



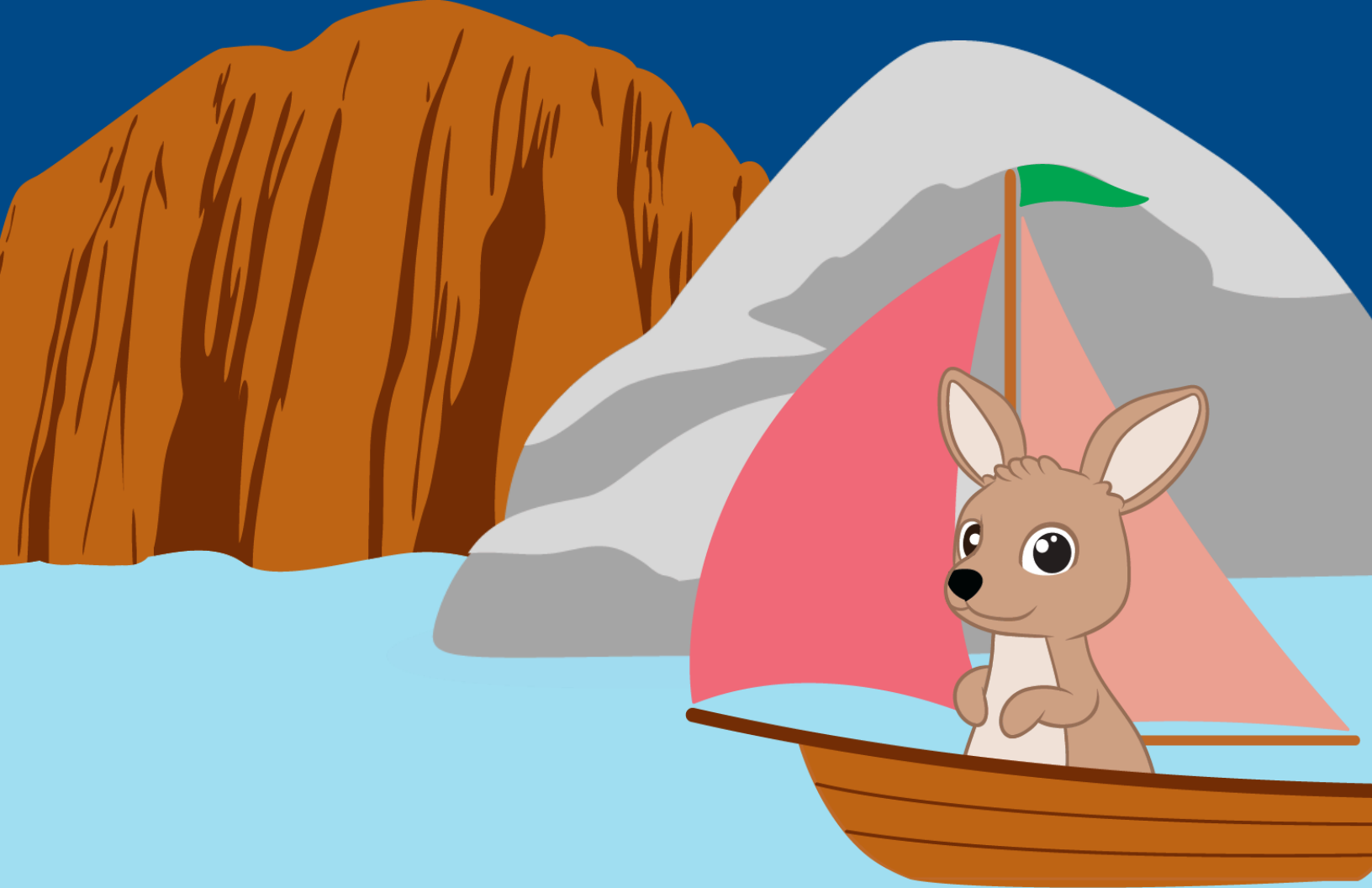
2026 Fall Product Vounteer Guide

Girl Scouting builds girls of courage, confidence, and character, who make the world a better place.

Girl Scouts of San Jacinto
3110 Southwest Freeway
Houston, TX 77098

www.gssjc.org

GSSJC Customer Care:
(713) 292-0300 or
customerservice@sjgs.org



A Note to the Reader

As volunteers and staff for San Jacinto Council Product Program, we welcome you and your Girl Scout to the Fall Product Program (FPP). It is a fun, educational, all-council activity that allows girls to earn funds for their troop treasury as well as patches and other items to recognize their individual achievements.

Your support makes the Fall Product Program possible. Thank you in advance for the time and energy you invest in making it a great experience for your Girl Scout. For more information about the program go to: <https://community.gssjc.org>. Log in using your MyGS account information.

We look forward to working with you!
GSSJC Product Program Leadership Team



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Did you know?

Did you know that by participating in Product Programs, you are helping keep camp fun and adventurous for all girls? Proceeds from the Fall Product Program and Girl Scout Cookie Program stay 100% local and support camp programs and properties!

Girls are learning important entrepreneurial skills and earning funds for fun troop experiences while simultaneously supporting camp. Investing in our camp properties is a priority for Girl Scouts of San Jacinto - we know that a surefire way to help girls grow their confidence and leadership is to get them outside!

Community Fall Product Manager (CFPM)

CFPM Onboarding

- Renew membership for the 2027 year.
- Be a member in good standing & have a clear criminal background check (CBC) on file.
- Free of debt owed to Council.
- Assigned role as CFPM by Council.
- Abide by CFPM tasks, expectations and requirements (see below)
- Complete GSUSA Girl Scouts Child Abuse and Neglect Prevention Course on gsLearn.
- Complete CFPM Training (in-person or virtually).

CFPM Tasks

- Stay up-to-date on the latest news using the Online Community. You will need to be logged in to access the CFPM group.
- Interact with troop fall product managers at Summit or Plus meetings during the fall season.
- Be a resource for a community fall product rally, including sharing nut and candy samples.
- Be available throughout the fall product program to generate enthusiasm and provide assistance to troop fall product managers.
- Distribute materials to qualified troop fall product managers and provide a roster for the community.
- Make arrangements for the community fall product delivery, including securing a location and providing volunteer support.
- Review troop parent order card entries in M2OS
- Accept financial responsibility for the products delivered.
- Assist troop fall product managers with sales reports and receipts.
- Act as the troop fall product manager for any individually registered members who wish to participate in the sale.
- Meet all deadlines for the Fall Product Program. Provide appropriate reports as identified by the Product Program Leadership Team.
- Receive bulk Community girl rewards. Package and distribute to troop fall product managers as soon as possible.
- Report shorted, damaged and extra product and rewards to Council via customerservice@sjgs.org
- Participate in an online or in-person evaluation of the sale.

CFPM Expectations

- Uphold the Girl Scout Promise and Law and Girl Scout Mission statement.
- Comply with GSUSA Policies, Standards and Guidelines, GSSJC Articles of Incorporation and Bylaws, GSSJC Policies and Operational Procedures.
- Commit time, energy, and interest necessary to meet the requirements of the position.
- Perform all duties in a timely manner.
- Compile and report all relevant information to assigned volunteer or Council department (such as rosters, evaluations, issues).
- Support the Council's Culture of Philanthropy.
- Be available during the activity to assist troops and generate enthusiasm.
- Keep Community Leadership Team informed of progress of the activity.

CFPM Requirements

- Ability to work with girls or adults from all ethnic, racial, economic and cultural backgrounds.
- Represent Girl Scouting in a professional and enthusiastic manner to girls, adults and the community.
- Possess good verbal and written communication skills.
- Understand that this position is voluntary and that no payment is provided for this service.
- Must be computer literate and have access to the Internet and email.



Troop Fall Product Manager (TFPM)

TFPM Onboarding

Every troop who wants to participate in the 2026 Fall Product Program is required to have a registered adult Girl Scout willing to serve as the troop fall product manager (TFPM). The TFPM needs to:

- Renew membership for the 2027 year
- Be a member in good standing & have a clear criminal background check (CBC) on file
- Select role of TFPM in their MyGS Member Profile. Newly registered members may declare their role at time of registration
- Have a troop bank account on file
- Abide by the TFPM tasks, expectations and requirements (see below)
- Complete GSUSA Girl Scouts Child Abuse and Neglect Prevention Course on gsLearn.
- Complete TFPM Training online on gsLearn

TFPM Tasks

- Stay up-to-date on the latest news using the Online Community.
- Confirm with troop leader/treasurer that the troop has provided bank account information for ACH withdrawal, make regular deposits into the troop bank account, input girl payments into the M2 site and ensure funds are available for withdrawal.
- Conduct training regarding purpose and mechanics of the Fall Product Program with girls and parents/guardians.
- Reach out to the Community fall product manager (CFPM) and share how many girls in your troop plan to participate in the program. You can find the CFPM Roster in the Online Community after logging in with your MyGS account credentials.
- After receiving your M2 access via email, log in and set up your account. Verify all registered girls are listed. Contact customerservice@sjgs.org if any girls are missing.
- Accept financial responsibility for any product ordered and/or delivered.
- Maintain complete and accurate records of products ordered and money paid by all girls in the troop, including giving receipts for product/money.
- Compile and enter troop's Fall Product order into the online ordering system and review parent entry in M2OS.
- Deposit troop and Council monies into a troop bank account; provide an Authorization Agreement for ACH Debits.
- Arrange for pick-up of product and rewards from the CFPM and distribute to the girls.

TFPM Expectations

- Uphold the Girl Scout Promise and Law and Girl Scout Mission statement.
- Comply with GSUSA Policies, Standards and Guidelines, GSSJC Articles of Incorporation and Bylaws, GSSJC Policies and Operational Procedures.
- Commit time, energy, and interest necessary to meet the requirements of the position.
- Perform all duties in a timely manner.
- Compile and report all relevant information to assigned volunteer or Council department (such as rosters, evaluations, issues).
- Support the Council's Culture of Philanthropy.
- Be available during the activity to assist girls and generate enthusiasm.
- Keep troop leadership team informed of progress of the activity.

TFPM Requirements

- Ability to work with girls or adults from all ethnic, racial, economic and cultural backgrounds.
- Represent Girl Scouting in a professional and enthusiastic manner to girls, adults and the community.
- Possess good verbal and written communication skills.
- Understand that this position is voluntary and that no payment is provided for this service.
- Must be computer literate and have access to the Internet and email.



Fall Product Dates

August

Week of August 23	Materials delivered to Community fall product manager (CFPM)
August 26	Troop Fall Product Manager Training available on gsLearn

September

September	Troop meeting to discuss Fall Product Program and distribute sales materials
September 8, 7 p.m.	“Fall Product for Families” parent/girl webinar (click to register)
September 9	Fall Product Program begins! Order taking starts now.
September 28	CFPM deadline to confirm delivery locations in the M2OS site.

October

October 12	Fall Product girl-delivered order taking ends. Parent deadline to enter all orders from paper order cards into M2OS before midnight. Direct shipped orders will continue through the girls’ storefront.
October 13	Troop fall product manager (TFPM) deadline to review, edit and/or enter paper order card entries in the M2OS site before midnight.
October 14	CFPM deadline to verify paper order card entries in the M2OS site before midnight.
October 26 - 31	Fall products are delivered to the confirmed deliver locations and distributed to the troops. Girls begin to deliver nut/candy orders and collect payments from their customers upon receiving fall products. Money collected should be turned into the TFPM frequently.



November

November 6	TFPM deadline to report missing, damaged or extra fall products to their CFPMs. CFPMs will report the total missing fall products to customerservice@sjgs.org .
November 7	Last day for girls to send 20+ emails to meet the personalized patch requirement. See page 9 for more details.
November 8	Online direct-shipped orders close
November 11	Deadline to choose reward options at the 50+, 100+ and 200+ units sold levels in the M2OS site. The plush will be selected if the preferred selection is not entered.
November 15	Troops should have all money collected turned into the TFPM and deposited into the troop bank account in preparation for the ACH withdrawal. If all monies have not been turned in, TFPMs will complete a Financial Discrepancy form no later than midnight.
November 20	Council will begin the ACH withdrawals.

December/January

December 4	Council will announce the giant plush winner on the Online Community. The Girl Scout winner will be emailed with details to retrieve their prize.
Late December - early January	Rewards will be delivered to CFPMs and distributed to troops. CFPMs have until mid-January to report any missing, damaged or extra reward items to customerservice@sjgs.org .

Ways Girl Scouts Sell Fall Products

For Girl Scouts to participate in the Fall Product Program, the requirements are:

- Be a registered member of Girl Scouts for the 2027 membership year.
- Have a signed 2026-2027 Parent Permission form (this form allows girls to participate in both the Fall Product Program and the 2027 Cookie Program). [Click to access form.](#)
- Meet with their troop fall product manager to receive the sales materials (order card, money envelope, etc.) and any additional information. Spanish materials are available upon request.

As always, participation in Girl Scout product programs is voluntary.

Sale Option	Order & Money Collection Process	Troop Proceeds
In-Person Girl-Delivered	• Girl Scouts take orders from family and friends using the order card • Girl Scouts enter order card orders into M2OS by October 12 • Products are distributed to troops October 26-31 • Girl Scouts collect payments when delivering the products and submit funds to the troop fall product manager	25%
Online Girl-Delivered	• In M2OS, Girl Scouts create avatars and share their online storefront via personalized emails/social media/text messages • Customers pay online via credit/debit card, and orders are automatically credited to the Girl Scout in M2OS • Products are distributed to troops October 26-31 • Girl Scouts deliver to customers	25%
Online Direct-Ship	• In M2OS, Girl Scouts create avatars and share their online storefront via personalized emails/social media/text messages • Customers pay online via credit/debit card, and orders are automatically credited to Girl Scouts in M2OS • Products are shipped directly to customers	25% for nuts and chocolate; NEW! \$3 for mags and more
Project Thank You Donation	• When in-person, Girl Scouts record Project Thank You donations on their order card • Girl Scouts enter order card donations into M2OS by October 12 • Girl Scouts collect payments from customers and submit funds to the troop fall product manager • When online, customer orders are automatically credited to Girl Scouts in M2OS • Council will coordinate delivery to a local food shelter	25%

Individually Registered Members (IRMs)

Girl Scouts who are individually registered members and not affiliated with a troop or group must be supervised by a trained adult appointed by the council or the Community.

IRMs have 2 options for participation.

1. Sell with any eligible troop. The Girl Scout's order is added to the troop order, and rewards are included with the troop rewards. The troop proceeds are kept with the troop monies. IRMs should be invited to participate in troop activities.
2. Participate with a group of IRMs in the Community. All monies collected must be deposited into the Community bank account. Girl Scouts may then apply for a portion of funds to be used for Girl Scout activities. Money will not be tracked by individual sales and there can be no individual accounts.

The Community fall product manager can serve as the IRM's troop fall product manager (TFPM) or another volunteer may take the lead. The volunteer will be declared the TFPM and will be required to complete the volunteer onboarding requirements ([see page 5](#)). This person cannot be the parent or caregiver if only one IRM is participating. While an IRM is eligible for all recognitions, actual proceeds may not be tracked individually and are held at the Community level for use by all IRMs registered in the Community. All IRMs (regardless of participation in the program) can request use of the funds. Funds must be used for Girl Scout activities only. [See Volunteer Essentials for more information.](#)



Meet the Fall Products

- Customers can select from a large variety of premium chocolates, gourmet candies, nuts and snack mixes.
- Local customers can save on shipping by requesting that the Girl Scouts deliver the order to them directly. This means customers pay \$0 in shipping, and the “Girl Delivered” product is picked up by the troop fall product manager who then distributes these items to Girl Scouts and their families.
- Customers who want their orders sooner or who are not local can opt to pay to ship their order directly to their door. Shipping may default to overnight with ice as chocolates and candy products are prone to melting.



Mint Treasures (Tin), \$15

Chocolate Covered Pretzels (Tin), \$15

Honey Roasted Mixed Nuts, \$15

Whole Cashews, \$10



Sweet Onion Snack Mix, \$10

Almonds Covered in a Chocolate Coating, \$10

Vanilla Flavored Honey Roasted Pecans, \$10

English Butter Toffee, \$10



Deluxe Pecan Clusters, \$10

Dark Chocolate Caramel Caps, \$10

Dark Chocolate Mint Penguins, \$10

Peanut Butter Bears, \$10



Peanut Butter Trail Mix, \$9

Cranberry Trail, \$9

Hot Cajun Crunch, \$9

Fruit Slices, \$8



Project Thank You

- Project Thank You is a great way for customers to give back to the community through donations of products.
- Our council's Project Thank You items will be donated to Shredding Hunger. For each \$8 donation, one can of candy/nuts will be donated to a local food shelter.
- Donations are credited to the participant's sales & troops receive 25% per donation sold in proceeds. Girl Scouts earn the Care to Share patch by receiving 6 or more donations.



Customers can enjoy browsing their favorite titles and selecting subscriptions of the most popular paper and digital magazine titles at drastic savings to be delivered directly.



Customers can select from a variation of fragrant candles. All items will be shipped directly to customers.



Customers can choose from a variety of personalized products including stationery, note pads & picture frames, all to be shipped directly.



Girl Scouts can share their passion for animals, generate troop funds and give customers the option to purchase something fun for every member of the family, shipped directly to customers.



Customers can select tumblers and water bottles, ranging from top sellers to your favorite sports teams and more. All items will be shipped directly to customers.

Troop Proceeds & Rewards

Troop proceeds are earned based on the total number of items sold during the program. Proceeds belong to the troop and are not for individual girls. Troops retain 25% of the retail price of the nut/candy items and \$3 for each magazine subscription, BarkBox, personalized product, candle and Tervis tumbler item. Please note that combo subscriptions only count as one subscription. This year, Girl Scouts have the opportunity to earn more recognitions than ever in the Fall Product Program.



Choice of small plush, Ready to Explore poster or donation to feed a Kangaroo,
50+ total units sold

Friendship Bracelet Wheel & Sticker Set,
65+ total units sold



Theme Necklace & Kangaroo Charm & Bracelet,
80+ total units sold



Explorer Wet/Dry Bag & 100+ patch,
100+ total units sold



Choice of large plush, Explore & Go Water Bottle or donation to feed a Kangaroo,
125+ total units sold

Travel Bag & Luggage Tag,
160+ total units sold

Patches



Ready to Explore patch,
10+ total units sold



Kangaroo patch,
20+ total units sold



2026 patch & Explore in Color Pen,
35+ total units sold

Additional Patches



Super Seller patch,
10+ 'Share My Site' units



Online patch,
20+ emails sent



Visualize patch,
Upload a video



Care to Share patch,
6+ Project Thank You items

Personalized Patches



Choose from three scenes!



To earn the personalized patch, girls will create their avatar, send 20+ emails, share your site, and sell 40+ fall product items.



To earn the crossover patch, girls will create their avatar, send 20+ emails by Nov. 7, share your site, and sell 250+ pkgs. of cookies during the 2027 Cookie Program.

(GSSJC reserves the right to substitute rewards with a similar item of equal quality.)

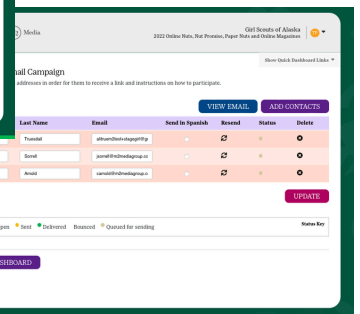
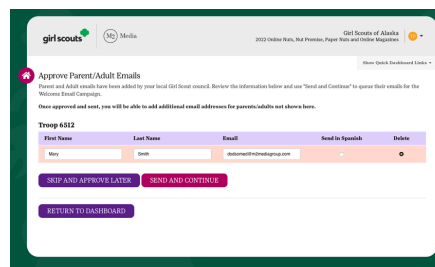
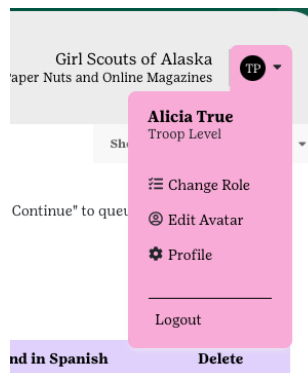
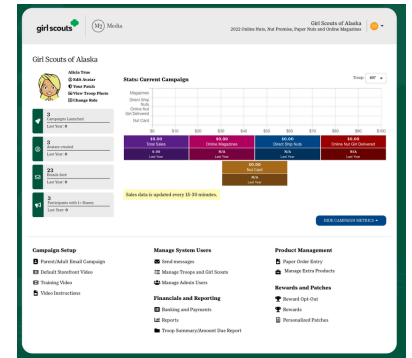
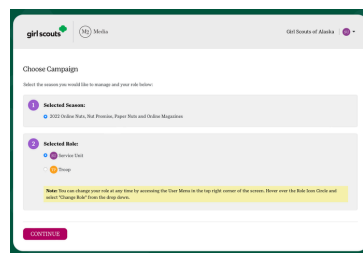
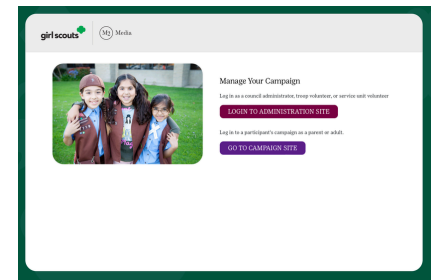
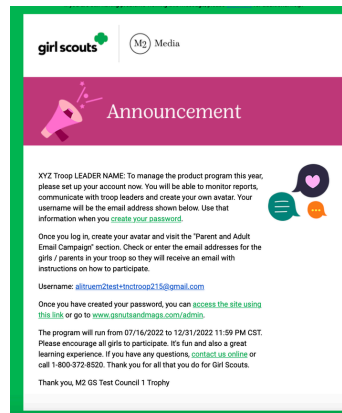
Girls who sell 200+ items earn a \$200 credit for 2027 Summer Overnight or Day Camp sessions or \$100 Amazon voucher.



Navigating M2OS - TFPM

It's time to set up your Fall Product storefront and kick off your online business. On September 7, you will receive an email to access your M2 account to get started. Returning users can click Login and enter their username and password on gsnutsandmags.com/gssjc.

- On September 7, approved TFPMs will receive an email from M2OS inviting them to access the site. If you don't receive the email by the end of the day on September 9, verify all qualifications have been met ([see TFPM Onboarding on pg. 5](#)). If so, check your Spam or Junk Email folder. If you still cannot find the email, contact customerservice@sigs.org. The Product Program department will follow-up as quickly as possible.
- Follow the instructions in the email to watch the required training video and create your password. After viewing the video, click on the "Continue" button to complete your set up.
- Create your own personalized avatar and share with your girls how fun and easy this is.
- Launch the Parent/Guardian Email to remind them to set up an M2 account with their Girl Scout.
- Please note: after the initial set up, access the site by going to gsnutsandmags.com/admin. Girls and their parents/guardians will be able to access the M2OS site from their initial email or from the link at GSSJC's Online Community site.



[Click here to access our Tiny Tutorial videos. Tiny Tutorials are short, instructional YouTube videos demonstrating how to navigate the M2OS site!](#)



Navigating M2OS - CFPM

Community fall product managers will be given access to M2OS on or before September 7. An email will be sent with login credentials. Do not share this information with others.

- Click Login to Administration Site. Enter your email address and password.
- Delivery information will be emailed to you. Please confirm the delivery location before September 28.
- If you experience difficulty accessing M2OS, immediately email customerservice@sjgs.org.

M2OS makes it easy to toggle from one role to another. Choose the User Role you need. To new CFPMs, Service Unit is your Community. Troop role access is granted to approved TFPMs in the troop. Choose the frequency to receive the Sales Report by email. Click on "Update" to save.

The CFPM Dashboard allows you to:

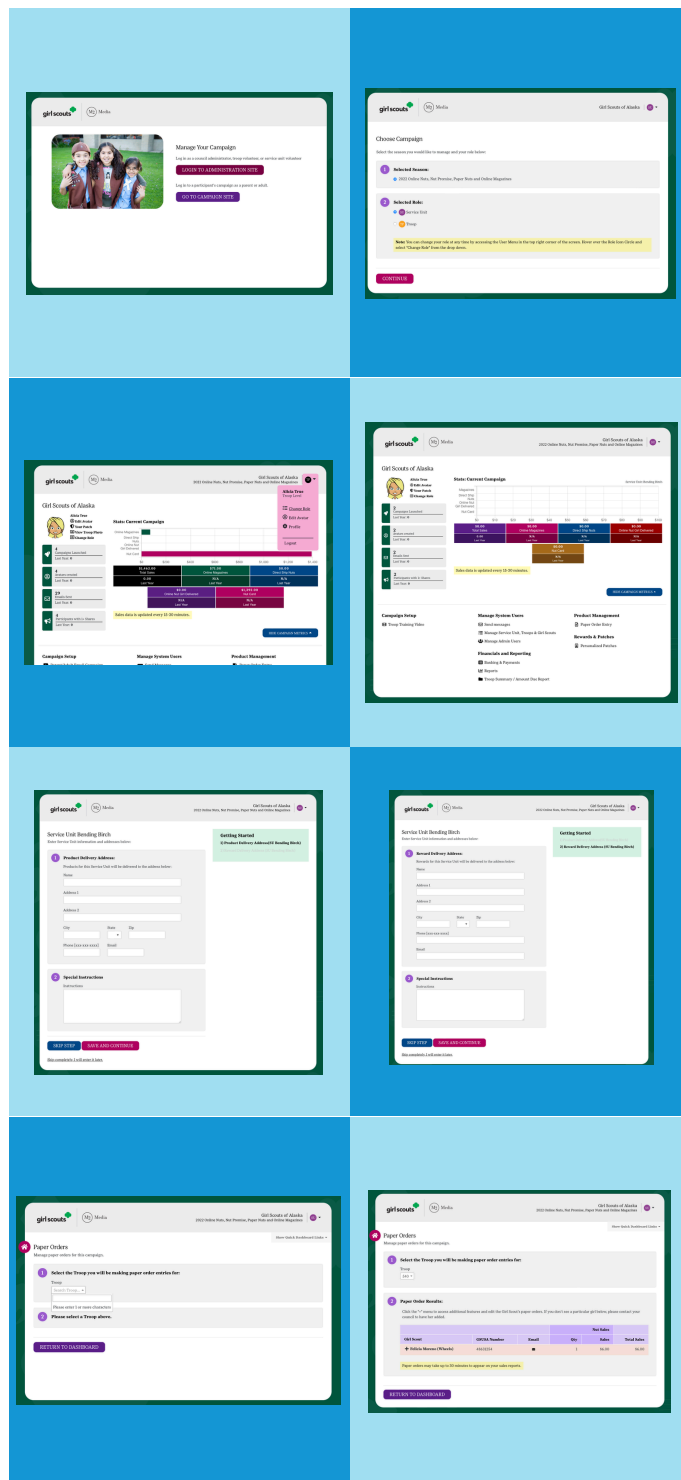
- See the status of your Community's current campaign
- Send messages to TFPMs

In Campaign Administration you can:

- Enter paper order cards for TFPMs or IRMs
- Create your personalized avatar
- View reports

CFPMs may check troop orders until October 14 at 11:59 p.m. (CDT).

- CFPMs check/review all troops who were given order cards have entered orders into M2OS.
- Provide alternatives to entering troops' orders (enter orders on their behalf or allow them to safely meet you in person, login and allow them to use your computer).
- CFPMs locked out at midnight.



Click here to access our Tiny Tutorial videos. Tiny Tutorials are short, instructional YouTube videos demonstrating how to navigate the M2OS site!



Girl-Delivered Order Entry

Girl-delivered orders from order cards need to be entered into the M2OS site by October 12 by 11:59 PM (CDT). If a Girl Scout's order doesn't get entered by the caregiver, the TFPM can still enter the order. The TFPM has until October 13 at 11:59 PM (CDT) to verify orders or enter any missing orders. If there are outstanding errors or additional assistance is needed, TFPMs may reach out to their Community fall product manager for assistance until October 14 at 11:59 PM (CDT). The deadline for council to submit orders is vital. It is imperative troops meet the required deadlines.

Order Card Entry

Caregivers add the totals across all rows and down all columns of the order card. They will then enter the total for each item from the nut order card into the M2OS system by October 12. Entries should only reflect orders placed on the nut order card. Online girl-delivered orders do not need to be included when entering totals for the Parent Order Entry.

To enter the orders on behalf of a caregiver:

- Log into M2 and click Paper Order Entry.
- Select the Girl Scout from the drop down menu. Contact customerservice@sjgs.org if a Girl Scout from the roster is missing.
- Using the order card totals, enter the total of each item or if editing, revise the quantities and click Update.
- Paper order totals will be tabulated and added to all online sales totals in the system and on all reports.

The screenshot shows the 'Manage Paper Orders' page in the M2OS system. It features a table titled 'Nut Orders' with columns for Product, Price, Quantity, and Total. The table lists four items: Fruit Slices, Peanut Butter Penguins, Dark Chocolate Sea Salt Caramels, and Care To Share. The total quantity is 131 and the total price is \$786.00. There are buttons for 'UPDATE' and 'RETURN TO DASHBOARD'.

Product	Price	Quantity	Total
A Fruit Slices	\$6.00	25	\$150.00
B Peanut Butter Penguins	\$6.00	100	\$600.00
C Dark Chocolate Sea Salt Caramels	\$6.00	6	\$36.00
D Care To Share	\$6.00	0	\$0.00
Totals		131	\$786.00

All girl-delivered orders taken on the order card need to be entered in M2OS by the deadlines set to be processed. There are no exceptions.

Tracking Girl Payments

The screenshot shows the 'Girl Scout Payments' page in the M2OS system. It features a table with columns for Girl Scout, Payments Due Troop, Payments Made, and Balance. The table lists two girls: Janie Jones and Cat Test. There are buttons for 'SEARCH TOOLS', 'ADD GIRL SCOUT PAYMENT', and 'RETURN TO DASHBOARD'.

Girl Scout	Payments Due Troop	Payments Made	Balance
+ Janie Jones	\$0.00	\$15.00	(\$15.00)
+ Cat Test	\$0.00	\$0.00	\$0.00

Once a caregiver has turned in money and has been given a receipt, TFPMs can enter the payment in the M2OS site.

- Go to the Banking and Payments icon from the troop dashboard page.
- Under the Girl Scout Payments section, the list of girls, amount due, amount paid and balance owed will be displayed. To view the details of the payments recorded, click on the plus sign next to the Girl Scout's name.
- When adding a new payment, click on the "Add Girl Scout Payment" button.



Product Delivery

Choosing a Delivery Site (CFPM)

Location Criteria

- NO stairs
- Clean, well lit, water-tight and insect-free
- No dirt floors
- Climate controlled
- Large enough space to hold the entire order
- Available for at up to 14 hours
- Adequate and safe parking for troop vehicles
- Safe from pets and other critters

Delivery Station Information to Product Program

Email customerservice@sjgs.org with your Community's confirmed delivery location. The delivery address needs to be emailed before September 28. In the subject line of the email, type "Fall Product Delivery Location - (Community Name)". In the body of the email, include full name, contact information for the delivery agent to reach you, address of delivery site, and any special instructions for the delivery agent (e.g., use Entrance B into the parking lot). Provide secondary contact information if available.

Before Delivery Day

The delivery agent will schedule your time as quickly as possible after the council order is placed. An email notification will be sent at least 2 days before your delivery date. Up to a 4 hour window of arrival time will be given for your location. This important message will go to the email address listed in the M2OS site. Delivery is scheduled for October 26 - 31.

Allow ample time to receive and count the product from the agent and then sort by troop. Notify your TFPMs of the time/location for pick up of their product.

Delivery Day

Girl-delivered products (both from the order card and from the online girl-delivered orders) will be delivered to Community fall product managers from October 26 - 31.

- Keep product away from windows or any heat source.
- Arrive early at the delivery site and ensure that the location is ready to receive products.
- Count the product carefully before signing the delivery ticket.
- Verify there are no melted products. Shake the loose boxes/cans of chocolate, not full cases.
- Sign the delivery ticket accepting financial responsibility. The CFPM is financially responsible until the TFPM signs for their delivery and accepts financial responsibility.
- Count out each troop's order before they are scheduled to arrive so any miscounts can be fixed.
- When transporting, ensure products are not in open trucks or non-air conditioned vehicles.
- Store products in climate-controlled, clean, well lit, water-tight, insect, pet and critter free areas.

If a TFPM does not show, call and let them know when and where the products will be available for pick-up. If the TFPM cannot be reached, take the product home or secure at the location. Contact the Product Program department to discuss options for products not picked up.



Product & Reward Delivery

Damaged, Shorted or Extra Products

Damaged products can be replaced with a non-damaged item of the same variety.

Melted product is not considered damaged. NO items can be returned or exchanged once the delivery ticket is signed. Email customerservice@sjgs.org with "Fall Product Discrepancy - Troop #" in the subject line for any missing, damaged or extra products from delivery.

Damaged or shorted products includes:

- Crushed or dented packaging
- Broken seal or empty
- Unsealed packaging
- Missing item from case

Reward Delivery (CFPM)

- Girl rewards will be delivered late December. Use the Troop Reward Delivery Ticket to sort by troop. Once sorted, notify the TFPMs for pick up. Shorted or damaged items need to be reported by mid January. Email customerservice@sjgs.org with "Fall Product Reward Discrepancy - CMUXX" in the subject line for any missing, damaged or extra rewards.
- Personalized avatar patches are mailed directly to the Girl Scout address listed in M2OS. Addresses need to be verified and corrected by parents by October 12. Caregivers, TFPMs and CFPMs can check the status of a girl's personalized patch in M2OS.

Product/Reward Delivery Distribution to Families

- Print two copies of the Girl Scout Delivery Ticket with the option to include financials for each girl. Use these as receipts.
- Separate all orders by girl, varieties and count before anyone arrives.
- Notify families of the date, time and location of pick-up.
- Recount the order with the parent/guardian. Shake loose cans to make sure chocolate items are not melted.
- Remind families to transport and store products in a climate-controlled environment. Avoid windows, heat sources, and do not leave in a vehicle.
- The TFPM and the adult should sign both copies of Girl Scout Delivery Ticket. You may also opt for the adult to email confirmation.
- Keep a signed copy. Give the other signed copy to the parent/caregiver. Save a copy for your records for at least a year.
- Give each parent a money envelope if you've not already done so.
- Remind parent/caregiver of the deadline when money should be submitted.
- You may use the same pick-up process for girl rewards.

Reports

TFPM

Girl Reward Delivery Ticket

Girl rewards will be delivered to your CFPM the first week of January. Your CFPM will notify you when the rewards will be available for pick-up.

- Print a copy of the Reward Delivery Ticket from M2OS.
- Print a copy of the Girl Reward Delivery Ticket to help sort rewards by girl.

Special Reports

- Special reports are divided by sales categories. You may view all online girl-delivered items by customer to see which products to deliver and balance due.
- To verify payments, click Reports then select the Special Reports tab. The easiest report to read is the Girl Scout Summary report. All reports are in Excel.

Troop Summary Reports

- Shows a breakdown of sales by girl for your troop and to see which girl sold the most of an item.
- Reports can be emailed to parents at the end of the program. To complete the end of year financial reporting, save and email all reports to the Troop leader and Treasurer. Retain reports for at least a year.

Final Reports

- Print copies of the Troop Orders and Troop Summary Report for the end of year financial reporting.
- Retain signed copies of the Girl Scout Delivery Ticket and Rewards Delivery Ticket for one year.

CFPM

Final Reports

- Retain signed copies of the Troop Delivery Tickets and a copy of Sales by Service Unit report for end of year reporting. Keep for one year.



ACH Process

Prior to the ACH process, remember to use receipts for ALL transactions especially accepting payments (include the date and signature on each receipt), remind parents in writing when money is due, collect money frequently, and treat all product as if it is money, as your troop will be financially responsible for it.

ACH Debit

- All troops will pay the amount due to council through an ACH debit process (no alternatives will be available). All money collected (including checks) are required to be deposited into the troop bank account.
- The Registration of Bank Account and ACH Debit/Credit Acknowledgement (F-36, Revised 3/18) is required to be on file with the council. New troops should complete the form before their product delivery. An ACH form/F-36 needs to be on file at Council no later than October 14.
- The form can be completed online by choosing the Bank Info tab in the Fall Product - Troop GSSJC's Online Community site. There is no need to complete a new form if there are no changes. Paper forms can be found [here](#) or you can contact Customer Service at 713-292-0300 to request a printed F-36.
- When your troop accepts checks for payment, you are taking responsibility if the customer has insufficient funds. We do not recommend accepting personal checks for this reason, however, if accepted, Girl Scouts should only take payment by checks from close family and friends. If any checks are received, be sure to deposit them immediately into the troop bank account so they clear before payment is due council.
- Deposits need to be made by November 15 to ensure the funds are available for ACH withdrawal on November 20.
- Council will only withdraw the funds owed. The remaining balance in your troop bank account will reflect your troop proceeds.
- Once the ACH transaction clears, the troop's payment will be posted in the M2OS site. This could take up to 4 weeks.
- Troops without a form on file will not be allowed to place an order.

Financial Discrepancy Process

- If a troop or parent does not have the funds to cover the balance due, the troop fall product manager will need to complete the Financial Discrepancy Report by November 15. NEVER pay the balance of an unpaid parent or family. Financial Discrepancy Reports require supporting documentation verifying the unpaid amount and ongoing communication between troop and parent to be approved. Submission without supporting documentation and/or after the deadline will not be permitted. Be sure to keep good written communication, such as receipts, emails or screenshots of texts.
- Each report is reviewed and considered for approval. When approved, the parent/caregiver is responsible for the payment. This ensures troop proceeds are not used toward the balance owed council. If rejected, the troop fall product manager will be notified.
- In the event of a robbery, natural disaster that impacts home or vehicular incident that affects the product or product money for your troop, a claim should be filed with the owner's homeowner or auto insurance for reimbursement. Complete the Financial Discrepancy Report and attach copies of the police report or insurance claims.
- If the troop does not notify the council and the ACH transaction does not go through, the troop may be subject to an insufficient funds fee from their bank and a fee from the council. The TFPM will also have a debt to council which can jeopardize their volunteer roles.





Quick Access

Use the QR Codes below to access Fall Product Program resources.



Fall Product - Troop
Group
(Online Community)



M2OS



2026-27 Parent
Caregiver
Permission Form



2026 Financial
Discrepancy Form



2026 Activities
Guide



2026 Parent Order
Card Entry
Infographic



2026 TFPM Parent
Order Card Entry
Infographic



2026 Money
Management
Infographic

Questions? Contact:
customerservice@sjgs.org


girl scouts
of san jacinto