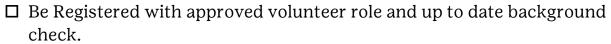
## Fall 2023 TPOOP CHECKLIST

## **PRE-SALE**



- ☐ Check your troop's MYGS roster to ensure all girls are registered for the 2024 membership year.
- ☐ Access the M2 platform starting <u>September 22</u>. Watch for welcome email click link to get set up.
  - Review M2's roster to be sure all registered girls are listed. Contact product sales team at <u>productsales@gsfun.org</u> if any girl is missing.



- Activate the PAEC (parent adult email campaign).
- Enter troop banking account information in M2 by October 6, 2023. See instructions for using M2 system on pg. 13 of the troop guide.
- New troops/any troops without bank accounts: see Money Matters section, pg. 14
- Don't forget to create your avatar!
- ☐ Pick-up troop sales materials from Community Fall Product Sale Coordinator.
- ☐ Help set your girls up for success by having a kickoff meeting with your girls and their families!
  - How you present the program will have a big effect on the girl's enthusiasm and parent support.
  - Introduce the fall program. Look over the products and the rewards the girls can earn. Review the 5 skills, troop/girl goals, and the ways they can participate. Share dates and deadlines.
  - Work with girls to set both individual and troop goals. Help them feel comfortable sharing their purpose and goals with friends and family.
  - All parents must complete online permission form or sign paper form if they wish to participate. Keep these forms.
  - Distribute order cards and M2 flyer.
  - Juniors and older have troop discussion on opting out of rewards. If they choose to opt out, update M2 system.
  - **TIP:** Have a computer available and help families/girls set up their avatar and online storefront. It takes less than 10 minutes to get started.

## **DURING SALE**

	Program begins on <u>September 29, 2023</u> . Girls take in-person order cards
_	sales and can set up online storefront.
	Assist girls/parents with logging into M2 system as needed.
	Communicate regularly with girls and their caregivers.
	Remind parents to enter in-person order card sales by October 23.
	Troop should ensure accuracy of all girl paper card orders entered by
_	caregivers and/or enter paper order cards by October 25.
	Community coordinators will notify you of the date and place to pick up
	your products. Deliveries will be the week of <u>November 11-17.</u> Please be
	available that day or send a parent to pick up troop order.
	Online ordering of shipped nuts/candy, magazines, bark box and tumblers
	ends <u>November 19.</u>
	Verify all girl rewards have been chosen in M2 system if choices are needed.
	Deadline is <u>November 20.</u>
DE	LIVERY/POST SALE
	Print 2 copies of Girl Scout delivery tickets. Use these as receipts.
	Sort girl orders - parents must count product and sign delivery ticket
	for all products received. Keep this receipt.
	All girl monies are due to troop and must be deposited into troop bank
	account by <u>December 1</u> .
	Submit unpaid funds form for any family with an unpaid balance by
	<u>December 1</u> to <u>productsales@gsfun.org</u> , if this applies.
	Verify with parents that all girl delivery orders were delivered to customers.
	ACH withdrawal for troop balance due is scheduled for December 8. Be sure
	funds are available. Refunds (if applicable) will process later in December.
	Download and print/save the Troop Products & Financials report. Save a
	copy for completing troop's year-end financial report.
	January 2024
	<ul><li>January 2024</li><li>Count and confirm all rewards when received. Troop reward delivery</li></ul>
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Review troop's bank statement that correct ACH withdrawal or deposit was processed in December. Report errors immediately.