

FALL 2023 TROOP CHECKLIST



PRE-SALE

- Be Registered with approved volunteer role and up to date background check.
- Check your troop's MYGS roster to ensure all girls are registered for the 2024 membership year.
- Access the M2 platform starting September 22. 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 productsales@gsfun.org 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 September 29, 2023. 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 November 11-17. 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 November 19.
- Verify all girl rewards have been chosen in M2 system if choices are needed. Deadline is November 20.

DELIVERY/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 December 1.
- Submit unpaid funds form for any family with an unpaid balance by December 1 to productsales@gsfun.org, 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**
 - Count and confirm all rewards when received. Troop reward delivery tickets are available in M2 to view or print. Report errors immediately.
 - **Celebrate your troop's hard work!**
 - Review troop's bank statement that correct ACH withdrawal or deposit was processed in December. Report errors immediately.

