

# FALL TROOP CHECKLIST

## PRE-SALE

1. Be registered for 2026 with approved volunteer role and current background check.
2. Check your troop's MYGS roster to ensure that all girls are registered for the 2026 membership year.
3. Access the M2 platform starting September 19. 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](mailto: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 3, 2025. See instructions for using M2 system on pg. 6 of the troop guide.
  - ☐ **New troops/any troops without bank accounts** -see pg. 7 – finances for troops without bank accounts.
  - ☐ Don't forget to create your avatar!
4. Pick-up troop sales materials from Community Fall Product Sale Coordinator.
5. **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.*
  - ☐ Review the **Troop Kickoff Meeting Information Guide** at the end of this 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 the online permission form if they wish to participate. Keep confirmation email.**
    - Distribute order cards and M2 flyers.
    - 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 sign permission form, set up their avatar and online storefront. It takes less than 10 minutes to get started.

## DURING SALE

**Girls can take in-person order cards sales and can set up online storefront starting September 26, 2025.**

- ☐ 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 20**.
- ☐ Troop should ensure accuracy of all girl paper card orders entered by caregivers and/or enter paper order cards by **October 22**.
- ☐ Coordinators will announce product delivery date and pick-up location for your town. Select a pickup time in M2 when calendar becomes available.
- ☐ Older girl troops opting out of rewards must indicate this in M2 by **November 16**.
- ☐ Verify all girl rewards have been chosen in M2 system if choices are needed. Deadline is **November 17**.

## DELIVERY & POST SALE

- ☐ Delivery day for your community; please be available on your assigned day or send a parent to pick up the troop order.
- ☐ Print 2 copies of Girl Scout product delivery tickets with financials. It will contain the amount the family owes to the troop, if any.
- ☐ Sort girl orders – **parents must count product and sign delivery ticket for all products received**. Keep this receipt.
- ☐ **December 5 deadlines:**
  - All girl monies are due to troop and must be deposited into troop bank account.
  - Girl payments must be reflected in M2. Girls must be paid in full by this date in order to receive an invitation to the Top Seller Event.
  - 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.
- ☐ Review Troop Sales Summary – know balance owed or refund due to troop.
- ☐ **December 12 deadline:**
  - Be sure funds are available in troop bank account for ACH withdrawal.
  - Troops without bank accounts must pay balance due to council directly.
- ☐ Download and print/save the Troop Products & Financials report. Save a copy for completing troop's year-end financial report.
- ☐ **January 2026**
  - Count and confirm all rewards when received. Troop reward delivery tickets are available in M2 to help you sort. Report errors immediately.
  - Review troop's bank statement that the correct ACH withdrawal or deposit was processed in December. **Report errors immediately.**

**Celebrate your troop's hard work!**