Bravely Be You
Trust Your Strengths

Fall Take Action Program
2020 Troop Guide
Volunteers will receive their M2 registration email near 9/23. Parents will receive their M2 registration email on 10/3. Both may also get started here: www.gsnutsandmags.com/gsnorcal

NEW! Fall Program Q&A's with the GSNorCal product team to answer questions and provide support, Wednesdays 6-7pm. 10/7 – 11/18, Free registration

Need access, tech, or product entry support while using the M2 system? Parents and volunteers should contact M2 directly!
New Hours: 5am-7pm PST M-F, 5am-5pm PST Saturdays
Contact GSNorCal for questions regarding membership, banking, and other program-related questions.
(800) 447-4475, x0 info@gsnorcal.org

See you virtually on October 3 to kick off the Fall Take Action Program 10-11:30am!

Girls will hear from other girl entrepreneurs how to take their online nut and chocolate business to the next level by producing a video, plus explore why it’s important to advocate for sloth conservation, learn why a customer database is so important in today’s digital world, and have FUN!

Registration is FREE! All girls and parents are invited to attend.

NEW THIS YEAR! We hope you and your girls were able to take advantage of the Girl Scouts Love Sloths pre-order tee. We’re super excited to see girls wearing them during our virtual Fall Digital Day and in their online shop videos to highlight their commitment to supporting sloths. Watch for next year’s tee to be available in August 2021!
Be the Difference with GSNorCal!

This online entrepreneurship program is a community service piece of the Essential Girl Scout Experience. It provides an opportunity for girls to take action advocating for endangered animals, to develop an entrepreneurial mindset, and to have FUN! Encourage girls to learn about endangered sloths, then take action supporting them along with their Girl Scout sisters.

GIRL CONSERVATION

By electing to donate any amount of their recognitions to plant sloth-friendly trees, girls have the opportunity to reverse habitat destruction and spread the word about the need to protect sloths – all while developing five 21st century skills that shape them into innovative, entrepreneurial-minded leaders who give back to their community.

Having an entrepreneurial mindset prepares girls for academic success, a career of their choosing, and the ability to see opportunities, not problems.

TROOP SISTERHOOD CONSERVATION

Troops can safeguard a future for these amazing animals by adopting a sloth! Troops who have 100% of registered girls send 15+ emails, plus have $1,000 in total sales by the end of the program, will choose a sloth to adopt PLUS receive sloth socks for each girl.

BECKETT QUATRO ALI & JESSICA JACK STAR

SERVICE UNIT SISTERHOOD CONSERVATION

Service units build a sloth crossing canopy bridge when 50% of girls send 15+ emails via M2! Without a natural or artificial canopy bridge, the only way sloths can cross a road is by crawling - which takes a lot of time and energy and leaves them vulnerable to predators and human disturbance.

Each sloth crossing will include a personalized wooden plaque next to the bridge and a follow-up email with photos of finished bridge and plaque.
Use this checklist to ensure a successful program!

- Watch our program **overview video** at [training.gsnorcal.org](http://training.gsnorcal.org).
- Ensure girls are **registered** members of GSNorCal and have parents complete a **2020 Product Program Parent Responsibility Agreement** online.
- Volunteers should be **registered and screened** members of GSNorCal.
- Have a **troop bank account** open or in process and an **ACH Debit form** on file with GSNorCal. Troops may still participate without a bank account – see page 6 for details.
- With safety in mind, all **customer orders should be run through girls’ M2 shops for touchless payment**. This also eliminates the need for volunteers to visit the bank prior to the ACH debit – see page 6 for details.
- Distribute program materials and sweet treats if safe to do so. Need more than received? Email [info@gsnorcal.org](mailto:info@gsnorcal.org).
- Hold a **virtual kickoff meeting** for girls and parents.

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**Troop Kickoff Meeting Agenda**

- Discuss with your girls **why participating** to take action supporting sloths is important.
- Introduce the **sloth conservation project**, then visit [slothconservation.com](http://slothconservation.com) and review the M2 flyer to learn some fun **sloth facts**!
- Discuss **goal setting**. Establish a troop **learning** goal for the program, as well as an **earning** goal to fund your own community projects.
- Review the girl recognition plan and ask girls to **set individual goals**.
- Review **safety guidelines** and etiquette to observe while participating in an online program.
- Encourage girls to attend our **virtual Fall Digital Day**!
Care to Share

Care to Share is GSNorCal’s service project in which we share our delicious nut and candy products with the community! Girls sell virtual items to be donated by the council to local organizations, such as food banks, hometown heroes, or military bases, at the end of the program.

- $8 per item, no specific variety
- Available online and in-person
- Per IRS regulations, all donations collected while participating in product programs should be put toward Care to Share

Girls who sell 5+ Care to Share items earn this patch AND doublesided necklace!

Earn patches that look just like you!

All girls and volunteers create their own avatar at www.gsnutsandmags.com/gsnorcal. It’s EASY and FUN! Download for use over and over outside of the program.

Girls and volunteers have the opportunity to earn personalized patches with their avatar, name, and one of two special backgrounds!

- Girls earn this patch by sending 15+ emails via M2 and selling $300+ online.
- Troop volunteers earn this patch when their troop ends the program with 100% of registered girls sending 15+ emails.

Want even MORE fun? Girls who join us for both the 2020 Fall Take Action and 2021 Cookie Programs can earn the Cookie Crossover patch!

- Design their personalized avatar
- Send 15+ emails via M2 in the fall
- Sell 300+ packages of cookies during the 2021 Cookie Program
Money Management

TROOP PROCEEDS

- All troops earn **20% of their total dollars sold** as proceeds.
- All nut, chocolate, Care to Share, and magazine items are included.

ACCEPTING CUSTOMER PAYMENT

- Troops are empowered to make this a cashless program by ensuring all purchases are via girls’ online shops and/or by utilizing their troop’s Cheddar Up account.

![Cheddar Up](image)

Check out Online Payments at [gsnorcal.org](http://gsnorcal.org) to learn about this online tool to collect parent money at no cost to the troop.

TROOP PAYMENT TO COUNCIL: ACH (Automated Clearing House)

- GSNorCal will make one ACH debit from troop accounts the week of **11/30** to collect council proceeds from the program.
- Troops who choose a safe, cashless strategy utilizing girls’ M2 shops will not need to physically deposit funds in their troop account.
- Troops are responsible for having sufficient funds available before the debit and for any bank fees incurred due to non-sufficient funds.

ACH FORMS: Forms can be found under the **Forms** link at the top of [gsnorcal.org](http://gsnorcal.org).

ACH Debit Form

- Troops should have a product program **ACH Debit Form** on file with GSNorCal. This form is a permanent authorization for GSNorCal to initiate product ACH transfers from your troop bank account. If you participated in last year’s product programs and troop banking information has not changed, no need to resubmit.
- If your troop does not have an ACH Debit form with bank account info submitted by **10/31**, GSNorCal will issue a Wells Fargo deposit-only card for you to deposit 100% of physical revenue collected directly into GSNorCal’s account.
  - Troops who ensure all purchases are via girls’ online shops will have no need to deposit money.
  - Troop proceeds will be transferred after program reconciliation and when the troop bank account is open.

**ACH Credit Form** – Submit this form only if not ensuring a cashless program via girls’ online shops.

- Counterfeit bills and related bank fees ($20 bills and under).
- **Cheddar Up** was not used to collect money from parents and bank cash processing fees or multiple transaction fees resulted.
- Report stolen product or money.
  - Report unpaid parents. Troop transactions in M2 must reconcile, and complete documentation of attempts to collect must be submitted before GSNorCal can review requests for approval.
## Timeline and M2 Use

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<th>DATES</th>
<th>ACTIVITY</th>
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<tr>
<td>OCT 3</td>
<td><strong>M2 OPENS &amp; ORDERING BEGINS</strong></td>
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New **troop volunteers** access M2 through a welcome email from [email@gnutsandmags.com](mailto:email@gnutsandmags.com). **Returning users** may use their existing login information.

**Watch the pop-up video to learn how to navigate the site.**

If you have multiple roles, you can toggle between roles by hovering over the upper right circle icon and clicking **Change Season/Role**.

**Click** [Manage Troops & Girl Scouts](#) on your dashboard. Choose the **Girl Scouts** tab to view the girls in your troop. **Contact** [info@gnorcal.org](mailto:info@gnorcal.org) if roster is incorrect or incomplete.

**Parents contact M2 directly with questions!**

**Click on** [Parent and Guardian Email Blast](#) then **Add Contacts** or adjust any troop parent emails which didn’t pre-populate and click **Send**. Parents will receive the above welcome email or may go directly to the M2 website to register for the program ([gnutsandmags.com](http://gnutsandmags.com) / [gnorcal](http://gnorcal)). So girls can design their avatar, design their shop, and begin sending customer emails. **When registering siblings, send an email for the first sister registered, then proceed with registering the next sister.**

**Customers** ordering online can choose to have products shipped to their home or delivered in-person by a Girl Scout with recommended safety measures in place. **Orders for girl delivery will automatically populate into your troop order – no need to enter them yourself.**

**Girls** may choose to use the paper order card to record any in-person orders, when following county health guidelines.
DIGITAL DAY
Kick off the 2020 Fall Take Action Program with an epic event – the first-ever virtual Fall Digital Day! Girls hear from other girl entrepreneurs on how to take their online nut and chocolate business to the next level. We’ll also explore how girls can become advocates for the conservation of endangered sloths while funding their dreams of making a difference.

Please note: Registration is free, and all Girl Scouts, families, and volunteers are welcome.

EMAILS
Encourage girls to send emails via M2 to 15+ friends and family to qualify for this special patch!

PAPER ORDER ENTRY
Girls and parents enter their paper orders into M2 by 10/24 by clicking the clipboard Manage Paper Orders icon on their girl dashboard.

Troop managers may also enter and review girl orders through 10/25 by clicking Paper Order Entry on dashboard.

If troops wish to order additional product in addition to girls’ initial orders, click Manage Troops & Girl Scouts on dashboard.

On the Troops tab, click the next to 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 PICKUP**

Service units will contact troops with date, time, and location for order pickup, using recommended safety measures. Download a *Troop Delivery Ticket after 10/27* for a list of product totals to be picked up. Double count the product and sign and retain a receipt at pickup.

Delivery tickets should be printed for distribution of products to each girl. Select troop under *Product Delivery Tickets – Girl Scout Tickets* and *All* in the second dropdown to print tickets for all girls, or by individual girl.

Click on 🗂 Delivery Tickets, select troop under *Product Delivery Tickets – Troop Tickets*, and click the pink Create Ticket button. A PDF of the ticket will download.

**CUSTOMER DELIVERY**

Distribute products to girls. Agree on the count and ensure both parent and volunteer sign the receipt, plus each keep a copy.

If damaged product is discovered, contact Product Program staff as soon as possible at info@gsnorcal.org. Using recommended safety measures, girls deliver product to customers and collect payments from those who did not already pay online.

**ALLOCATING EXTRA PRODUCT**

If your troop ordered additional products, ensure all troop inventory is allocated to girls. To move product from a troop to a girl:

Click 🗂️ Manage Troops & Girl Scouts on your dashboard. On the Troops tab, click the + next to your troop number, and then click ➻ Move Products.

Select “Troop” as Type
Select the girl’s troop #
Select the girl’s name

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

To move products from a girl, start from the Girl Scouts tab, click the + next to the girl from which you wish to move products, and follow the above steps.
ALLOCATING EXTRA PRODUCT, continued

If girls sold any Care to Share after 10/26, contact info@gsnorcal.org to have it added to her final tally.

M2 SHOPS CLOSE
Girl online shops close at 11:59pm.

FINALIZING PRODUCT ALLOCATION
Ensure all troop inventory and Care to Share are completely allocated to girls, (see page 8).

ENTERING GIRL PAYMENTS
Each girl’s balance in M2 should be zero unless an ACH credit form was submitted. To record an in-person payment collected by a girl, click Banking & Payments on your dashboard, choose your troop from the list, and click the pink Add Girl Scout Payment button on the next screen.

1. Select girl name in the first field.
2. Enter the payment amount, date, and a memo regarding the nature of the payment (e.g. “Cheddar Up transfer”).

PREPARATION FOR NORCAL ACH DEBIT NEXT WEEK
Deposit all money collected to the troop’s bank account in preparation for the NorCal ACH debit next week. Simplify parent money collection by using Cheddar Up to directly deposit to your troop bank account.

Deadline to submit ACH Credit Form (see page 5).

To check how much troop will owe for the NorCal ACH debit, click on Banking & Payments on dashboard.

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<th>Troop #</th>
<th>Gross Sales</th>
<th>Total Proceeds &amp; Bonuses</th>
<th>Total Owed</th>
<th>Total Payments</th>
<th>Balance</th>
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- The far right Balance column shows the amount that will be debited.

  NOTE: This calculation credits your troop for all payments collected online, which are paid to GSNorCal from M2, not directly to troops.

- Your troop’s total proceeds earned for all sales (online AND in-person) are listed under Total Proceeds & Bonuses.

- Keep a copy of this page for your 2020/21 Troop Finance Report.
CHOOSE RECOGNITIONS
Girls and parents make selections by clicking the **Physical Rewards** ribbon icon on girl dashboard.

Troop managers may also enter and review girl recognition choices by clicking **Rewards** on troop dashboard. Click on each girl’s name to view/edit her selections.

A triangle on her line indicates at least one of her rewards needs additional information inputted.

If a recognition choice is not entered by 11/22, the girl will receive the Reward Card choice at each level achieved.

Print a Girl Scout Rewards report for reward distribution in December. Head to **Reports** on dashboard and choose the **Special Reports** tab to download the Excel file.

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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### October

**4**
- 4th of October

**5**
- 5th of October

**6**
- 6th of October
- Fall Program Q&A 6-7pm
- Register

**7**
- 7th of October
- Fall Program Weekly Q&A 6-7pm

**8**
- 8th of October

**9**
- 9th of October

**10**
- 10th of October
- Fall Digital Day
- M2 access and shops open

**11**
- 11th of October

**12**
- 12th of October

**13**
- 13th of October
- Q&A 6-7pm

**14**
- 14th of October

**15**
- 15th of October

**16**
- 16th of October

**17**
- 17th of October

**18**
- 18th of October
- Fall Program Weekly Q&A 6-7pm

**19**
- 19th of October

**20**
- 20th of October

**21**
- 21st of October
- Last day for girl delivered orders
- Deadline to earn 15+ emails patch
- Parent product entry due

**22**
- 22nd of October
- Troop orders due
- SU last day to review orders

**23**
- 23rd of October

**24**
- 24th of October

**25**
- 25th of October

**26**
- 26th of October

**27**
- 27th of October
- Fall Program Weekly Q&A 6-7pm

**28**
- 28th of October

**29**
- 29th of October

**30**
- 30th of October

### November

**1**
- 1st of November

**2**
- 2nd of November

**3**
- 3rd of November
- Product deliveries begin
- Q&A 6-7pm

**4**
- 4th of November

**5**
- 5th of November

**6**
- 6th of November

**7**
- 7th of November

**8**
- 8th of November

**9**
- 9th of November

**10**
- 10th of November
- Q&A 6-7pm

**11**
- 11th of November

**12**
- 12th of November

**13**
- 13th of November

**14**
- 14th of November

**15**
- 15th of November

**16**
- 16th of November

**17**
- 17th of November
- Fall Program Weekly Q&A 6-7pm

**18**
- 18th of November

**19**
- 19th of November
- Women’s Entrepreneurship Day

**20**
- 20th of November

**21**
- 21st of November

**22**
- 22nd of November
- M2 shops close
- M2 locked at midnight for SUs/troops, all product, reward, deposits, ACH Credit deadlines

**23**
- 23rd of November

**24**
- 24th of November

**25**
- 25th of November

**26**
- 26th of November

**27**
- 27th of November

**28**
- 28th of November
- Thanksgiving

**29**
- 29th of November

**30**
- 30th of November
- NorCal ACH Debit this week