





TROOP GUIDE





Program Dates

Friday 9/26/25 Early access to M2 for Troop Volunteers

Friday 10/3/25 Girl Access to M2 & Sale Begins! Online and In-Person

Sunday 10/19/25 Family deadline for entering in-person orders into M2

Tuesday 10/21/25 Troop deadline to enter or edit order card items in M2

Thursday 10/23/25 SU deadline to enter or edit order card items in M2

Sunday 10/26/25 Last day for customers to order online for Girl-Delivery

Monday 10/27/25 Last day for direct ship orders for all items

Tuesday 10/28/25 Last day for girls & troops to make reward choices

Wednesday 11/12/25 Start of Deliveries of nut/chocolate items to SU Volunteer

Monday 11/17/25 End of SU Deliveries & Start of Girl Delivery to Customers

Wednesday 12/3/25 Girl Delivery End

Friday 12/5/25 All monies due to Troop to balance account

Wednesday 12/10/25 Troop Paperwork due to SUFPM

Monday 12/15/25 SU Paperwork due to Council & Council ACH withdrawal

Dec/Jan Reward distribution

Fall SU Manager

Name Email

M2 Customer Service

M2system, product, and customer order tracking 1-800-372-8520 or support.gsnutsandmags.com

GSEWNI

Customer Care can be reached at 509-747-8091 or customercare@gsewni.org

Phone Number

PERKS

Earn troop funds early! Kick off the new year with some extra funds.

- \rightarrow \$1 per nut/chocolate item sold
- → \$3 per mags and more

Option for Girls to sell inperson, online-only, or both!

Practice the 5 skills:

- Goal Setting
- Decision-Making
- · People Skills
- Business Ethics
- Money management

Participate and earn additional troop proceeds during the 2026 Cookie Program

- Troops with 5+ girls and 50% participation in the Fall Product Program will receive an extra \$0.02 per package
- Troops with 5+ girls that have a PGA of 85+ items will receive an additional \$0.05 per package.
- Troops have the opportunity to earn one or both, potentially earning an extra \$0.07/package during the 2026 Cookie Program!



Troop Proceeds Example

40 nut & chocolate items x \$1.00 = \$40.00 troop proceeds

5 mags & more x \$ 3.00= \$15.00 troop proceeds

Total troop proceeds per girl = \$55.00 x 10 girls in a troop

= \$550 troop proceeds

PRODUCTS

BarkBox

Boxes come with one or two custom Pose & Play dog toys as well as one canister of Berry Trios BARK + Girl Scouts dog treats.

*Fixed quantities available while supplies last.

Personalized Products

High quality stationery, note pads, and photo frames! Customers can be creative and customize colors, fonts, names, and more.

Nuts and Chocolate

16 varieties of nuts and chocolate are available for girl delivery and an even larger selection is available online.

New this Year! Candles

Candles in eight cozy scents, there's a fragrance for everyone. Perfect for gifting or enjoying at home!

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.

Magazines

Customers can purchase or renew their favorite magazines online.



GETTING STARTED

1. Attend SU Fall Product Program Training

Troop leaders should plan to attend a Fall Sale training with their Service Unit to get all the materials they'll need, learn about important dates and deadlines, and get a clear understanding of how the program works. This is a great chance to ask questions, connect with other leaders, and feel confident heading into the Fall Product Program!

Girl Scouts (1 per girl):

- Order card
- Family Guide
- Money envelope

Troops (1 per participating troop):

- Troop Guide
- Receipt Book



2. Review the Troop Roster

Troop co-leaders should access their most current troop roster through myGS. Please ensure all girls are registered for the 2025-26 membership year. Only registered Girl Scouts can participate.

3. Host a Family Meeting

Schedule a fall product meeting to share info and materials.

- 1. Educate families on:
 - Program basics and financial responsibility
 - Troop and individual girl goals
- 2. Distribute materials to each girl.
- 3. Set and share key dates:
 - Money turn-in deadlines
 - o Order card due date
- 4. Promote online participation:
 - No money collection—credit card sales only
 - o Girls can track progress and rewards online

Additional Resources

GSEWNI Website



- Order Card PDFs
- Additional Family Guides
- M2 Help Videos
- Trainings via gsLearn
- ID Tax Form

M2 Website



- Enter and/or manage your troops orders
- Order nuts, magazines, and more
- Create avatar
- View reports and delivery tickets

4. Verify Troop Info in M2

https://www.gsnutsandmags.com/gsewni

The M2 online system (M2) is where girls, parents and troops will send emails, enter orders, track sales and select rewards.

- 1. Log in to M2 via registration email sent on September 26 and review your troop information.
- 2. Verify your troop roster. Only registered Girl Scouts can participate. Newly registered Girl Scouts will be uploaded weekly throughout the program.
- 3. Send the girl launch email to give girls access to their online stores. Launch email will schedule to send on October 3.

TAKING ORDERS



The order card offers customers nut/chocolate items that a girl will deliver in-person once received by their troop. Customer orders are tracked on the order card by name, number of items being purchased and payments made. Payment should be collected at the time of order. Parents must enter orders in M2 prior to October 20.

Online Orders

M2 allows girls to sell safely online to family and friends with creativity and flair. Through her personalized store, she will be able to:

- Send emails that contain a direct link to shop on her personalized store
- Share her shopping link via text message or Facebook (personal sites only)
- Track goals
- View and select rewards
- Create a themed avatar
- Remind all parents to total each product at the bottom of the order card and enter totals in M2 by October 19 at 11:59 PM.
- Collect nut/chocolate order cards from each girl. Verify the quantities entered correctly in M2. Be sure to save the order cards to give back to the girls at delivery time!
- Note: Online sales are automatically calculated

Benefits of Online Orders

- Credit card paymentsno need to handle cash.
- Magazines, Bark Box, personalized product, and Tervis Tumblers online only.
- Expanded product line-up
- Choice of girl delivery or shipped.
 - Shipped-Only Products and Orders are shipped right away





Volunteer Personalized Patch

When you create your avatar and your troop sells \$1,500 during the fall product program, you'll receive your free personalized patch in the mail.



MONEY MANAGEMENT

Instilling good business ethics in girls, families and volunteers is a key aspect of the program.

- Payment is collected from customers when the product is delivered
- Always count money turned in in front of the persons and provide a receipt for all monies collected
- Troops should have all money collected from girls/families no later than 12/5/25.
- Deposit ALL funds into troop bank account. Amount due to council is automatically calculated in M2OS. Money for all online orders shows as already paid to council, and final ACH will be adjusted for the troop to earn proceeds on these sales. Council will ACH "amount due council" from troop bank accounts after the sale on 12/10/25.

End of Sale Paperwork must include the following:



Printed Troop Summary Report from M2 (found under Financials & Reporting)



Copies of all Bank Deposit Receipts



Idaho Sales Tax Form (if applicable, required for all ID-based sales)



Family Delinquency Form & supporting documentation (if applicable)

Girl Scout families are responsible for collecting payment for all items ordered. Troops, however, are not responsible for Girl Scout families that have not paid the troop.

If your troop has an issue with money collection complete the Delinquency form on the gsewni.org Fall sale page and turn it in with your Fall Sale Paperwork

A signed permission slip and receipts showing items picked up needs to be included with all Delinquency Forms.



PRODUCT & REWARD DISTRIBUTION

Each service unit has a different way they coordinate deliveries. Watch for communication from your service unit FPM for when and how product and rewards will be picked up.

- Be prepared for your product pick up and know what items you will be receiving by using M2 delivery tickets. You will receive exactly what your troop sold. No extras.
- Count and recount! Make sure you have all your items listed on your delivery ticket.
- Sign and get a receipt for product received.
- Sort and distribute product to girls as quickly as possible so they can deliver to customers.
- Return order cards to girls in your troop when they pick up product.
- When rewards are delivered, follow the same process above, reporting any damaged or missing rewards by January 5th.

REWARDS

























Fall Personalized Patch

- Create your avatar
- Send 18+ emails
- Sell 6+ magazines/other items & 45+ nut/candy items
- Use "share" from site feature
- Choose your background & your avatar design!

2025 Patch

18+ emails sent



Bear Patch 2+ mags/other items



Cookie Program Crossover Patch

- Fall Criteria: Create your avatar & send 18+ emails
- Use "share" from site feature
- Sell 400+ boxes of cookies in the 2026 Cookie Program





Brave Fierce Fun Patch 15+ Nut/candy items

Project Thank You





Project Thank You supports local Armed Forces. Each \$8 donation will provide our military women and men with one can of nuts!

Girls collect donations and GSEWNI takes care of delivering the product!

- Each donation is credited to the girl's sales.
- The Troop receives \$1 in Troop proceeds per donation sold.
- Girls can earn the Care to Share patch by receiving 10+ donations, and the bear charm by receiving 15+ donations