

# FALL TROOP CHECKLIST

## PRE-SALE

- ❑ Be Registered – only registered adults with approved volunteer role and up to date background check can coordinate the troop's fall product program.
- ❑ Check your troop's MYGS roster to ensure all girls are registered for the 2023 membership year.
- ❑ Access the M2 platform starting September 23. Watch for welcome email – click link to get set up.
  - Sign into the M2 platform to create your avatar.
  - Check troop roster to be sure all registered girls are listed in the M2 platform. Notify product sales team if any girl is missing from M2 roster.
  - Enter troop banking account information in the M2 system by October 7, 2022. See instructions for using the M2 system in the troop guide.
- ❑ Pick-up troop materials from Community Fall Product Sale Coordinator.
- ❑ Have a training night for your girls and their families!
  - ***How you present the program will have a big effect on the girl's enthusiasm and parent support.***
  - Work with girls as a troop to set both troop and individual goals. Help them feel comfortable sharing their purpose and goals with supporters.
  - Review the 5 skills, goals, online and in-person safety guidelines, important dates, and money handling procedures.
  - Junior and older - have troop discussion on opting out of rewards. If they choose to opt out, update M2 system.
  - **All parents must sign the parent permission form when receiving their order card. Keep these forms.**
  - Distribute order cards and M2 flyer to girls.



## DURING SALE

- Sept 30 – Oct 24 – Girl order taking for paper orders time frame. Assist girls/parents with logging into M2 system as needed.
- Continually communicate with girls and their caregivers.
- Remind parents to enter paper order card sales by October 24.
- Troop should ensure accuracy of all girl paper card orders entered by parents and/or enter paper order cards by October 26.
- Community coordinators will notify you of the date, time, and place to pick up your products. Please be available that day or send a parent to pick up troop order. (Deliveries will be the week of November 12-18).
- Online ordering of magazine and shipped nuts/candy ends Nov. 20.
- Verify all girl rewards have been chosen in M2 system if choices are needed. (Deadline Nov. 21).

## POST SALE

- Print girls' delivery tickets from M2 system.
- Sort girl orders – **have parents count product and sign for product when picking up their order.** Keep this receipt.
- Ensure all monies are collected and deposited into **troop bank account** by December 2.
- Submit unpaid funds form for any parent with an outstanding balance by December 2 to [productsales@gsgfun.org](mailto:productsales@gsgfun.org).
- Verify with parents that all girl delivery orders were delivered to customers.
- ACH pull for balance owing is scheduled for Dec. 9 – refunds (if applicable) will process later in December
- Once rewards are received, immediately count, and confirm all items received. Report errors to coordinator. Troop Reward delivery tickets are available in M2 to view or print.
- Download and print the Troop Products & Financials Excel report (provides financial information to include troop proceeds). Save for year-end financial report.

