

Important Dates!

Early access for Troop Volunteers	Sept 11, 2024
Program Begins!	Sept 18, 2024
Last Day for in-person & online girl delivered ordering	Oct 15, 2024
Family deadline for entering in-person orders into M2OS	Oct 15, 2024
All money for paper orders due to Troop	Oct 15, 2024
Deadline for Troop to enter or edit order card items	Oct 16, 2024
Deadline for SU edits to order card items	Oct 17, 2024
Last day for direct ship nuts and magazine orders	Oct 29, 2024
Last day for Girl Scouts/troops to make reward choices	Oct 31, 2024
Delivery of nut/chocolate items to SU volunteers	Nov 5-10, 2024
Council ACH	Nov 8, 2024



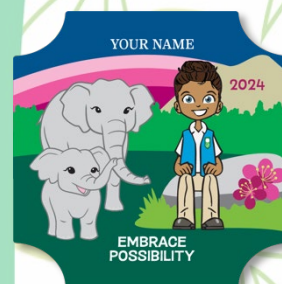
Getting Started!

-VOLUNTEERS-

1. Follow the link sent to your email address the week of September 11, 2024, to access the M2OS site. If you haven't received your email by the end of the week or contact M2 Customer Service.
2. Complete M2OS system training.
3. Create your volunteer Avatar!

Customized Patch

All Service Unit Fall Program Advisors earn a complimentary personalized patch for all their hard work in supporting their troops throughout the program!



FALL RESOURCES

Additional resources are available online at www.gsnorcal.org. Fall Product Materials will be available online.

- ✓ Troop Guide
- ✓ Service Unit Guide
- ✓ M2 Girl Scout Information flyer

Girl Scout Materials will be available for pickup at Fall Summit (Aug 24th) or provided by your Volunteer Support Manager.

SERVICE UNIT FALL PRODUCT ADVISOR (SUFPA) RESPONSIBILITIES

Step 1: Set Up in M2

As a SUFPA, you will receive an email invitation to set up your administrative level access to the M2 online system. Click the link included in the email to set your password. Once you set up your account, you can access it by going to www.gsnutsandmags.com/gsnorcal and clicking the volunteer button. Be sure to create your avatar!

- Under the Manage Troop tab, review your troops. If you have any missing troops, contact Membership Support
- Upon logging in to the M2 system, the Troop Fall Product Chair (TFPC) will watch a short training video. The video must be watched to access the system.
 - There are two ways adults/caregivers can launch an online account for their Girl Scout:
 - The TFPC can launch the Parent/Adult Email Campaign which contains the participant's link to get started
 - TFPCs can also instruct the caregivers to go directly to www.gsnutsandmags.com/gsnorcal

Step 2: Review Girl/Troop Order/Order Submission

- Caregivers will enter girl orders from the nut/chocolate order card in the M2 Online system during the sale or by Oct. 15, 2024 by 11:59PM on. *Do NOT enter products that were ordered online by customers for Girl Scout delivery.*
- All online orders are automatically tabulated by the M2 system
- Remind TFPC they must enter any nut/chocolate orders not entered by caregivers in the M2 system by Oct. 16, 2024 at 11:59PM.
- To add Participant orders
 - From the dashboard click Paper Order Entry
 - Click the PLUS sign next to the participant's name and select EDIT PAPER ORDERS from the menu
 - Enter her total number of nut/chocolate items by variety from the order card
- Rewards are automatically calculated. Caregiver deadline for final rewards choices is by Oct. 31, 2024 at 11:59PM.
- Personalized patches will be mailed directly to the Girl Scout using the address entered by caregivers in the M2 system and take 8 to 10 weeks to arrive.

Step 3: Provide Delivery Information for Products and Rewards

- Be certain to enter your service unit's location for nut/chocolate and reward delivery no later than *Sept. 30, 2024*.
- Product delivery locations are your choice. Ensure you have approval if using a church, business or any public place. **Post Office Boxes are not an acceptable delivery address.**
- Nut/chocolate items will be delivered Nov. 5 – 10, 2024. **An adult must be present to accept this order.** Delivery times will be set up by the delivery agent and you will be notified by phone and/or email of your delivery time window. Please see pg. 3 for more details.
- Be certain to include any information that will be helpful to the delivery agent such as the name of the business, if applicable, or if there is a preferred entrance for the location
- Rewards will ship to the address you enter in the M2 system and Council will arrive in early December.
- Note your rewards delivery address can be different than product delivery address. You do not need someone present for the reward delivery.

Step 4: Delivery of Nuts and Chocolates

- Set a date and time, based on the table on pg 3, to set a date and time for your troop to pick up their nuts and chocolates. Be sure to communicate that early and often.
- When setting troop pickup times, ensure you have ample time to sort the items before troops arrive.
- Log into www.gsnutsandmags.com/gsnorcal and click Delivery Tickets from your SU dashboard.
- Print two copies of each troop's delivery ticket to use when sorting orders. Have troops sign one copy at pick-up and retain for your records. Give unsigned copy to troop for their records. Or have them take a photo for their records.
- **When reading the delivery ticket, be mindful of cases versus units since troops purchase units and shipments will be packaged both in cases and units. Also remind troops that the delivery ticket will include any product that was ordered online by customers as a girl delivered item.**
- When the delivery agent arrives, review the delivery ticket provided. Count the product carefully and then count again to ensure that you have received exactly the right quantities of each product as shown on the delivery ticket. You should not receive any extras.
- Sign the delivery ticket stating that you have received the products listed. The agent will give you a copy for your records.
- Sort products into troop orders and attach the appropriate delivery ticket to each troop's order.
- When the troops arrive to pick up their products, instruct each troop to count and recount their order before signing the delivery ticket. By signing the delivery ticket, the troop agrees to the quantities received as listed on the ticket and will be financially responsible for those



Delivery Schedule

Below is the delivery schedule for nuts and chocolates. Please be sure to have an adult available to receive product from the warehouse on the date your SU appears below. The warehouse will call in late October to schedule an exact time for the day, as this will be based on the size of your order.

THIS IS STILL IN PRODUCTION AND WILL BE UPDATED SHORTLY

Questions?

For questions regarding specific Council-related details, contact your Service Unit or the GSNorCal Entrepreneurship Program Team.

For questions regarding M2OS or other general sale questions, contact M2 Customer Support!

**Girl Scouts of
Northern California**
info@gsnorcal.org

M2 Customer Service
question@
gsnutsandmags.com

Cookie Hotline:
510.995.2900

800-372-8520

We Appreciate You!

***Thank you for being an
integral part of the Fall
Product Program!***

girl scouts 

 M2 Media