Fall Take Action Program
2020 Service Unit Guide
Program Messaging

Why should troops and girls participate? Simple to execute for volunteers and troops receive 20% proceeds!

Girl benefits:
- **Today’s Girls, Tomorrow’s Entrepreneurs**
- **Entrepreneurial mindset**—girls develop curiosity, take initiative, and learn to collaborate with others while supporting sloths to make a global impact.
- Online-focused entrepreneurship develops digital marketing expertise, plus girls sell while they sleep!
- **Financial empowerment**—so much more than a sale or fundraiser.
- **Animal Conservation**—girls learn advocacy and social impact when they offset their carbon footprint and impact the environment while helping to save sloths by planting sloth-friendly trees.
- **Sisterhood**—girls become a part of something bigger than themselves when partnering with their Girl Scout sisters to Adopt-a-Sloth and build Sloth Crossings.
- **Juliettes** (Individually Registered Girls) may participate with their parent as their troop volunteer to gain all the same benefits – proceeds will be calculated in banded item amounts and loaded to a Reward Card.

Troops who are participating in Entrepreneurship Money-Earning Projects or the Cookie Program Opt-Out for Cadettes, Seniors, and Ambassadors will need to participate in the Fall Take Action Program. Review Volunteer Essentials for details.

Key Dates

Volunteers will receive their M2 registration email near 9/23 or may also use: www.gsnutsandmags.com/gsnorcal

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Late August</td>
<td>Troops receive Engagement Kits with Intro Postcard, Girl Order Cards, and Take Action Flyers</td>
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<tr>
<td>September</td>
<td>Review <strong>Troop Guide</strong> for program details</td>
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<td></td>
<td>Council-led virtual troop kickoff meetings</td>
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<td>Secure a delivery site for your service unit</td>
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<tr>
<td>October 3</td>
<td>Virtual <strong>Fall Digital Day</strong> 10-11:30am</td>
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<td>M2 girl access and shops open with girl delivery</td>
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<td>October 25</td>
<td>Deadline to review orders; girl delivery option ends</td>
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<td>Receipts mailed to distribute to troops w/product</td>
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<tr>
<td>November 4</td>
<td>Service unit product deliveries begin</td>
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<td>November 19</td>
<td>Women’s Entrepreneurship Day virtual celebration</td>
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<tr>
<td>November 23</td>
<td>Deadline to finalize entries in M2</td>
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<tr>
<td>December</td>
<td>Recognitions shipped directly to troops</td>
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Program Highlights

- **Troop Engagement Kits** – Pre-packaged kits for safe and simple troop participation. Troops need more materials? Email info@gsnorcal.org.
- **Council-led Virtual Troop Kickoffs** – Troops register for kickoffs. Email with links sent 8.20.2020 from your local Product Program Manager.
- **Program Guides** – Available online this season. Paper copy requests by emailing info@gsnorcal.org – please consider the environment when requesting.
- **Online Parent Responsibility Agreement** – Now an online form that covers participation in both product programs. Troops will receive confirmation of submissions.
- **Just-in-Time Videos** – Short videos for system operations shared when needed during the program.
- **Weekly Q&A** – GSNorCal product team available Wednesdays 6-7pm, 10/7-11/18 for direct support and questions.
- **Volunteer Access** – Troop Leaders and Troop Fall Product Managers automatically added as users in the M2 system.
- **One-and-Done Troop Order** – Troops will place a single order that totals all products customers have purchased online for girls delivery and ordered from girls in-person with order cards. Troops may add extra product to this order to sell before 11/22, but cupboards will not be available for additional product orders.
- **ACH Forms** – **ACH Debit Form** is an evergreen authorization for GSNorCal to debit product program council proceeds from troop bank accounts. **ACH Credit Form** is for troop reimbursements related to product program. GSNorCal no longer accepts requests for reimbursement of fees for returned checks to encourage troops to go cashless and reduce risk.
- **Cheddar Up** – To support a safe cashless strategy, plus reduce trips to the bank. Troops will find two campaigns in their Cheddar Up accounts – one to collect parent payments online, and another to collect point-of-sale (POS) payments from customers.
- **Girl Payment Entry** – Troops should reconcile all troop product and girl payments in M2 to support our auditor’s reconciliation efforts.
- **Direct-to-Troop Rewards** – December shipment of rewards directly to troops. Reward Cards, personalized patches, and rewards 105+ levels are shipped directly to girls.

**Pre-packaged Troop Engagement Kits** include:
- 10 Girl Order Cards
- 10 Fall Take Action Flyers
- 10 Mint Treasure samples
INSPIRE ENGAGEMENT AND PARTICIPATION

Inspiration, Guidance, Resource—Service Unit Product Managers coordinate and communicate all aspects of the program for troops, sharing the WHY Participate messaging on page 1.

- Share the Troop Kickoff video with troops and Juliette parents.
- Remind troops to join the FUN at Fall Digital Day and register in advance.
- Promote 7-minute parent investment for BIG return and financial empowerment for their girl.
- Promote sisterhood conservation—sloth crossings and adoptions.
- Mentor inexperienced troops and Juliette parents, communicate routinely.
- Girl FUN! Don’t miss out on the chance to design her avatar’s room.

Troops can take group avatar photos, too.

M2 OPENS

At first login, enter delivery station information for products. The site should prompt to enter the information. If it doesn’t, head to the Service Unit tab under Manage Service Unit, Troops, & Girl Scouts on your dashboard to update.

Click on Edit Me2 in the top left corner of your dashboard to design your avatar. When your service unit reaches $1 worth of fall product, service unit volunteers receive their own personalized patch.
OCT 3
No troop of your own and want to see how troops view the M2 system? Add yourself as a troop manager to a troop in your service unit.

- Click Manage Admin Users on your dashboard.
- Click on the row containing your name.
- In the pop up window, toggle troop access to green and begin typing the number of the troop to which you wish to add yourself.
- Click pink Update button.
- Toggle between roles by hovering over upper right circle icon and clicking Change Season/Role.

OCT 24
ADDITIONAL PRODUCT
There are no council cupboards, additional council inventory, or returns. Troops may order additional products at initial order while accepting financial liability.

If interested, service units volunteers will partner with Product Managers to determine additional product need before October 24.
- Additional items ordered will not exceed the total Care to Share donations.
- Any additional product ordered by the service unit will be available for volunteers to transfer to troops during the program (see page 5).

OCT 25
REVIEW ORDERS
Update paper orders for troops, if requested. Head to Paper Order Entry and use dropdown menu in the top right corner to select troops.

Support troops interested in ordering additional product for girls to sell beyond their initial orders, click Manage Service Unit, Troops & Girl Scouts on dashboard.

On the Troops tab, click the + next to the troop number to reveal a dropdown menu. Choose Add Extra Products.

Enter units by variety. Click the pink Add to Troop button at the bottom to save.
PRODUCT DELIVERY

After GSNorCal submits the council order on 10/27, delivery tickets are available for printing.

- To print a single ticket, click **Delivery Tickets** on dashboard, select service unit under **Delivery Site Tickets – Delivery Site**, and click pink **Create Ticket**.
- To print tickets for troop pickups, scroll down to **Troop Tickets**, keep Delivery Site Type as Single, select service unit under **Delivery Site**, and **All** in the **Troop** dropdown to print tickets for all or individual troops.
- Print 2 copies of each troop ticket – one for you, and one for the troop.
- Schedule pickup times with troops, beginning at least 2 hours after agent delivery.
- Research and follow all local community safety recommendations for distribution.

ALLOCATE ADDITIONAL PRODUCT

Any products transferred to troops from service unit’s **Additional Product** should be allocated to troops or directly to girls throughout the program.

Click **Manage Service Unit, Troops & Girl Scouts** on dashboard. On the **Service Unit** tab, click the + next to service unit number, and then click **Move Products**.

Select “Troop” as Type
Select the troop #
Select the girl’s name (if available)

Use directional arrows to move products or enter the numbers by variety. Click **Move Products** at the bottom when complete.
## RECONCILIATION & REPORTING

Explore the [Reports – Special Reports](#) and [Summary Report](#) tabs to view data:

- **Review troops’ product allocations** to ensure all product is allocated to girls, so all credit is recognized for reward calculations. Download the [Troop Orders](#) report and ensure that the **Total Units Troop Extras** column is zero for all troops.
- **Review troop payment reconciliation.** Per our auditor’s request, all girls selling should have a zero balance at the end of the program unless GSNorCal has accepted an ACH Credit Form from her troop. Check this by downloading the [Girl Scout Products and Financials](#) report and reviewing the **Balance** column on the far right for any non-zero amounts.
- **Run the Troop Rewards report** to see which girls are missing selections and notify troops to update prior to 11:59pm lockout or her selection will revert to the Reward Card option. If you added yourself as a troop manager, you can make her selections until the troop lockout.

## CARE TO SHARE DONATIONS

All remaining items from Care to Share SU additional product should be donated locally to choice of food bank, military, and hometown heroes. Utilize the [Product Program Donation form](#) and submit to [info@gsnorcal.org](mailto:info@gsnorcal.org)

## DEC

### RECOGNITIONS ARRIVE TO TROOPS

Troops receive rewards to distribute to girls.

Reward Cards, personalized patches, and rewards 105+ levels are shipped directly to girls.

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### Why Build a Sloth Crossing?

Sloths are particularly sensitive to the effects of habitat destruction and fragmentation because they cannot jump across gaps in the canopy.

Sloths maternally inherit highly specific home-ranges and are unable to adapt by moving to a new area when faced with habitat disturbance.

If they cannot travel from tree-to-tree, sloths are forced to crawl across the ground where they are extremely vulnerable.
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| October  |    |    |    |  1 |  2 | Fall Digital Day  
|          |    |    |    |    |    | M2 access and shops open |
| 4        |    |    |  6 |  7 |    |  8  |
|          |    |    |    | Fall Program Weekly Q&A 6-7pm |    |  9  |
| 11       |    |  12|  13|  14|    |  15 |
|          |    |    |    | Q&A 6-7pm |    |  16 |
| 18       |    |  19|  20|  21|    |  22 |
|          |    |    |    | Fall Program Weekly Q&A 6-7pm |    |  23 |
| 25 Troop orders due  
SU last day to review orders |  26 |    |  27 |  28 |    |  29 |
|          |    |    |    | Fall Program Weekly Q&A 6-7pm |  30 |  31 |
| 1        |    |  2 |  3 |  4 |    |  5  |
|          |    |    |    | Product deliveries begin  
Q&A 6-7pm |    |  6  |
| 8        |  9 |  10 |  11 |    |  12 |  13 |
|          |    |    |    | Q&A 6-7pm |    |  14 |
| 15       |  16 |  17 |  18 |  19 |   |  20 |
|          |    |    |    | Women’s Entrepreneurship Day |    |  21 |
| 22 M2 shops close  
M2 locked at midnight for SUs/troops, all product, reward, deposits, ACH Credit deadlines |  23 |  24 |  25 |    |  26 |  27 |
|          |    |    |    |    |    | Thanksgiving |
| 29 NorCal ACH Debit this week |  30 |    |    |    |    |  28 |
|          |    |    |    |    |    |  29 |

November