

FALL TROOP CHECKLIST



PRE-SALE

1. Be registered for 2027 with approved volunteer role and current background check.
2. Pick-up troop sales materials from Community Fall Product Sale Coordinator.
3. Attend a Council kick-off rally!
4. Check your troop's MYGS roster to ensure that all girls are registered for the 2027 membership year.
5. Access the M2 platform starting September 18. Watch for welcome email.
 - ☐ 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 2, 2026. See instructions for using M2 system on pg. 7.
 - ☐ **New troops/any troops without bank accounts** - see finances for troops without bank accounts on pg. 11.
 - ☐ Don't forget to create your avatar!
6. **Have a kickoff meeting with your girls and their families before the program begins!** (see guide on pgs. 16-19).

A kickoff meeting is a great way to energize girls and gain 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 and plan with your girls.
 - Review the program benefits, girl's goals, important dates and deadlines with parents.
 - Distribute order cards and M2 flyers.
- ☐ **TIP** - Have a computer available if families need to set up their online storefront or create the girl's avatar. It takes less than 10 minutes to get started.

Be sure to see the full Fall Troop Guide for more helpful info

DURING SALE



- ☐ 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 19**.
- ☐ Troop should ensure accuracy of all girl paper order card orders entered by caregivers; and can enter or edit paper order card sales by October 21.
- ☐ 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 15**.
- ☐ Verify all girl rewards have been chosen in M2 system if choices are needed. Deadline is **November 16**.

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 4 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).
- ☐ 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 11 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 2027**
 - 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!