

2026

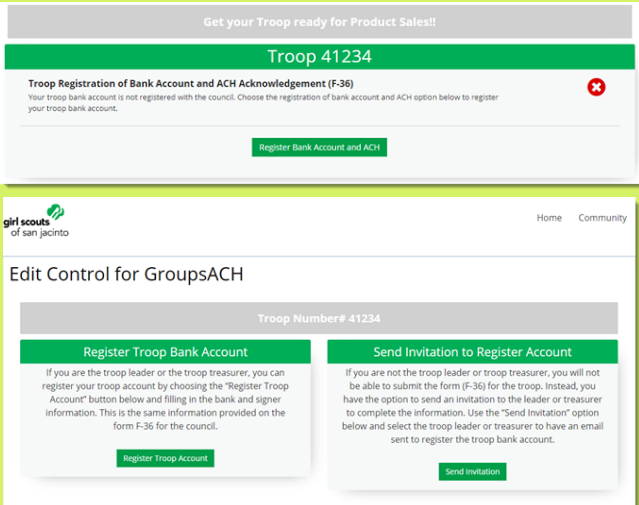
Money Management

If you are participating in the Fall Product Program for the first time, use this infographic to guide you through the process of money management.

ACH ELECTRONIC FORM

Check to determine your troop’s ACH form is on file.

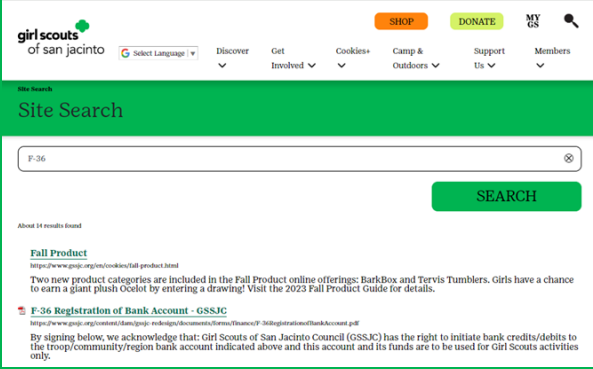
- 1. Go to community.gssjc.org.
- 2. Login using your MyGS account information.
- 3. Click on the Fall Product – Troop group.
- 4. Click on the Bank Info tab.
- 5. If there is an “X” beside “Troop Registration of Bank Account and ACH Acknowledgement (F-36)”, click Register Bank Account and ACH.



If you are not a signer on the troop bank account, click on Send Invitation. An email invitation will be sent to the troop leader to complete the process.

ACH PAPER FORM

- 1. Go to gssjc.org.
- 2. Click the magnifying glass in the top right corner to access the Search Box.
- 3. Type F-36 into the search field followed by enter.
- 4. Select F-36 Registration of Bank Account and download the form.
- 5. Complete the form and submit with one of the following:
 - 1.Voided check
 - 2.ACH/bank generated document
 - 3.Signature card



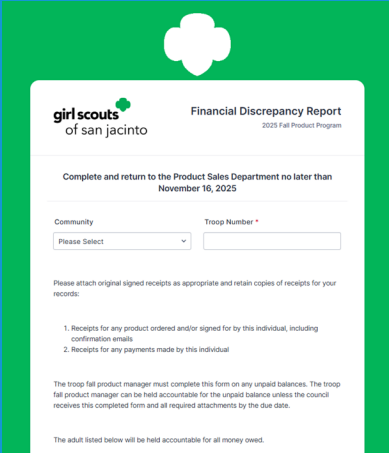
COLLECTING MONEY

Girl Scouts will begin collecting money after delivering products to their customers.

- Collect money frequently
- Give a receipt each time money is turned in
- Deposit into troop bank account
- Give deposit receipts to troop treasurer/leader
- Keep a copy for your records

FINANCIAL DISCREPANCY REPORT

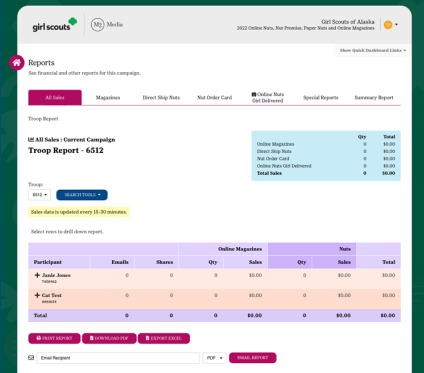
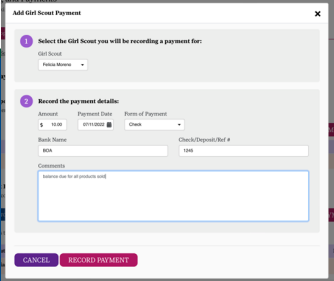
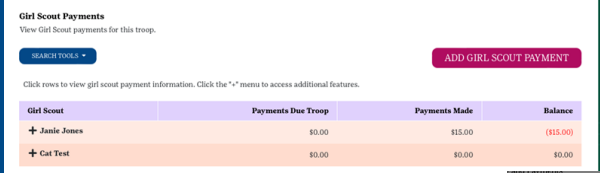
If parents/caregivers have not submitted a payment to the troop fall product manager before Nov. 15, the troop fall product manager should complete a [Financial Discrepancy Form](#) in its entirety to protect withdrawal of troop proceeds. The form is due before midnight on Nov. 15.



Late submissions are not accepted.

RECORDING GIRL PAYMENTS IN M2OS

- 1. Under Financials and Reporting, click Banking and Payments.
- 2. Click on the plus sign beside the troop number to see your girls.
- 3. Click plus sign beside Girl Scout to enter girl payment or click Add Girl Scout Payment above the list of girls.
- 4. Record payment details.



VERIFY PAYMENTS

- 1. Go to Reports.
- 2. Select the Special Reports tab.
- 3. Open the Girl Scout Summary Report.