

Troop Volunteer Guide

2026 Fall Product Program

READY TO **explore**

Important Program Dates!

Early access for Troop Volunteers	Sept. 15
Fall Product Program Begins!	Sept. 26
Last Day for in-person order cards	Oct. 19
Adult/Caregiver deadline for entering in-person orders into M2 system	Oct. 19 by 11:59 pm
Deadline for Troop to enter or edit order card items for participants	Oct. 20-22 by 11:59 pm
Fall Product Program Ends - Online Sales End	Oct. 25
Last day for participants/troops to make reward choices	Oct. 27
Council ACH	Nov. 4
Delivery of nut/chocolate items to SU volunteers	Nov. 16-18

Did You Know?

As an integral part of a Girl Scout's journey toward leadership, they'll be learning and developing:

Goal Setting
Decision Making
Money Management
People Skills
Business Ethics

An easy, fun way to **earn startup funds** for your troop activities at the beginning of the Girl Scout year - don't miss out on all the fun!

Girl Rewards & Troop Proceeds

Girl Scout rewards can be found on the back of the order card.

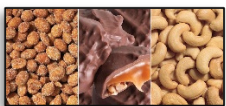
- Participants should register online to track reward progress & select rewards as they are earned!

Proceeds

- 18% of troop total sales
- 20% of troop total sales, for opt out troops

2026 Product Options:

Nuts/Chocolates



Magazines



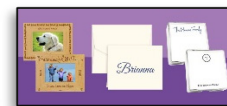
BarkBox



Candles



Personalized Products



Tervis Tumblers



Earn Customized Patches!



Fall Patch

To earn:

1. Send 18+ emails
2. Share your site in M2OS
3. Sell \$350 in total sales
4. Choose your background & your avatar design!

*Troop Leaders earn for \$1,500 in total troop sales and launching PAEC!



Cookie Program Crossover Patch

To earn:

1. All 2026 Fall Criteria
2. 2027 Cookie Program: Sell 250+ boxes of cookies

Order Card Entry:

- Girl Scouts/Caregivers have until October 19 11:59pm to enter order card items into the M2 system & select rewards. Leaders **MUST** enter or edit any missing/remaining orders by October 22 11:59pm.
- How to enter orders:
 - Choose *Paper Order Entry* from your dashboard.
 - Click on the plus sign next to the Girl Scout's name to enter or edit orders - **DO NOT enter online girl-delivered product.**
 - Enter total ordered items by variety from order card - Click *Update* & make sure totals match the order card.
 - Where's the SUBMIT button? There is no submit button! Orders are transmitted for fulfillment automatically on October 26 after the system is locked and council submits orders.

Tips!

- Only order the exact number of products sold - do not over order because product cannot be returned to GSofSI.
- Rewards are automatically calculated upon order items entered but could take up to 1 hour to update after adjustments have been made to products sold.



Care to Share



- Care to Share is a great way for customers to give back to the community through donations of products.
- Our council's Care to Share items will be donated to H.E.R.O.E.S. Care through our donation program. For each \$6 donation, veterans and active-duty service members, both at home and abroad, will be sent one can of candy/nuts.
- Donations are credited to the participant's sales & troops receive 18% in proceeds per donation sold. Girl Scouts earn the Care to Share patch by receiving 6 or more donations.

Troop Banking & Payment Collection

- Troops must have an approved bank account.
- Payment (cash, check, or electronic) is collected from customers upfront at the time an in-persons order is placed.
- Should your Troop choose to accept checks, they should be made payable to your Troop.
- Deposit all funds into your Troop bank account.
- Funds owed to GSofSI will be collected via ACH by November 4.
- Steps to locate your Troops balance due:
 - Click *Banking and Payments* link on your Troop dashboard to view overview of all sales & proceeds.
 - Or Click *Report* link -> *Troop Orders Report* or download your Troop's delivery ticket with financials toggled on.
- If a Girl Scout does not turn in money to your Troop by October 22, DO NOT place their order. Instead, contact their adult/care-giver immediately, inform your SUFPM, and document any issues. Again, in-person orders should NOT be entered into the M2 system unless payment has been received by the Troop.
- Online sales/orders will reflect as paid in the M2 system and final funds or ACH (if applicable by this time) will be adjusted for Troop to earn proceeds on these sales.
- If a Troop decides to accept checks, be sure to indicate phone numbers & driver's license numbers on check. GSofSI recommends to only accept checks from customers you know & are comfortable contacting if issues occur.

Questions?

For questions regarding specific Council related details, contact your Service Unit or Girl Scouts of Southern Illinois Customer Care.

Service Unit Fall Product Manager

Name: _____

Email: _____

Phone: _____

For questions regarding M2OS or other general sale questions, contact M2 Customer Support!

Girl Scouts of Southern Illinois
gssofsi.org | 800-345-6858
customercare@gssofsi.org

M2 Customer Service
800-372-8520
support.gsnutsandmags.com