls and Families

Because online safety is important, girls should access the Online Program only under the supervision of their parent/guardian, and the girl and adult should sign the GSUSA Online Safety Pledge before logging on. Troop Fall Product Program Managers should provide families with a paper copy of this form, or have them visit <http://www.girlscouts.org/en/help/help/internet-safety-pledge.html> to download and print it from the GSUSA site.

## Internet Safety Pledge

### Girl Scout Internet Safety Pledge\* for All Girl Scouts

-  I will not give out personal information such as my address, telephone number(s), parents' or guardians' work address/telephone number(s), and the name and location of my school without the permission of my parent or guardian.
-  I will tell an adult right away if I come across or receive any information that makes me feel uncomfortable.
-  I will always follow the rules of Internet sites, including those rules that are based on age of use, parental approval and knowledge, and public laws.
-  I will never agree to get together with someone I "meet" online without first checking with my parents or guardians. If my parents or guardians agree to a meeting, I will arrange it in a public place and bring a parent or guardian along.
-  I will never send a person my picture or anything else without first checking with my parent or guardian.
-  I will talk with my parent or guardian so that we can set up rules for going online. We will decide on the time of day that I can be online, the length of time that I can be online, and appropriate areas for me to visit. I will not access other areas or break these rules without their permission.
-  I will follow all of the Girl Scout Terms and Conditions related to Digital Cookie, as well as all internet safety guidelines related to all other Girl Scout product sales.
-  I will practice online etiquette (good manners) at all times when online by:
  - not spamming others,
  - not bullying or tolerating bullying (and will always tell a trusted adult if this is a problem);
  - and not using bad language.
-  I will be guided by the Girl Scout Promise and Law in all that I do online.

Signed,

Girl Name \_\_\_\_\_ Date \_\_\_\_\_

Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_






# How to get into the M2 Media Platform

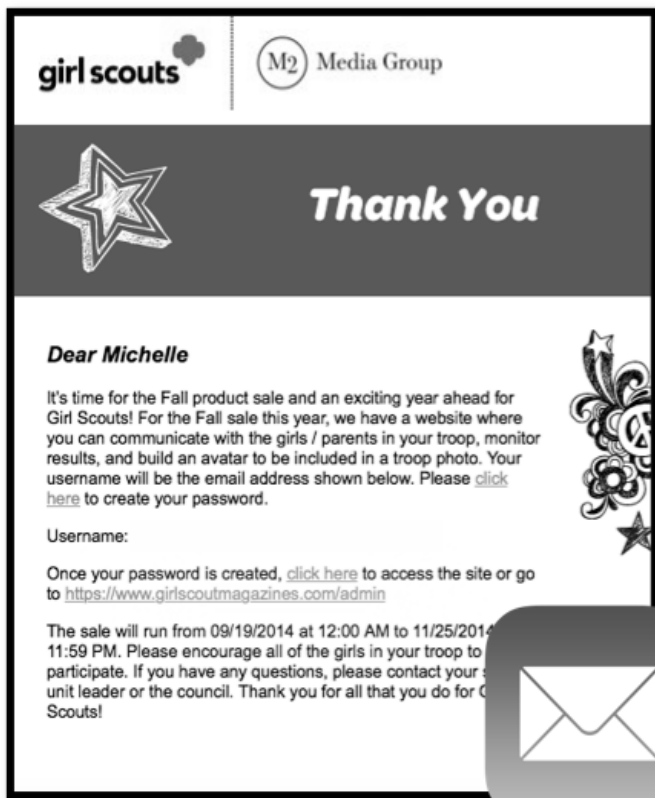
## **Service Unit Fall Product Managers:**

All Service Unit Fall Product Managers will be uploaded into the M2 Media Platform by September 8, 2023 by council staff. You will have access to the site from that date forward.

Once you are uploaded into the system you will receive an email from the email address:  
[email@mail.gsnutsandmags.com](mailto:email@mail.gsnutsandmags.com)

Please make sure to do a few things to guarantee prompt delivery of the email:

-  Check to make sure we have the correct email on file for you.
-  Add the email address listed above to your safe senders list.
-  Check Spam and Clutter folders for the email.



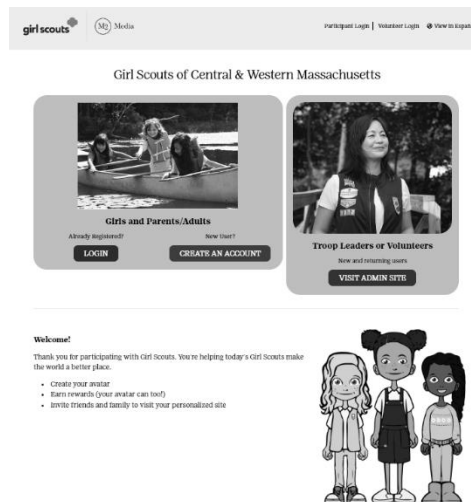
Similar example of the email you will receive

If you have had access to the M2 Media Platform from previous years you can also go to:

[www.gsnutsandmags.com/gscwm](http://www.gsnutsandmags.com/gscwm)

You can use the same email and password as last year.

If you know your email and forgot your password, use the "Forgot your password?" link.








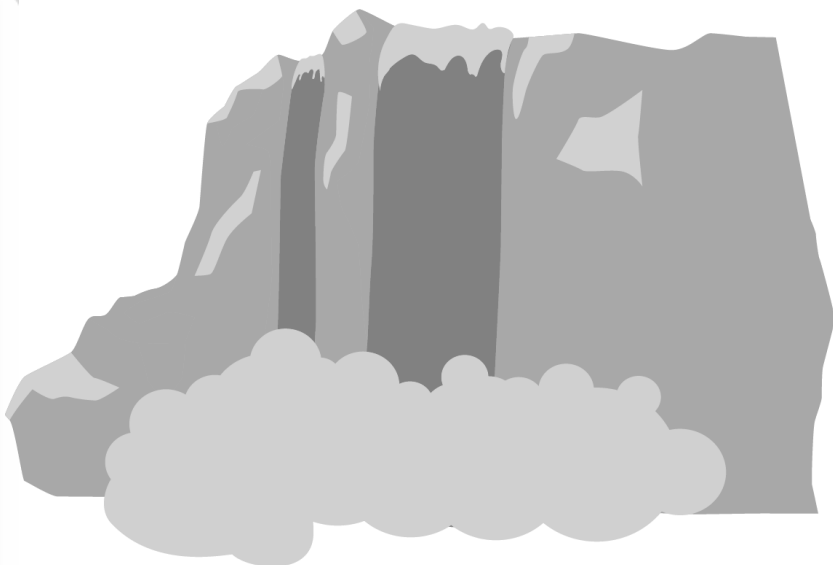
**Troop Fall Product Managers/Leaders:**

All Troop Fall Product Managers/Leaders will be added into the M2 Media Platform starting September 8, 2023 by the Service Unit Fall Product Manager. You will have access to the site from that date forward.

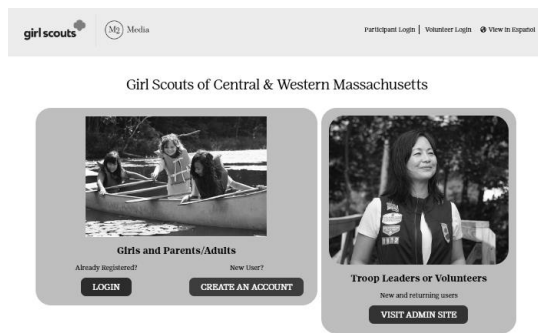
Once you are uploaded into the system you will receive an email from the email address: [email@mail.gsnutsandmags.com](mailto:email@mail.gsnutsandmags.com)

Please make sure to do a few things to guarantee prompt delivery of the email.

-  Check to make sure we have the correct email on file for you.
-  Add the email address listed above to your safe senders list.
-  Check Spam and Clutter folders for the email.



Similar example of the email you will receive.



**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











If you have had access to the M2 Media Platform from previous years you can also go to: [www.gsnutsandmags.com/gscwm](http://www.gsnutsandmags.com/gscwm)







You can use the same email and password as last year.

If you know your email and forgot your password then use "forgot your password?" link.

### **Service Unit Fall Product Managers Checklist:**

-  Make sure all the correct troops are showing for your Service Unit.
-  Email [prodprograms@gscwm.org](mailto:prodprograms@gscwm.org) with the following information if needed:
  - SU name or number
  - Troop #
  - Addition or Removal
-  Add all the email addresses into the system for the Troop Fall Product Manager and/or the Troop Leader.
  - If they have not been in the system before, then an email will go to them.
  - If they have been in the system before, the email might not send. They can then use their previous email and password.
-  Girls will be uploaded by council staff. They are uploaded with the parent/guardian email address that we have in our membership database. Please make sure to encourage the Troop Fall Product Managers/Troop Leaders check in their Parent/Adult Email Campaign section to ensure we have the correct email on file.
-  Check with Troop Fall Product Managers/Troop Leaders to see who needs girls added or removed.
-  Compile the following information below from all your troops and email [prodprograms@gscwm.org](mailto:prodprograms@gscwm.org):
  - Troop #
  - Girl's First and Last name
  - Parent/guardian First and Last name and current email information
  - Addition/Removal/or Correction (incorrect name spelling or email etc.)
-  Train your Troop Fall Product Managers/Leaders.
-  If more materials are needed or Spanish versions are needed please email [prodprograms@gscwm.org](mailto:prodprograms@gscwm.org) with the following:
  - Service Unit Name/Number
  - Item needed
  - Total quantity needed

### **Troop Fall Product Managers/Leaders Checklist:**

-  Make sure all the correct girls are showing for your Troop.
-  Email your Service Unit Fall Product Manager with the following information if needed:
  - Troop #
  - Girl's First and Last name
  - Parent/guardian First and Last name and current email information
  - Addition/Removal/or Correction (incorrect name spelling or email etc.)
-  Once in the system you will want to select  **Parent/Adult Email Campaign**
  - You will see the Parent/Guardian's First and Last Name and Email. Please check to make sure we have the correct information listed.
  - If corrections or changes need to be done see above.
-  Select  to queue their emails for the Welcome Email Campaign.

- 🏡 Girls will be uploaded by council staff. They are uploaded with the parent/guardian email address that we have in our membership database. If you are in the system and see girl's names that need some sort of corrections follow the directions above. Please know that we pull the list to upload at the end of August so if the girl registered around that time, then it might mean she will still need to be added.
- 🏡 If more materials are needed or Spanish versions are needed please email your Service Unit Fall Product Manager with the following:
  - Item needed
  - Total quantity needed
- 🏡 Schedule a parent meeting with your troop parents and the girls. Go over all the highlights and important dates of the Program and make sure everyone is registered and has all Fall Product paper work filled out.
- 🏡 Collect signed permission slips from the girls and retain until January 2024 (you may recycle them after that). Only currently registered Girl Scouts with signed permission slips may sell.
- 🏡 Distribute and review the Order Card and sales materials with the girls and parents.
  - Fill in names and deadlines.
  - Review the Order Card - product, price, troop income and rewards.
  - Order Card Sale dates are Sept 14 – Oct 15. Online Sales dates are Sept 14 – Nov 12.
  - Note that telephone calls and e-mails also produce successful sales.
  - **Payment is collected at the time the order is taken for all items. When going door-to-door make sure to accurately fill out addresses so no one is forgotten.**

Discuss the **Troop Proceeds/Girl Reward Plans** with **girls and parents** and decide which plan best meets the needs of your troop if you are a Junior Level Troop and above.

*Only one plan can be selected for the troop as a whole.*

**Materials are given to ALL parents since participation in the program is a GIRL/PARENT decision, not a troop leader decision.**



# Girl's Platform Set-Up

## Encourage the Girls to:

### BUILD HER AVATAR

**Build Your Avatar**

Create an avatar that reflects your personality! Creating an avatar will let you earn virtual rewards as you complete the activities and let you into your avatar's room to see your rewards. Get started and earn your first reward!

Check out the new uniform and official apparel options that will be available in select council stores and online at [girlscoutshop.com](http://girlscoutshop.com).

To see all choices for your avatar, use the arrows in the avatar software below.

Face  
Hair  
Body  
Clothing

Top  
Bottom  
Socks  
Shoes  
Accessories

**Add Your Avatar's Voice**

Include your own personalized message by recording an audio file and uploading it to the web site. For help, including a sample script, consult the [audio guide](#).

Unfortunately, your browser does not support our "Record Now" feature. Currently, the audio recording is supported by the Firefox and Google Chrome browsers. To provide audio for your Avatar, you will need to upload an audio file. iOS users can select "Take Photo or Video" when uploading a file to use their video camera to record an audio message.

UPLOAD AN AUDIO FILE

I do not want to record a voice

Preview how your avatar will sound on your own personalized Talking Avatar landing page!

PREVIEW

### SET A GOAL

**Izzy's Dashboard**

**\$900 of \$350 goal**

100% 150%

Shop your Personalized Site

Duration: 06/03/2022 to 12/31/2022  
Unique Code: KXVVW93C What is this?

**Izzy's Campaign**

Manage Paper Orders  
Izzy's Emails (View & Send)  
Izzy's Sales Reports  
Personalized Door Hanger  
Izzy's Campaign Video  
Business Cards

**Fun Stuff**

Personalized Patch  
Izzy's Avatar  
Izzy's Avatar Rewards  
Physical Rewards

**Parent or Adult's Information**

Share My Site  
Your Girl Scout(s)  
Add Another Participant  
Update Profile

**Level Status**  
Progress  
Bronze Silver Gold Platinum

**Promote Patch**  
Emails Sent

**Personalized Patch**  
Sales  
Additional requirements:  
Emails Sent  
Share My Site

LEARN MORE ABOUT THE PERSONALIZED PATCH

**Top Sellers in Your Troop**

Izzy T.  
Cel

### INCLUDE VIDEO

#### Jane's Dashboard

**Jane's Dashboard**

**\$50 of \$500 goal**

100% 150%

Shop your Personalized Site

Duration: 01/01/13 to 02/01/13  
Unique code: YXH-435678H What is this?

**Naomi's Campaign**

Manage Paper Orders  
Jane's Emails (View & Send)  
Jane's Sales Reports  
Personalized Door Hanger  
Business Cards  
Jane's Campaign Video

**Fun Stuff**

Personalized Patch  
Jane's Avatar  
Jane's Avatar Awards  
Physical Rewards

**Parent or Guardian's Information**

Share My Site  
Your Girl Scout(s)  
Add Another Participant  
Update Profile

Upload Photo  
Upload a Video!  
Choose Reward Options!

**Level Status**  
Progress  
Bronze Silver Gold Platinum

**Promote Patch**  
Emails Sent

**Personalized Patch**  
Sales  
Additional requirements:  
x Earn the promote patch

Learn more about the Personalized Patch

**Top Sellers in Your Troop**

Naomi A.  
Nabhyu

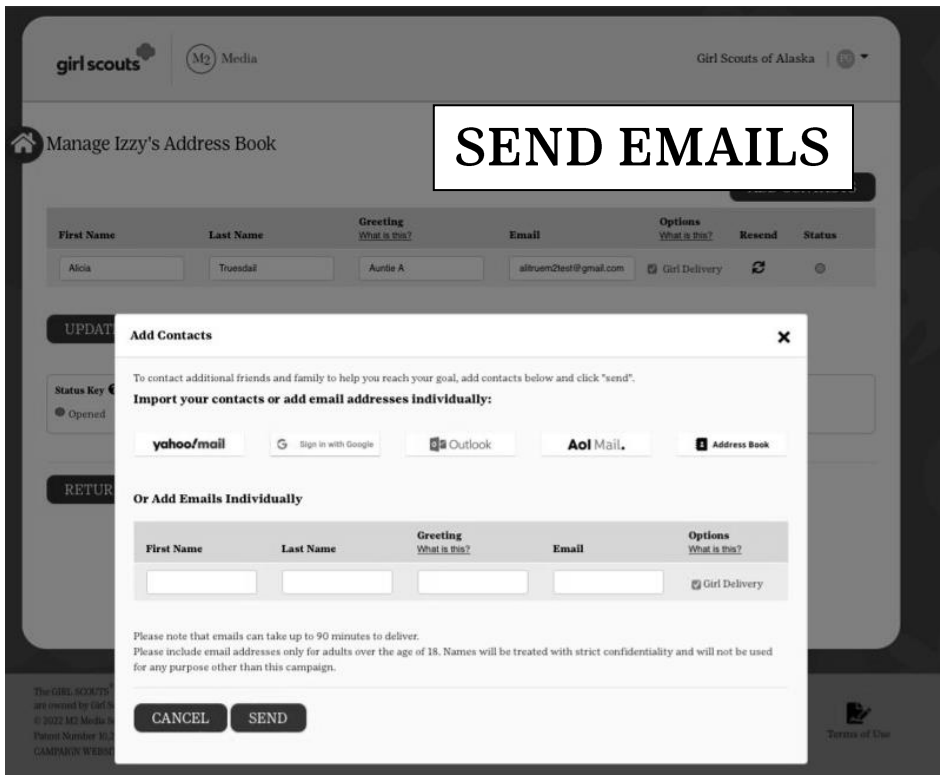
# Helpful Tools to Run Her Business



## PRINTABLE BUSINESS CARDS



## SHARE MY SITE w/social media & texting



### Benefits of using the M2 Media Online Program

1. - Girls receive a special online patch for sending 18 or more emails to potential customers. Online sales help girls to earn recognition items.
2. - Troops receive proceeds on all orders placed online.
3. - Customers receive their items more quickly when they order online versus using the paper order form.
4. - The online store offers the greatest selection; some nut/candy items and magazine titles are only available online.
- 5.-Girls can ask customers who live out-of-state to support their sale as the items will be shipped.
6. - **IT'S QUICK AND EASY!**

# **IMPORTANT DATES AND INFORMATION**

## **Sept. 14– Oct. 15: Girl Scouts Take Order Card Orders!**

### **Sept. 14– Nov. 12: Girl Scouts Take Online Orders!**

- **ORDER CARD NUT & CANDY ITEMS:** Payment is collected for nut and candy items at the time the orders are taken. Give the payments to the Troop Leader as soon as you turn in your order card.
- **ONLINE MAGAZINE SUBSCRIPTIONS:** Customers pay online with credit/debit cards and products are shipped to customer.
- **ONLINE NUT STORE:** Customers pay online with credit/debit cards and products are shipped to customer.
- **GIRL DELIVERY:** Customers can pay online and **request girl delivery for the items that are on the order card only.** Girl delivery is only available during the order card portion of the program and ends October 19.

### **October 17 or before:**

- \_\_\_ Troops collect Girl Order Cards and payment. Check each one for accuracy. Contact each girl who did not turn in an order card. **Don't assume that she does not have an order.**
- \_\_\_ Troops are not be able to order extra product unless it is paid for at the time of ordering. Refunds are not be possible.
- \_\_\_ Enter each girl's order card order online in the M2 Media system. The M2 Media system will automatically have the online orders brought over to each girl that sold. M2 Media will automatically calculate the rewards each girl has earned except for the levels in which there are a reward choice or size needed. For those levels, you will need to select one item in order to proceed.

### **October 19: Troop Deposits all Payments into TROOP Account**

**Girls are strongly discouraged from accepting personal checks except from trusted sources. If checks are accepted they should be made payable to the parent or the troop. Troops are responsible for any and all returned check fees that occur in their troop accounts.**

- \_\_\_ If your troop qualified for and will be opting out of rewards, the Opt Out form must be sent to GSCWM by October 6 via email [prodprograms@gscwm.org](mailto:prodprograms@gscwm.org) or mail (301 Kelly Way Holyoke, MA 01040); make sure to keep a copy for your records in case it does not get received.  
*Please do one or the other. Do not send and email the form.*

### **October 24: Deadline for Troops to notify council of insufficient funds for ACH**

- \_\_\_ Troops consult the Nuts/Candy & Mags Report in M2 Media for the "Total Amount Due to Council" and ensure that at least that amount is available in the TROOP bank account.
- \_\_\_ If the "Total Amount Due to Council" amount will not be available in the TROOP account for the ACH withdrawal by October 27, contact the Finance Dept. at 508-365-0115. The orders that have not been paid for will not be ordered.

### **October 27: ACH Withdrawal from TROOP accounts for all Order Card Orders**



## November 7-8: Product Distribution to Service Unit

- \_\_\_ When the product has been delivered to your Service Unit please make sure that someone is at the location to receive the product and that they are counting the items that are delivered. Only sign for the delivery after you have counted the items. Please note any discrepancies in the count.
- \_\_\_ Troops will be contacted by the Service Unit Fall Product Program Manager when and where to pick up their items that have been delivered after these dates. Please give our volunteers time to sort and divide the items.  
**Count all products carefully at the time of pickup and only sign for what you receive.**  
**Keep a copy of signed receipt.**
- \_\_\_ Designate a time and place for families to pick up orders. Insist they count the products before initialing the order card and signing the receipt.  
**They are accountable for all items for which they sign.**
- \_\_\_ Encourage girls to deliver items promptly. Some customers may have ordered items for holiday gifts.

## November 12: Online Store Closes at 11:59 PM

## November 30 : ACH Deposit into Troop accounts for any proceeds from online orders

## Month of December: Rewards Delivered to Service Units

### Fall Product Troop Online Trainings September 5-13

These trainings will be held to help our Service Unit Level Fall Product Program Managers. You will need to attend the Service Unit trainings when possible. If you are unable to attend or would like additional training then please sign up for a time slot. You can sign up by clicking the link [Troop Fall Product Sign Up Form](#) and fill in the requested information. You will need to register by the deadlines below. No late registrations will be accepted. Confirmations will be sent out the day prior to the online training with the log-in information. Please sign up for only the session you will be attending. Do not sign up for multiple days and times.

Date of Training	Time	Registration Deadline
Tuesday 9/5/23	1pm-3pm	Friday 9/1/2023
Tuesday 9/5/23	7pm-9pm	Friday 9/1/2023
Wednesday 9/6/23	11am-1pm	Monday 9/4/23
Wednesday 9/6/23	6pm-8pm	Monday 9/4/23
Thursday 9/7/23	10am-12pm	Tuesday 9/5/23
Thursday 9/7/23	1pm-3pm	Tuesday 9/5/23
Thursday 9/7/23	6pm-8pm	Tuesday 9/5/23
Sunday 9/10/23	6pm-8pm	Thursday 9/7/23
Monday 9/11/23	12pm-2pm	Friday 9/8/23
Monday 9/11/23	4pm-6pm	Friday 9/8/23
Tuesday 9/12/23	1pm-3pm	Saturday 9/9/23
Tuesday 9/12/23	7pm-9pm	Saturday 9/9/23
Wednesday 9/13/23	10am-12pm	Monday 9/11/23
Wednesday 9/13/23	1pm-3pm	Monday 9/11/23

### **AGAIN THIS YEAR!**

We will be providing a parent/caregiver training. This training will be helpful to new girls and parents who would like a more detailed overview of the M2 Platform. If you are a troop leader please attend one of the troop training options.

Training Date: September 13, 2023 6:00pm-7:00pm

Please register by Monday September 11. Registration link will be posted on our website soon.

# *Receipt Book Instructions*

**Troops must use receipt books to track product and money transactions.**

Each troop will receive at least two books  
(More books are available if needed depending on troop size.)

**Receipts:**

- create a clear paper record of the transfer of product and/or money between troop and parent
- are helpful when there is a troop inventory discrepancy

**Instructions for use:**

- A receipt is completed each time product or money is transferred from the troop to a parent. It is very important that the receipt be legible and that there are two signatures – the Troop Fall Product Program Manager and the Parent/Guardian.
- Each time money is turned in to the troop, a receipt needs to be completed indicating how much money was turned in and what, if any, balance remains. Again, the receipt should be legible with two signatures present.
- If possible, pre-write the receipts for each girl prior to delivery day to ensure that the information is correct and neat.
- One copy of the receipt stays with the troop; one copy goes to the parent. We suggest you keep the white copy and give the yellow to the parent.

Central & Western Mass **Money and/or Product Receipt**  
(Important: Be Sure to Show Troop Number on All Receipts)

Troop # \_\_\_\_\_ Service Unit \_\_\_\_\_

Girl's Name \_\_\_\_\_ Date \_\_\_\_\_

No. of Cases	No. of Pieces	Product Name	Money
		Dill Pickle Peanuts	
		Fruit Slices	
		Peanut Butter Bears	
		Dark Chocolate Mint Penguins	\$ _____
		Dulce de Leche Owls	(Amount Due)
		Chocolate Covered Raisins	
		Sweet & Salty Mix	
		Caramel Apples	
		Deluxe Pecan Clusters	\$ _____
		Dark Choc. Caramel Caps w/ Sea Salt	(Amount Paid)
		English Butter Toffee	
		Peanut Butter Trail Mix	
		Dark Chocolate Peppermint Pretzels	
		Whole Cashews w/ Sea Salt	\$ _____
		Chocolate Covered Pretzels - Holiday Tin	(Balance)
		Mint Treasures - Girl Scout Memory Tin	
		← Total	

Received By \_\_\_\_\_ Troop # \_\_\_\_\_

Received From \_\_\_\_\_ Troop # \_\_\_\_\_

**Thank you for volunteering for this key position!**

It is through the dedication of committed Fall Product Program volunteers like you that girls have great Girl Scout experiences and build valuable skills such as goal setting and responsible money management that will serve them all their lives.

## **ACH (Automated Clearing House) Payments Troop Instructions**

### **Why ACH?**

There are many reasons why using this method of payment makes sense for Girl Scout troops.

- ❖ Troops no longer have to locate a specific bank, possibly having to travel out of their way to make traditional deposits to the council account.
- ❖ Troops no longer have to be concerned with numbered deposit tickets issued by the council.
- ❖ Troops no longer have to enter tedious deposit transactions into the M2 Media Platform.
- ❖ Troops will no longer have to wait up to 8 weeks for refunds of overpayment funds.

### **How much money will the ACH withdrawal take out of our TROOP account?**

The council will only withdraw the amount that M2 Media indicates as “the amount owed to council”. M2 Media calculates this amount based on the data entered into the system by the troop as well as online sales automatically uploaded.

### **When will the ACH transaction occur?**

October 27, 2023

### **What happens if there is not enough money in the TROOP account to cover the balance due to the council?**

Troops have until **OCTOBER 24** to notify the council that there will not be sufficient funds to cover the balance due. If the troop does not notify the council and the ACH transaction proceeds for an amount greater than the account balance, the troop account will incur an insufficient funds fee from their banking institution.

***Please note that your product ordered will be placed on hold until all payment has been received by GSCWM.***

### **How does it work?**

1. The ACH Form is now part of Annual Report of Troop Funds and ACH Authorization and must have been submitted no later than June 15, 2023. If your troop did not submit the form in June, please do so ASAP in order to facilitate the transaction in a timely manner. This form gives the council permission to accept the ACH payment from the TROOP account. The form should have been sent to:  
*GSCWM Finance Department, 115 Century Drive, Worcester, MA 01606*
2. Girls are encouraged to not accept personal checks from customers. If checks are accepted, they should be made payable to the parent or the troop.
3. All proceeds from the Fall Product Sale should be deposited into the TROOP bank account no later than **OCTOBER 18, 2023**.
4. The ACH transaction will automatically be made on **October 27, 2023**. The troops will not need to do anything further to facilitate the transaction.
5. The council will post the troop’s payment to M2 Media after the successful transaction is completed.

### **What about personal checks?**

It is strongly recommended that personal checks not be accepted for payment for Fall Product items except from the most trusted sources. If checks are received, they should be made payable either to the parent who is receiving the check or to the troop.

### **What if the checks bounce in the troop account?**

Using the Returned Check Report, which can be found on our website, the troop can report a returned or bounced check to the council. GSCWM will make all reasonable attempts, on behalf of the troop, to assist the troop in collecting the funds.



Girl Scouts of Central and Western Massachusetts, Inc.  
413-584-2602 • gscwm.org • info@gscwm.org

### Annual Report of Troop Funds and ACH Authorization

#### Report of Troop Funds

This report fulfills Girl Scouts of Central and Western Massachusetts' obligation as a legal corporation to account for public funds and to provide information required by Girl Scouts of the USA. Thank you for accepting your responsibility to submit this information. Send one copy to the Finance Department at the Worcester Leadership Center (115 Century Drive, Worcester MA. 01606) by June 15<sup>th</sup>. Retain a copy for your records.

Troop #: \_\_\_\_\_ Service Unit: \_\_\_\_\_  
Program Level:  Daisy  Brownie  Junior  Cadette  Senior  Ambassador # of Girls \_\_\_\_\_  
Leader's Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Email: \_\_\_\_\_

#### Automatic Clearing House (ACH) Authorization

Three signers of unrelated, currently registered, Girl Scout adults are required to be on the account. One of the three signers is a member of the service team. Two signatures are required for every withdrawal and written check. ATM/debit cards may be (at least 2 signers must have online access to the account). I/we give GSCWM the authority to initiate bank withdrawals and deposits to the troop bank account below. **I/we understand that it is the troop's responsibility to notify GSCWM if funds will not be available on the specified date, and that accept responsibility for any fees assessed for insufficient should we failed to provide timely notice to GSCWM.**

Status of Account (circle one):  New  Ongoing (no changes)  Check Signers Changed  Closed

Bank Name and Branch Address: \_\_\_\_\_

Account Name: Girl Scouts of Central and Western Massachusetts, Inc. – Troop # \_\_\_\_\_

Transit ABA (Routing Number): \_\_\_\_\_ Account Number: \_\_\_\_\_

List the names of all authorized signers. Check the circle next to the person who receives the bank statements.

- Print Name \_\_\_\_\_
- Print Name \_\_\_\_\_
- Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Signature required of a signer who does NOT receive the statements.

Our bank account is a (check one):  Checking Account  Savings Account

**If using a checking account, please attach voided check here.**