

Entrepreneurs In Action Day Caregiver Adventure Packet

Welcome Caregivers to the Fall Take Action Program! We are excited for our entrepreneurs to kick off their digital magazine, nut, and candy business and learn more about how to support the Hawaiian Monk Seal. As caregivers, you know that the time and support you give your Girl Scout entrepreneur (as their Executive Assistant) helps them build confidence and success! So, thank you. Please review your Executive Assistant functions and Girl Scout participation below. Then, refer to the important dates and tasks to guide your entrepreneur's success. If you need any help, contact our Product Program team at info@gsnorcal.org. If you need support with your M2 site, or orders please contact M2 support.gsnutsandmags.com or call (800) 372-8520.

Executive Assistant (Caregiver) Functions

1. Submit the annual [2022/2023 Product Program Caregiver Responsibility Agreement](#) as soon as possible to grant permission to participate in GSNorCal's 2022 Fall Take Action and 2023 Cookie Programs.
2. Guide your Girl Scout to design their avatar and launch their business in M2, plus record a message to customers. For ideas for updating the avatar's message recording check out the [Entrepreneurs In Action Day Girl Scout Adventure Packet](#).
3. Together enter customer information in M2 and email customers through M2.
4. Brainstorm marketing ideas together and create a social media plan. Consult the [Marketing timeline](#).
5. Support in-person paper order card taking with appropriate safety precautions.
6. Enter total paper order card products in M2 by November 16.
7. Coordinate product pick up for the week of October 28-November 2.
8. Assist in sorting products and accompanying your Girl Scout for deliveries.
9. Help your Girl Scout select reward options at each level in M2 by November 16.
10. Collect reward items in January.

Your Girl Scout's Participation Status

Girl Scouts can participate in one of three ways. Your Girl Scout's participation status in all cases includes you supporting your entrepreneur as their caregiver/executive assistant, and in some cases, working closely with your troop's adult volunteer or having to perform some of the functions of an adult volunteer as well.

1. Individually Registered Member (Juliette) with you acting as the adult volunteer.
2. A girl is the only one in her troop that participates; you act as the adult volunteer.
3. Your troop is participating with a troop volunteer leading the troop's entrepreneurs and caregivers.

See chart on next page

Participation Status	Caregiver Support	Adult Volunteer Support
Juliette	X	X
With a Troop	X	Work closely with troop volunteer
In a troop, solo participation	X	X

Important Program Dates + Actions

Use these highlighted program dates and suggested actions to help your entrepreneur's business Go Bright Ahead!

Program Dates + Highlights	How to support your Entrepreneurs and Adult Volunteers
Before the program Starts	<ul style="list-style-type: none"> <input type="checkbox"/> Submit the annual 2022/2023 Product Program Caregiver Responsibility Agreement as soon as possible to grant permission to participate.
Important Dates During the Program	
October 1 Entrepreneurs <i>in Action</i> Day & GO Day! M2 Store Links LIVE!	<ul style="list-style-type: none"> <input type="checkbox"/> Guide your Girl Scout to design their avatar and launch their business in M2, plus record a message to customers. <input type="checkbox"/> Together enter customer information in M2, and send out customer emails. <input type="checkbox"/> Brainstorm marketing ideas together and create a social media plan. <input type="checkbox"/> Support in-person paper order card taking, with appropriate safety precautions. <input type="checkbox"/> Launched digital shops are open for direct shipping, donations, and in person delivery.
October 16 Paper order deadline	<ul style="list-style-type: none"> <input type="checkbox"/> Submit total paper order card products by the deadline 10/16, so that the Adult Volunteer can submit the final troop order by the deadline of 10/17.
October 17 Last day for Girl Deliveries	<ul style="list-style-type: none"> <input type="checkbox"/> Last day to request girl delivery. Submit any outstanding orders to the Adult Volunteer in time for them to enter the order before 11:59pm. <input type="checkbox"/> Juliette and solo participant caregivers must enter all product paper order card orders directly in M2 by the 11:59pm deadline. <input type="checkbox"/> Online shipping/donations remain open.
October 18- November 13	<ul style="list-style-type: none"> <input type="checkbox"/> Online ordering for direct shipping and donations remains open.
October 28- November 2	<ul style="list-style-type: none"> <input type="checkbox"/> Schedule product pick up with the Adult Volunteer. <input type="checkbox"/> Juliette and solo participant caregiver coordinates with Service Unit team to schedule product pick up. <input type="checkbox"/> Support your entrepreneur in scheduling and making their in-person deliveries.

November 11	<ul style="list-style-type: none"> <input type="checkbox"/> Shipping Promo - Veteran's Day, support your entrepreneur sharing GSNorCal's special shipping promo with customers.
November 13	<ul style="list-style-type: none"> <input type="checkbox"/> Last day that businesses are open! Digital Shops officially close.
Important Dates After the Program	
November 16	<ul style="list-style-type: none"> <input type="checkbox"/> Reward choice entry deadline. <input type="checkbox"/> Reconcile all products and payments deadline in M2OS for paper order card payments and products. <input type="checkbox"/> Record all in-person payments for paper orders from each participant. <input type="checkbox"/> M2 locks at 11:59 p.m.
November 21	<ul style="list-style-type: none"> <input type="checkbox"/> Deposit all offline customer payments for paper orders in time for the ACH debit.
January 1, 2023	<ul style="list-style-type: none"> <input type="checkbox"/> Collect reward items in January. <input type="checkbox"/> Support your Adult Volunteer by volunteering to help with reward sorting, pickup, and distribution. <input type="checkbox"/> Juliette/Solo participant caregiver coordinates to pick up reward items from SU team. <input type="checkbox"/> Reward cards will be emailed directly to caregivers. Reward items 150+ will be shipped directly to entrepreneurs.to caregivers. Reward items 150+ will be shipped directly to entrepreneurs

Visit www.gsnorcal.org/en/cookies/fall-program for more information!

