

FALL TROOP CHECKLIST

PRE-SALE

- Be Registered with approved volunteer role and up-to-date background check.
- Check your troop's MYGS roster to ensure that all girls are registered for the 2025 membership year.
- Access the M2 platform starting September 20. Watch for welcome email – click link to get set up.
 - Review M2's roster to be sure all registered girls are listed. Contact product program team at productsales@gsfun.org if any girl is missing.
 - Enter any missing parent emails and activate the PAEC (parent adult email campaign).
 - Enter troop banking account information in M2 by October 4, 2024. See instructions for using M2 system on pg. 6 of the troop guide.
 - **New troops/any troops without bank accounts:** see pg. 8 – finances for troops without bank accounts.
 - Don't forget to create your avatar!
- Pick-up troop sales materials from Community Fall Product Sale Coordinator.
- Have 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.*
 - Download the [Troop Kickoff Meeting Information Guide](#) to help you plan this meeting.
 - 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 confirmation email or paper.
 - 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 accordingly.
 - **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 27, 2024. Girls can 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 21.
- ❑ Troop should ensure accuracy of all girl paper card orders entered by caregivers and/or enter paper order cards by October 23.
- ❑ Community coordinators will notify you of the date and place to pick up your products. Deliveries will be the week of November 11-15. Please be available on your assigned day or send a parent to pick up the troop order.
- ❑ Online ordering of shipped nuts/candy, magazines, bark box and tumblers ends November 17.
- ❑ Verify all girl rewards have been chosen in M2 system if choices are needed. Deadline is November 18.

DELIVERY & POST SALE

- ❑ Print 2 copies of Girl Scout product delivery tickets with financials . It will contain the amount the family owes to the troop.
- ❑ Sort girl orders – **parents must count product and sign delivery ticket for all products received**. Keep this receipt.
- ❑ December 6 deadlines:
 - All girl monies are due to troop and must be deposited into troop bank account.
 - Submit unpaid funds report for any an unpaid balance, if applicable.
 - Check M2 troop summary for your balance due to council (or refund expected due to troop).
- ❑ Verify with parents that all girl delivery orders were delivered to customers.
- ❑ ACH withdrawal for troop balance due will be December 13. 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 2025**
 - Count and confirm all rewards when received. Troop reward delivery tickets are available in M2 to help you sort. Report errors immediately.
 - **Celebrate your troop's hard work!**
 - Review troop's bank statement that the correct ACH withdrawal or deposit was processed in December. **Report errors immediately.**