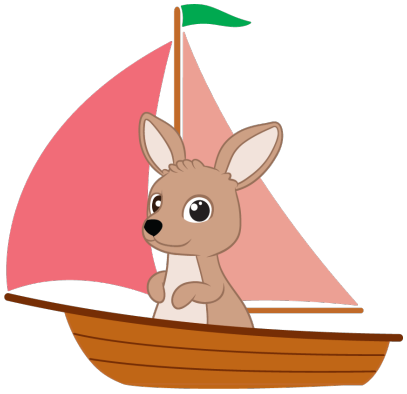
girl scouts of citrus

FALL PRODUCT
Sweets 'N' Treats

2026 Complete Troop Guide



The Council is thrilled to share the theme for this year's Fall Product Sweets 'N' Treats Program:

Ready to Explore

And guess what? Our mascot this year is the Kangaroo!

Get ready for an exciting season ahead!

Communication It is important to emphasize how vital communication with parents is for our program's success. If you ever have questions or need assistance, please don't hesitate to reach out to your Community Fall Product Chair. We're all here to support each other!

IMPORTANT: As a Fall Product Chair, you play an essential role in your troop's journey. Your enthusiasm and encouragement are key to making this program not only successful but also enjoyable for everyone involved. Every girl in your troop has the chance to participate in the Fall Product Sweets 'N' Treats Program.

Remember, this is all about empowering the girls to achieve their goals and dreams!

Contact & Reference Information

My Troop Number: _____

Community: _____

Community Chair: _____

Phone Number: _____

Before the Program Checklist

Refer to pages 3 through 6 for further information

Page 3

- ❑ Be sure to fill out your CFPC contact information on cover page
- ❑ Register and Attend Virtual Training: September 12th or September 16th
- ❑ Attend Training with CFPC
- ❑ Verify current 2026 membership and background check
- ❑ Select Troop Fall Product Chair Role in myAccount

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- ❑ Complete gsLearn Training to sign position agreement
- ❑ Open troop bank account if needed
- ❑ Enter troop banking information into M2
- ❑ Verify banking information by October 19th

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- ❑ Set up M2 account and complete M2 training
- ❑ Create M2 Avatar
- ❑ Verify all girls appear in M2
- ❑ Contact CFPC if girls are missing
- ❑ Confirm girls activated M2 and created Avatars

Dates to Know

Here's what you need to know to kick off an amazing season:

Trainings begin September

Join Us for Training: Be sure to attend 1 of the 2 M2 Virtual Trainings with our M2 Rep. Register for one of the following dates to attend: **September 12 – 2:00 pm – 3:00 pm or September 16 – 6:30 pm – 8:00 pm.** This is your chance to dive into all the fantastic details and M2 system.
After you've completed your virtual training, you will be invited to a Troop Fall Product Chair training by your Community Fall Product Chair.

Once you've completed the training: Gather your girls and their parents for an engaging meeting where you'll explain the Fall Product procedures. Use the outline in this guide along with the guidelines from Volunteer Essentials. This meeting is crucial for success, so let's communicate clearly and get everyone on the same page!

Parent Permission Forms – Don't Forget! Please ensure all parents sign the Parent Permission form via Microsoft Forms, available on the Citrus Website under forms. This is super important for keeping our girls covered with Girl Scout Insurance. Remember, no sales can happen without that signed permission!

A Quick Reminder about Money Handling! Make sure everyone knows that we should never collect money from customers until the product is delivered. The only exception is for Care to Share orders, which can be collected at the time of order.

September 2026

- Only 1 TFPC per Troop needs to register, have a favorable background check, and select their role during the registration process. Please make sure the TFPC checks the role in myAccount. If you're a new troop, don't worry, this needs to be done during your registration.
- **September 8**: Troops and girls will get uploaded into M2.
- **September 18**: TFPCs and girls will gain access to M2! This is a great time to start setting up and entering your bank information. If you're part of a new troop, please remember to enter your bank details as you open your accounts.

October 2026

- **October 1**: The Fall Product Sweets 'N' Treats Program officially kicks off!
- **October 19**: Please make sure that all girls' Initial Orders are entered into M2 by the girl or her parent prior to this date. TFPC will review everything to ensure that all Initial Orders are recorded. Remember to order enough products to cover both booth sales and reorders, as additional products will be available on a first-come, first-served basis. **Just a quick reminder: online Girl Delivered items should not be re-entered into M2.**
- **October 19:** Troops will be locked out of M2 for Initial Orders and girl-delivered orders **only**. This is also the deadline for entering bank information into M2. New troops, please make sure to enter your bank details as soon as your bank account is set up!
- **October 20:** Last day for Online Girl Delivered

November 2026

- **Nov. 2 – 6**: As we approach the delivery period for the Fall Product items, we would like to provide you with some important information regarding the pickup process. The Community Fall Product Chair will be in touch with you to advise on the specific time and location for picking up your orders.
- When you arrive to pick up your product, please take a moment to count all cases to ensure that you are receiving the correct order. Once you have confirmed that everything is accurate, sign the Statement of Responsibility.
- Given the Florida weather, it's essential to be mindful of the heat, especially as it can cause chocolate products to melt quickly. Please choose a pickup time that allows you to transport the products directly home and into a cool environment upon collection.
- **November 6:** Booths begin
- **November 19:** Last day for Troops to opt out of recognitions
- **November 22:** Booth end and Fall Product Sweets 'N' Treats Program ends
- **November 22:** Last day for Girls/Troops to make recognition choices in M2 and remaining money owed by Girl is turned into their TFPC.
- **November 22 – December 1:** Turn in paperwork to your Community Fall Product Chair
- **November 23:** Troops are locked out of M2

Key Terminology

ACH - Automatic Clearing House
ACH (Automatic Clearing House)
The ACH method is how the Council receives funds for the products you sign for. It is mandatory for all troops to enter their bank account and routing number information into the M2 system. This allows the finance team to deduct the amounts owed to the Council directly from your troops' bank account.

Fall Product Booth
This is a wonderful opportunity for our troops to sell delicious nuts and chocolates to the public. Booths are stationary. Any stationery pop-up is considered a booth.

Recognitions
The exciting recognition that your girls can earn by reaching their sales milestones. It's a wonderful opportunity for them to set individual goals, and we encourage all troops to sit down together with the girls before the program kicks off. This way, they can aim for personal achievements while also working towards a shared troop goal.

This not only helps them strive for their achievements but also allows them to work as a team towards a common troop goal! At the end of the program, you as the TFPC should ensure that each girl has entered her recognition selections in M2.

Swiper/Card Reader
Mobile payment device and service, which allows troops and girls to accept credit card payments from customers. The swiper/reader must be set up to have all funds deposited directly into the troop bank account. These cannot be set up with personal accounts. Most apps support multiple users, so everyone can participate using the same bank account! Any fees incurred are the troops' responsibility.

PAEC
Parent Adult Email Campaign

Community Fall Product Chair (CFPC)
A registered and background checked adult Community member responsible for coordinating the Fall Product Sweets 'N' Treats Program on behalf of the Community. These Community Team chairs receive special training and instructions throughout the program to inform all troops of how to run the Fall Program. ***The CFPC is your first point of contact for the entire program. If you have any questions please contact the CFPC, they are there to help.***

Transfer Forms
These are special 2 part, carbon copy forms to be used when product is transferred from one troop to another. It is very, very important that all items transferred are inspected and that **BOTH PARTIES SIGN THE TRANSFER AT THE TIME OF EXCHANGE**. This is a legally binding receipt that shows one troop taking the financial responsibility of the items transferred to them from the other troop. If there is no signatures the person giving the product will be financially responsible if there is a dispute.

Troop Fall Product Chair (TFPC)
The registered and background checked adult troop member responsible for coordinating the Fall Program on behalf of the troop.

Initial Order (IO)
The Initial Order from a troop for nuts/chocolates must be placed in M2 by the girls based on sales from the girl order card. The TFPC will enter expected troop booth sales and or reorders needed for the first weekend of the program.

Care to Share Program
A program developed to send product to military personnel, military organizations, Second Harvest Food Bank and First Responders . Girls collect donations in person, online or at booths that are used to purchase virtual nuts/chocolates for the program.

Walkabout
Girls walk around in their communities to sell items door to door. Girls must always have an adult with them when selling for safety. **REMEMBER!** Girls are not to collect money from customers until their product is delivered. The only exception is for any Care to Share donations they might receive.



Roles and Objectives

Welcome to Your Role as Troop Fall Product Chair!

We're excited to have you on board as a Troop Fall Product Chair (TFPC)! This guide is designed to help you understand your important role in making the Fall Program a success for the girls.

As a TFPC, you play a vital part in ensuring that every girl has the chance to participate in the Fall Product Sweets 'N' Treats Program. This is a wonderful opportunity for them to learn the five essential skills that Girl Scouts offer.

In this section, we'll go over the key topics you'll need to know to support the girls throughout the program. We appreciate your commitment and look forward to working together to create a fantastic experience for everyone involved!

OBJECTIVES

We wanted to share some important objectives we have lined up:

- Complete all virtual, in-person and gsLearn trainings
- Sign the Positions Agreement in gsLearn
- Enter your banking information in M2 by October 19, 2026
- Host a parent meeting
- Verify that the girls have entered their Initial Orders
- Place your Booth Order
- Learn how to make Re-Orders
- Track your Finances
- Submit your Recognition choices
- Complete the Final Paperwork



TROOP FINANCES

- All troops are required to have a Troop Bank Account. Bank information must be entered into M2 by October 19th. New Troops must enter their banking information as soon as they open their account.

  To Enter Bank Information

  1. In M2, click on banking and payments from their dashboard.
  2. Click on the +sign next to their troop#
  3. Click on Manage ACH
  4. Enter banking information (account and routing number)
  5. Click on save ACH

- Customers pay for their product at time of delivery. **Please do not collect money upfront**.

- Deposit all money into your Troop Bank Account frequently. Amount owed to Council will be calculated automatically in M2 and will be ACH'd at the end of the program as each Community is settled.

- You can find the balance due by clicking Banking and Payments link on your Troop dashboard in M2. You will see an overview of all sales and proceeds information for your Troop on the Banking and Payments page.

- For more details you can click on the Troop Summary/Amount Due Report under Financials and Reporting.

READY TO explore

Getting Started with M2

M2 Online Fall Product System

M2 is the platform for our Fall Program. M2 will help Troop Fall Product Chairs with their troops inventory, finances, sales, transfers, recognitions and reports.

STEP ONE: Identify yourself as Troop Fall Product Chair

1. Go to the Citrus website www.citrus-gs.org and click myAccount
2. Log in by clicking on "member profile" and entering your username and password.
3. Please ensure that your membership is current for 2027 and that you've completed a favorable background check.
4. Select "Troop Fall Product Chair" along with any other positions you hold, and then click "Save." **This step is crucial for being uploaded into M2!**

***Back up plan: If a TFPC is not selected in myAccount, one of the registered co-leaders will automatically be uploaded into M2 and assigned the role. To avoid any confusion, please make your selection promptly.**

Once your troop is uploaded, you'll receive an email from M2 with instructions on how to log into the system. Once you're logged in, you'll be guided through a few quick steps:

- Update your account information
- Watch a brief training video
- Enter the mailing address
- Create your M2 Avatar
- Follow the prompts to jump into the online Fall Product Sweets 'N' Treats Program

STEP TWO: Check to see if the girls in your troop are currently listed in M2.

- Use your troop roster from myAccount to compare the list of girls who have been updated in M2.

Missing some? Common reasons may include: Do they have a 2027 Membership?

- Girls must be renewed for the new October membership year. Another good tip is that registered adults must also have a 2027 membership to volunteer.

Did they apply for membership using Financial Aid or are they part of a Program Troop?

- Both of these options are special circumstances and can sometimes take longer to process than a regular membership would.

Did they purchase their new membership less than a week ago?

- Due to high volume of new members in the fall, it may take up to 4 business days for a girl to show up after purchasing a 2027 membership. Our council office uploads new information to the system every few business days. If you feel like it has been more than a few days or none of the above reasons applies to your situation, ***please contact your CFPC and they will contact Council on your behalf***. This will alleviate your wait time to get uploaded.
  **Remind your parents to not enter their girl's information into M2 if they are missing as it will cause duplicates in the system and create a longer time frame for them to be able to get started selling.*
- Once the girls set up their profile, they can begin creating their Avatar.

STEP THREE: What do Girls Do?

- Girls will log into M2 and launch their campaign
- Click on "Manage Paper Orders" and enter all customer orders from their order card
- Click on Update. **Reminder all online orders do not need to be re-entered**
- If you need extra help you can refer to the training videos in M2 and gsLearn
- Girls can continue sending emails to family and friends

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- ❑ Hold Parent/Girl information meeting
- ❑ Distribute all program materials to girls
- ❑ Review program goals with girls
- ❑ Ensure all Parent Permission Forms are completed

- ❑ Verify all girls understand:
  - ❑ Product Lineup
  - ❑ Pricing
  - ❑ Care to Share
  - ❑ Safety Guidelines
  - ❑ Money Handling procedures

- ❑ Remind Girls:
  - ❑ No sales before October 1
  - ❑ Do not collect money until delivery
  - ❑ Care to Share donations may be collected immediately

- ❑ Encourage girls to send emails through M2

Parent/Guardian MEETING

It's time to hold your information meeting for the troop.

As you dive into the Fall Product Sweets 'N' Treats Program, we encourage you to reach out for volunteer support. Please set a date and time to hold a parent meeting with the girls and their guardians. This will provide a great opportunity to discuss the program, answer any questions, and foster excitement.

Remember, this is a wonderful opportunity for everyone in the troop to get involved. Don't hesitate to ask parents and guardians for their help—be clear about what you need and your expectations.

This is a fantastic chance for the girls to take the lead in deciding to sell Fall Products, empowering them to get the most out of their Girl Scout experience. By participating, the girls will have the chance to learn valuable skills and work toward their goals. Let's inspire them to embrace this journey and learn the 5 Skills that will enhance their Girl Scout experience.

Here are the things you need to review with both girls and adults:

GIRLS:

- Distribute program materials needed to every girl and review safety guidelines.
- Talk about how to politely approach potential customers.
- Discuss goal setting:
    - What is the troop goal?
    - What is their personal goal?
    - What recognition are they working towards?
    - What do the girls want to do with the money earned from the program?
- Go over all the different kinds of products they are selling (Nuts, Chocolates and Magazines Tervis Tumblers, Bark Box, Personalized Stationary, Candles and Care to Share).
- Explain the pricing of all the products.
- Remind girls to continue taking orders during the entire program.
- Make sure the Online Girl Delivered orders are being delivered.
- Go over how to collect Care to Share Donations.
    - Care to Share donations may be collected when ordered.
- Role play situations they might encounter with customers.
- Review counting change and rules for taking checks
- Council strongly encourages NOT to accept checks.
- How to deliver items and safely collect money.
- If your troop includes older girls (Juniors, Cadettes, Seniors, and Ambassadors) make sure to involve them in the planning process. Have them vote on whether they would like to pick the recognitions and receive 20% proceeds or they would like to OPT OUT and get 23% and patches only. Recognition and OPT OUT plans cannot be used in the same troop. All girls must adhere to whatever they voted on. Their leadership and experience can greatly enhance the overall success of your troop's participation.
- Girl Scouts are honest and fair and don't begin taking orders before October 1, 2026 .
- Do not collect money until delivery.

Adults:

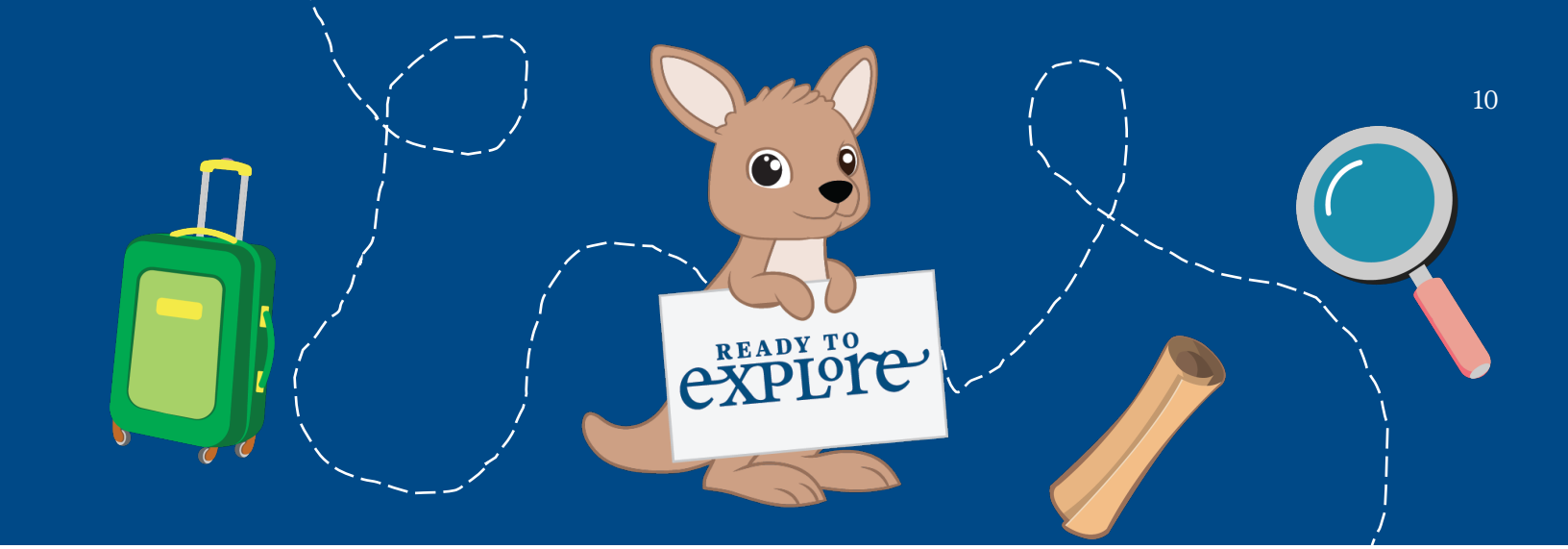
- Make sure all girls have been currently registered or renewed with a 2027 Girl Scout membership.
- All parents/guardians MUST sign the permission form prior to a girl's participation. This will ensure girls are covered under the Girl Scout insurance.
- Distribute your email & phone number to all parents. Write this information on the girl's order card and confirm they have seen it.
- Have adults review the goals their girl has set for herself. Is the girl's goal realistic to the parent's goal and time commitments?
- Ask who can help at booths. All adults at booths must be registered and have a favorable background check if they are supervising unrelated girls. If an adult male is working the booth, their must be one other nonrelated adult female present.
- Let adults know they should expect an email from M2 with instructions on how the girl registers and sets up her profile in M2.
- Encourage girls to send emails through M2
- Ensure girls are delivering their Girl Delivered Online orders.
- Review all dates and order deadlines.

Remind adults that this is a learning experience for the girls. Let the girls take the lead in their sales.



Ways to Sell

Product	Sale Type	Money Collection	Delivery to Customers	Proceeds
Nuts/Chocolates	In Person	● Girls collect cash/credit card from customers ● Girls turn in money to troop ● Orders must be entered into M2	● Delivered by Girls to Customers	20% with recognitions OR 23% OPT OUT, Juniors, Cadettes, Seniors and Ambassadors ONLY. May not have any younger girls in troop.
Nuts/Chocolates	Online Direct Ship	● Girls create their personalized storefront in M2 and send emails to friends and family ● Customers pay on-line, including the cost of shipping ● Orders are automatically credited to the girl in M2	● Shipped directly to the customer ● We recommend expedited delivery due to the hot climate in the South.	
Nuts/Chocolates	Online Girl Delivered	● Girls create their personalized storefront in M2 and send emails to friends and family ● Customers pay on-line, including the cost of shipping ● Orders are automatically	● Delivered by girls to customers ● If a girl receives an order where they will not be able to deliver in person, they will need to contact M2 customer service immediately.	
Magazines	Online	● Girls create their personalized storefront in M2 ● Customers pay on-line ● Orders are automatically credited to the girl in M2	● Delivered directly to the Customer	
Tervis Tumblers	Online	● Girls create their personalized storefront in M2 ● Customers pay on-line ● Orders are automatically credited to the girl in M2	● Delivered directly to the Customer	
Personalized Stationery	Online	● Girls create their personalized storefront in M2 ● Customers pay on-line ● Orders are automatically credited to the girl in M2	● Delivered directly to the Customer	
Bark Box	Online	● Girls create their personalized storefront in M2 ● Customers pay on-line ● Orders are automatically credited to the girl in M2	● Delivered directly to the Customer	
Candles	Online	● Girls create their personalized storefront in M2 ● Customers pay on-line ● Orders are automatically credited to the girl in M2	● Delivered directly to the Customer	



The 5 Skills & Entrepreneurial Progression

When girls participate in any Council program, they are not just earning money for their troop - they are learning life skills that will benefit them for the rest of their lives! **Here are our 5 Skills that all Girl Scouts learn through participating in the Fall Product Sweets 'N' Treats Program:**

1. **Goal Setting**: A Girl Scout sets Fall Product sales goals then creates a plan to achieve those goals all while developing cooperation and team building skills along the way. This matters because girls need to know how to set and reach goals to succeed in school, on the job, and in life.

2. **Decision Making**: A Girl Scout decides how she (and her troop) will spend Fall Product money, furthering critical thinking and problem-solving skills. This matters because girls must make many decisions, big and small, in their lives. Learning this skill helps them make good ones.

3. **Money Management**: A Girl Scout takes product orders, handles money, and gains valuable and practical forecasting and financial skills and know-how. This matters because girls need to know how to handle money-- from their lunch money to their allowance to (someday) their paycheck.

4. **People Skills**: A Girl Scout learns how to talk to, listen to, and work with all kinds of people while selling Fall Product Sweets 'N' Treats. These experiences help her develop healthy relationships, conflict resolution skills, and team building skills. This matters because it helps them do better in school (on group projects, on sport teams, and on the playground) and, later at work.

5. **Business Ethics**: A Girl Scout is honest and responsible at every step of the Fall Product Sweets 'N' Treats Program. Her business ethics reinforce the positive values she is developing as a Girl Scout. Girl Scouts are honest and fair, and don't begin taking order before October 1st . This matters because employers want to hire ethical employees and the world needs ethical leaders in every field.

During the Program

Refer to page 11 through 12 for further information

Page 12

- ❑ Monitor troop inventory weekly
- ❑ Encourage continued sales efforts
- ❑ Support walkabouts and booths
- ❑ Collect money weekly
- ❑ Deposit funds frequently
- ❑ Issue M3 receipts for all money transactions
- ❑ Verify payments for all money transactions

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- ❑ Track progress towards goals
- ❑ Communicate regularly with your parents

Reminders

- ❑ Did all the girls set up their M2 account and create their Avatar?
- ❑ Did they send emails to their friends and family about the program?
- ❑ Are they continuing to take orders of Nuts/Chocolates during the entire duration of the program?
- ❑ Did they deliver their Girl Delivered online orders?
- ❑ Did they do a walkabout in their neighborhood? Remind them to use the buddy system.
- ❑ How many booths does your troop want to participate in? How many adults do you have to help?
- ❑ Is anyone having trouble selling the product they have taken? Are they keeping it safe, so it doesn't melt?

What do Troop Fall Product Chairs need to do during the program?

As you know, each girl will be entering her Initial Order into M2 directly from her order card. This is a fantastic opportunity for the girls to learn and grow, and your support is crucial in guiding them through this process. Additionally, please remind the girls to enter their Initial Order Care to Share donation items into M2 from their Girl page. This initiative not only fosters a sense of community but also helps the girls understand the importance of giving back.

For online girl delivery orders, it's important to note that customers will pay for nut and chocolate items with a credit card at the time of ordering. This convenient option allows customers to easily support our girls' efforts. **Note that the online girl-delivered orders will only be available until the end of the Initial Order period.** After that, girls will take pride in delivering these products to their customers, reinforcing the connection between them and the community.

After the program, each girl will receive a report via email detailing their online girl-delivered products and a list of their customers. DO NOT enter the online girl-delivered orders into M2. ALL online sales are accounted for automatically and DO NOT need to be re-entered into M2. Doing so will create duplicate orders.

- TFPC's will verify that all girls' Initial Orders have been entered.
- TFPC's will enter additional products for booths into M2 at the time of the Initial Order.
- To prepare for Initial Order (IO) Delivery, you will need to schedule at time for troops and the IRG Mentor to pick up their delivery from their CFPC. Once the product arrives at the CFPC's delivery site the TFPC will pick it up and distribute nuts/chocolates to the girls/parents. Parents must sign an M3 receipt acknowledging they received the correct amount of product. (IMPORTANT: Each M3 Receipt can only have 1 girl's order recorded, even if there are sisters in the troop.)
- Collect money from parents weekly and make frequent deposits into their Troop Bank Account. Do not give additional product to a girl/parent if they have not paid for the product previously picked up.
- Manage your product inventory throughout the program.
- Check your emails from M2 and CFPC frequently for updated information.
- Make sure all the girls keep the product safe and away from heat and pets. Do not leave the product in the car or store it in the garage. All product that arrives in refrigerated trucks from Ashdon Farms are delivered to the Council and to all Delivery sites in a refrigerated truck to ensure troops do not receive melted product.

Let the Girls Get Creative:

This is a girl-led program, so make sure that the girls are involved for the entire process. Encourage participation, foster a team spirit, by encouraging all members to get involved and share their ideas. Let the girls help be strategic and think of fun and inventive ways to increase sales and meet their goals. Let them decide how the booths will be decorated and produce their own unique sales pitches and ideas. The program is designed to help them learn how to be an entrepreneurial thinker-give them the chance to try!

Your Role during the Program

Keeping Things Running Smoothly

Your leadership is vital in ensuring your troops' sales run smoothly and successfully. To ensure your troop's sales run seamlessly, we encourage you to keep track of everything and remember, you don't have to navigate this alone, your CFPC is here to support you every step of the way. Don't hesitate to reach out to them with any questions or for guidance; we're all in this together!

Keeping proactive and staying organized will not only alleviate any stress but also set your troop up for success.

Here are some helpful tips!

1. Communicate Effectively: Regularly update your troop members and parents on important dates and expectations.
2. Encourage Participation: Foster a team spirit by encouraging all members to get involved and share their ideas.
3. Track Progress: Monitor sales and progress regularly to identify areas where additional support may be needed.
4. Celebrate Success: Acknowledge and celebrate milestones, big or small, to keep morale high.

Getting Organized for Fall Product Sales

A well-organized approach will ensure that we can effectively track our troops' sales, manage paperwork, and meet all critical deadlines.

Please use whatever method works best for you, whether it's computer spreadsheets, binders, corkboards, or any other system that helps you keep everything in order.

Here are a few key points to keep in mind:

File Paperwork by Date: Keeping all paperwork organized chronologically will help you easily access and track important documents.

Track Girl Sales in M2: Make sure to regularly update and monitor sales in the M2 system to stay on top of our goals.

Delivery Dates & Deadlines: Please be aware of all delivery dates and deadlines. Staying ahead of these will help us avoid any last-minute rush.

Storage of Fall Product Items: Organize all Fall Product items in a cool, dry place, away from pets and potential damage. This will ensure the quality of our products remain intact.

Ask for Help & Set Boundaries:

Remember this is a TROOP effort. Even though you volunteered for the TFPC role does not mean that all the other adults in the troop don't have to help. All parents should be helping you in some way from keeping good contacts and records, to making sure they are registered, and background checked to work at booth sales if they are with unrelated girls.

Set boundaries for yourself set aside one evening or chunk of time that works for you. Dedicate this time to working on paperwork, having parents drop off money or pick up products, make exchanges, etc. Remember, you volunteered to help the girls have a successful program, but all the adults will need to help the girls meet their goals.

Communicate, Communicate, Communicate!

Communicate effectively: Regularly update your troop members and parents on important dates and expectations.

Create an email group, Facebook page, or telephone tree so everyone can be kept up to date, help anyone who may be struggling, and be able to organize transfers within the troop.

Make sure it is clear how and when they can pick up more product. ALL the product is the responsibility of the troop as a whole it is the responsibility of everyone to make sure all items are sold. Contact your CFPC if you need help selling product.



Initial Order Process

Refer to page 15 through 16 for further information

Page 15

- ❑ Review all paper order entries and verify all girl orders are entered into M2
- ❑ **Do not re-enter online girl delivered orders.**
- ❑ Enter additional booth inventory
- ❑ Submit Initial Order by October 19th

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- ❑ Coordinate pick up with CFPC
- ❑ Count and verify products received
- ❑ Sign statement of responsibility
- ❑ Print Delivery Ticket
- ❑ Distribute products to family
  - ❑ Have parents count and sign M3 receipt
  - ❑ Ensure parents understand about storing product in cool, dry location and never leave in vehicle or garages
- ❑ Make sure girls are aware of Care to Share program and promote it
- ❑ Encourage Troop to account for all donations received on the Care to Share form

Guide to Initial Orders

Here's a brief guide on how troops can determine their Initial Orders:
Estimating an Initial Order for Existing Troops: Reflect on how much your troop sold in the previous year. This historical data can serve as a solid foundation for setting goals.

Factors to Consider:

- **Troop Sales Goal:** Establish a clear sales goal for the troop to strive towards.
- **Girls' Personal Sales Goals:** Encourage each girl to set her personal sales targets, as this can significantly impact the troop's collective success.
- **Number of Booths:** Discuss how many booths your troop plans to have, as this will impact the order size. More booths can lead to increased visibility and sales and promote Girl Scouting as a whole.
- **Specific Goals:** Are the girls working towards a particular achievement, such as bridging or another program? Understanding these goals can help tailor the Initial Order effectively.
- **Number of girls selling:** This will have a direct impact on how many products a troop would order. Using the girl's order card to determine what varieties are selling and how much of each variety can be a big help.

By following these guidelines and fostering an open line of communication, we can empower our troops to set realistic expectations and achieve their goals with confidence.

Estimating an Initial Order for NEW TROOPS - How to get started estimating your Initial Order.
At the Troop Parent meeting, discuss the troop goals for the Fall Product Sweets 'N' Treats program.
Consider these factors:

- What activities and programs are the girls planning for the year?
- Are the girls working towards a specific goal?
- Is your troop planning a trip?
- Each Girl Scout with her family should set a goal and go over the recognitions to see what level the girls want to reach.
- Determine how many booths your parents/troop want to have and order additional product based on number of booths.
- Use the girl order card to determine what varieties are selling and how much of each variety.

Initial Order
Once your troop decides on your goals you are ready to enter your Initial Order. Girls/Parents enter the Initial Orders from their order card into M2. TFPC's must view or enter any orders not entered into M2. The deadline to enter girl orders for a TFPC is October 19th.TFPC will enter additional product in the troop for their booth sales if needed.

How to Enter Your Initial Order in M2
Under Product Management - choose paper order entry
Click on the pencil next to the girl's name to edit/enter orders

DO NOT enter on-line girl delivered orders
Encourage girls to enter their nut/chocolate items by variety from their order card. Remember this is a girl led program.
Please review that all girls' orders are entered into M2 by the deadline and click update if needed to make sure the totals match.

*** Note: All community orders will be rounded up to the case for initial orders based on Troop orders.**

Product Pick up, deliveries, and Care to Share

Product Pick Up

- Coordinate with your CFPC to pick up your Initial and Girl Delivered Products and sign a statement of responsibility after verifying all product is accounted for.

❖ Print a Delivery Ticket for each Girls order from your dashboard.

*Log into M2 – gsnutsandmags.com

*Under Product Management, click Delivery Tickets

*You can then click either Delivery Tickets by Delivery Site or by Troop

*Print the tickets and fill the orders based on these tickets. If you previously printed them, they might not be the same and they don't have the delivery date on them

*Pull all orders before any troops picking up

- When parents pick up the product, have them count the items and sign the M3 receipt.
- Make sure all the girls keep the product safe and away from heat and pets. Do not leave the product in the car or store it in the garage. All product that arrives in refrigerated trucks from Ashdon Farms are delivered to the Council and to all Delivery sites in a refrigerated truck to ensure troops do not receive melted product

Deliveries

- Troops should make sure girls deliver their orders from their order card and Girl Online deliveries to their customers no later than November 22nd .
- Girls will receive a report from their online orders with email addresses and phone numbers of their customers.
- Participants may contact M2 Customer Service (800)-372-8520 or support.gsnutsandmags.com) for additional customer support for delivery of their girl delivered online orders, if necessary.

Reorders

- Check with CFPC if the community has any additional inventory when placing your reorder. If they do not, then they will submit your order to Council.
- Reach out to your CFPC for exact due dates and pick up dates for reorders weekly

Care to Share

Customers have the opportunity to donate money for the Care to Share program when girls are selling online, in person or at booths. Last year the girls collected enough donations to send over 4933 products to the Military and Second Harvest Food Bank. All donations received should support the Care to Share program.

How the Program Works

- Troops/girls collect $7.00 for each Care to Share donation.
- Actual product will be shipped to various Military Branches worldwide, First Responders, Second Harvest Food Bank and their partners throughout our 6 Citrus Council Counties. Troops/Girls will also be able to deliver the product to their local locations throughout their Community.
- **These are virtual sales and do not come from the troop or girl's physical inventory.**
- The TFPC should count the total Care to Share donations from online, in person and booths and enter them on the Care to Share Form.
- Turn in your form with your final paperwork.
- Helpful Hint – Be sure to notify your CFPC of all Care to Shares you receive throughout the program so inventory can be moved. This helps keep everything up to date.

Page 18 and 19

- ❑ Complete transfer paperwork for all product movements
- ❑ Verify all transfers are entered into M2
- ❑ Never allow product exchanges without paperwork
- ❑ Maintain signed documentation

Page 20

- ❑ Confirm booth assignments with CFPC
- ❑ Ensure proper adult supervision
- ❑ Reinforce Booth Etiquette

Page 21

- ❑ Bring supplies
  - ❑ Product
  - ❑ Cash box/change
  - ❑ Card reader
  - ❑ Care to Share signage
  - ❑ Water Table Decorations
- ❑ Promote Care to Share at all booths

During the Program

Moving Around Product

During the program, you will have lots of girls needing more product, needing to trade products with each other or another troop, picking up orders from your CFPC, or needing to return items back to the troop for someone else to take. Whenever any of these events take place, you MUST have a paper trail of where the items are going and who they are changing hands with. This is how Council keeps track of who is legally responsible for every piece of product that is distributed to each GS Troop. The following are several different types of transfers that can happen during the Fall Program.

No product ever changes hands without a signed transfer form from both parties involved!

Community to Troop Transfer

As your troop sells their initial order of nuts/chocolates, you may run out and need more. Collect all the girls' reorders before contacting your CFPC and encourage the girls to keep selling while you wait for a new delivery.

- Complete the reorder form provided by your CFPC and email the form to them. The CFPC will set a day and time for pick-up. Be sure to check with your CFPC to see what form of communication they use for your Community.
- When picking up, check for damaged items, count all product and verify your order is correct.
- Sign a Troop-to-Troop Transfer Form. The Transfer form will be written between your community and your troop. You will receive the yellow copy and will turn this in with your final paperwork.
- Load product in vehicle. Do not leave product in car! It will melt! Melted product **CAN NOT be returned.**
- Product that is damaged by the Troop cannot be returned or replaced.
- Remember! Contact your CFPC as soon as you know you need additional product! **Reordered product is on a First Come First Serve basis.**

Troop to Girl Transfer

This type of transfer will happen when you distribute items to your girls and each time, they receive an order. This is the most common type of transfer. There is a video in M2 called Product Moves that will guide you on how to make this transfer in M2. Below is the step-by-step instructions on how to do a Troop to Girl Transfer.

- Fill out M3 Receipt for each girl that receives product. Parents count product and sign the M3 Receipt. M3 receipts need to be filled out for every transaction between troop and parent. This goes for both product items and money turned in from sales. Keep these receipts in a safe place and make sure the parents know to keep their yellow copies as well.
- When picking up more items, parents must turn in money for any product they already picked up. If a family has taken product without making any payments, be sure to ask how they are doing with sales. If they need to transfer back any product or they are having a difficult time selling, they can transfer it back to the troop for booth sales.
- One M3 Receipt for **EVERY** girl in your troop. (Even if they are sisters!)
- Remind parents to keep their product in a cool, dry place and away from pets. **Do not leave it in the car or garage!**

During the Program

Reminder: No product ever changes hands without a signed transfer form from both parties involved!

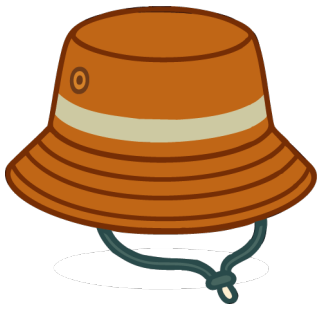
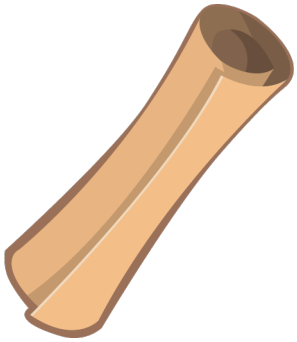
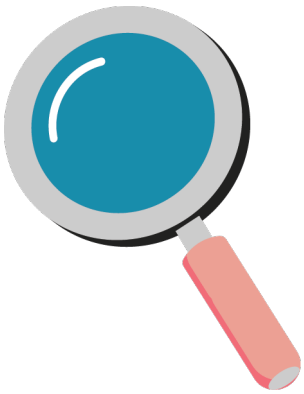
Girl to Troop Transfer

Sometimes girls will want to transfer to another girl in their troop, or transfer product back to the troop for booth sales - this needs to be done through the TFPC and M3 receipts will need to be used. This is the only way that we can keep track and verify that this transfer happened.

- Fill out a M3 Receipt from the girl transferring back into the troop. Both adults (parent & TFPC) must sign the M3 receipt.
- Have both parties count and inspect the product for damage/ melting before handing it off.
- If needed, then transfer out to another girl using the Troop to Girl Transfer steps or use product for a booth sale.
- We discourage the girls trading directly with each other because it leaves no paper trail and can get very confusing with multiple price points involved with Fall Products.

Troop to Troop Transfer

- Often near the end of the sale, troops will transfer items with each other to fill orders or bulk up on booth inventory. This is common, but you must make sure the transfer is done correctly so the product can be credited to the correct troop by the CFPC. Instructions on how to do a Troop to Troop Transfer can also be found in the M2 training videos.
- On a Troop to Troop Transfer form from your CFPC, enter the troop numbers of both the giving and receiving troops and the date.
- List by variety the quantities by the piece on the form.
- Both parties must sign and date the form at the time of the transfer. **THIS IS MANDATORY.**
- The Giving Troop keeps the white copy, and the Receiving Troop keeps the yellow copy.
- Put each transfer on a separate Transfer Form. The CFPC must enter a separate transfer in M2 for every transfer made.
- Every transfer form should have a matching entry in M2.


Successful Booths

Girl Scout booths give girls the opportunity to achieve their goals by setting up in high-traffic locations within the community. A booth isn't just a "booth: - It is the Girl Scout's storefront business. It is important to remember that hosting booths is a generous opportunity provided by local merchants. Each venue reserves the right to cancel a booth at any time. To ensure a positive experience for all, please follow the guidelines below, along with any booth specific requirements.

To ensure a smooth and successful experience for everyone, please note that the (CFPC) will be responsible for coordinating all booth arrangements within your community boundaries. If you have location suggestions, share them with the CFPC so they can get approval from the businesses. Your input is valuable, and we appreciate your cooperation in this process.

Safety is our top priority! Please remember to adhere to the Girl Scout Safety Guidelines Check Points. Ensuring the safety of our girls and the security of our funds is essential for a successful Product Program.

- It is important that every adult working at a booth with non-related girls must have a favorable background check and is a current registered Girl Scout. Additionally, if an adult male is present at the booth, there must be at least one other non-related adult female on-site.
- If you are participating in a booth with your daughter and/or another adult and their daughter, you do not have to be registered or background checked.
- **All girls Brownie and below must have 2 adults at any booth.**
- **All girls Juniors and above can participate in a booth with 1 adult and 1 girl if they are related. If they are not related, they must have 2 unrelated adults. Additionally, if an adult male is present at the booth, there must be at least one other non-related adult female on-site if they are unrelated to any girl at the booth. *Please be mindful of safety issues for all girls when sitting at the booth with 1 adult and 1 girl.**

Booth Etiquette:

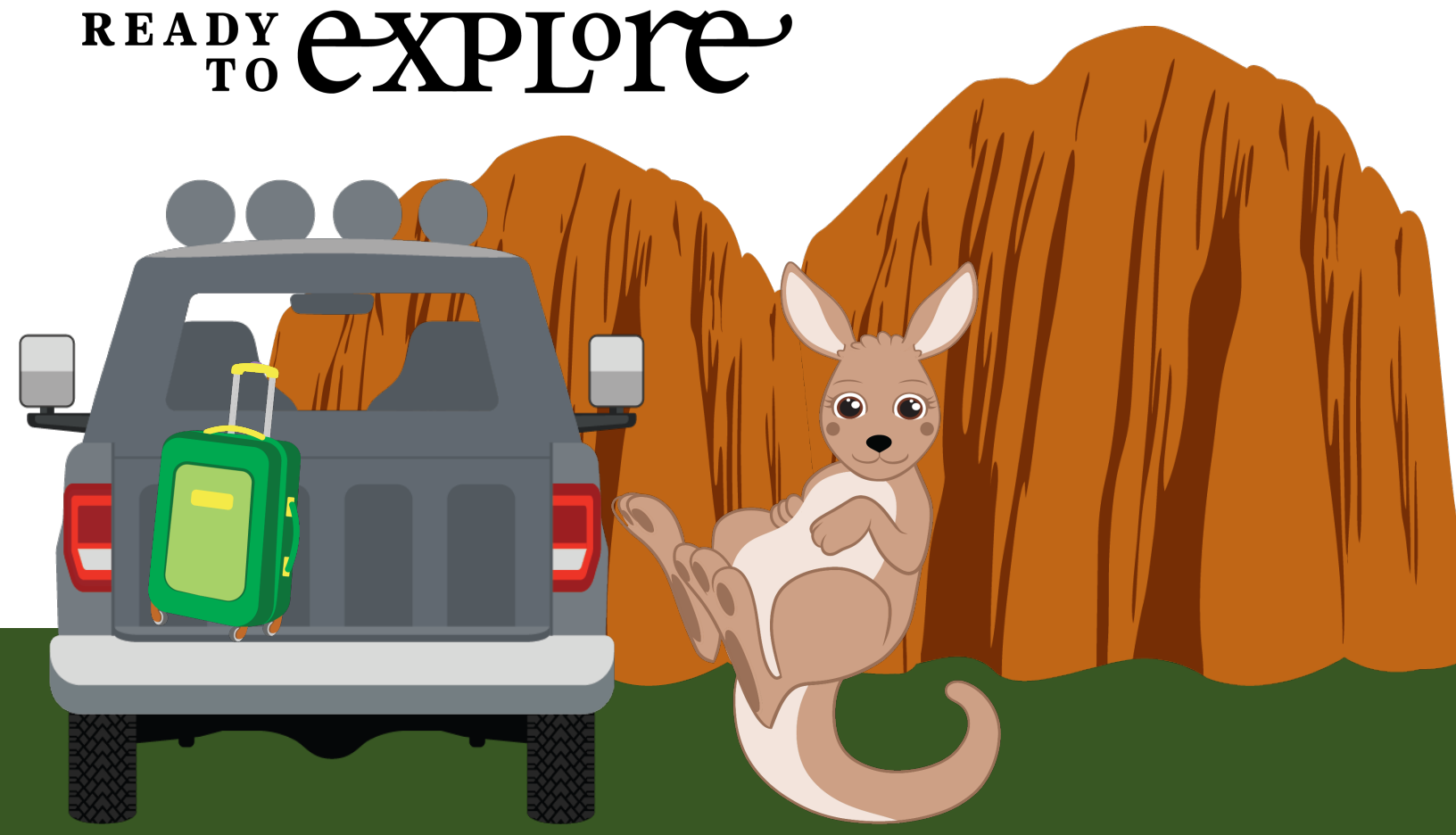
Arrive no more than 10 minutes before your booth starts. If you are the first booth of the day, talk to the manager of the store to make sure you set up in the appropriate location.

- Start packing up 5 to 10 minutes before your booth ends. Be ready to do a quick turnover once the next troop arrives.
- Be identifiable as Girl Scouts, wear a Membership Pin, uniform or other Girl Scout clothing and close toe shoes. Display your troop number.
- The price of the products must be displayed.
- We will not complain about any of the rules that a business sets and will follow them.
- If a double booking occurs at a business, troop and volunteers will demonstrate the Girl Scout Promise and Law and come up with a mutually agreed upon solution.
- We will not block the store entrances and will approach customers only when they leave the business.
- We will bring our own change and not bother the business for change during the booth sale.
- We will be actively selling Girl Scout Product; not playing games, texting or running around.
- Be prepared for the weather and dress appropriately. We are representatives of Girl Scouts of Citrus and will obey and live by the Girl Scout Promise and Law.
- Care to Share donations should be promoted.
- No siblings or other non - Girl Scouts should be at the booth.

It is also important to keep our products safe and stored at appropriate temperatures. To maximize our fundraising efforts, we adhere to the highest quality measures in product safety from Ashdon Farms, Hilldrup, and our Council. **Please keep in mind that we cannot accommodate returns, exchanges, or refunds for melted or damaged products at booths or by the troop.**

What to Bring for an Appealing Booth:

- Cash box, extra cash to make change for customers and a mobile card reader. Remember to keep money safe and out of sight!
- We will bring our own tables.
- Shopping bags; recycle old grocery bags.
- Important phone numbers (CFPC, Troop Leader, TFPC, Parents, etc.)
- Enough water for girls and adults for the duration of the booth.
- A count or "tick" sheet to keep track of products sold. A girl order card is a great way to keep track of this.
- Remember no donation jars allowed! You are only allowed to ask for Care to Share Donations.
- Bring Girl Scout or other colorful tablecloth and chairs for breaks.
- Place extra product and boxes under table and out of sight.
- Use coolers, if needed, to protect the product (melted product **CANNOT** be returned).
- Display troop goals, accomplishments and let customers know what your troop plans to do with their proceeds! Include your troop number.
- Display the Care to Share Form
- Have girls create fun decorations to "bling" their booth. Let the girl's creative side shine!



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- ❑ Assign all booth sales to girls in M2
- ❑ Verify troop inventory is zero
- ❑ Deposit all funds
- ❑ Collect all Outstanding Money
- ❑ Verify all transfers entered
- ❑ Verify all girls' sales totals
- ❑ Enter recognition selections
- ❑ Process troop Out-Out selection if applicable
- ❑ Verify amount due to Council in M2
- ❑ Resolving outstanding balances

- ❑ Submit to CFPC:
  - ❑ Troop Summary Report
  - ❑ Care to Share Form
  - ❑ Statement of Responsibility (Yellow Copy)
  - ❑ Troop Transfer Forms with 2 unique signatures
  - ❑ M3 Receipts removed from booklet placed in money envelope
  - ❑ Girl Money Envelopes
  - ❑ Any supporting Documentation

Due to CFPC by the date given to you

Wrapping Up Your Program

You did it! You have completed your 2026 Fall Product Sweets 'N' Treats Program. Thanks to your hard work and dedication your troop will have funds to help them have a fantastic year and your girls learned valuable entrepreneurial lessons that they will carry for the rest of their lives.

Steps to wrap up your troop's Fall Product Sweets 'N' Treats Program:

❑ **Verify Transfers in M2**

-Verify that all transfers have been entered into M2 and double-check that everything is accurate.

❑ **Assign Products to Girls**

All products sold at booths need to be assigned to girls in M2. Check to see that your Troop Cupboard is empty. Please be fair and equitable when distributing the products to the girls, that were sold at booths. Recognitions cannot be ordered until all products listed under a troop are assigned to a specific girl.

To check if product is assigned: Click "Manage Extra Product" under Product Management. All products should be at 0.

❑ **Collect and Deposit Funds**

-Have the troops collect and deposit the balance of money each girl owes, along with any booth money, into the troop account. These funds must be accounted for properly.

-Make sure the sufficient funds have been deposited to cover the amount due to the Council. This step is crucial for maintaining accurate financial records.

❑ **Recognitions**

-Girls have had a goal since the start of the program about what recognitions they want to earn. Once all individual sales and booths have been divided you can tell what a girl has earned.

-All recognitions are shown on the Girl Order Card.

-All recognitions are cumulative.

-Older girl troops who opt out of recognitions will still earn patches if they met the criteria. Only troops with girls at Junior level and older may choose this option. The girls need to vote on this option, and you may be surprised at their decision. The whole troop has to decide on if they want recognitions or OPT OUT, the troop cannot have both.

-Verify your girl selections for recognition choices in M2. Opt Out troops must also do this step since they will still be earning patches.

❑ **Troop Final Paperwork**

Make sure you have all the forms before you begin. If you are missing anything, please contact your CFPC as soon as possible. Don't wait until the last day to work on your paperwork in case you run into any issues. Be sure the number of products sold in M2 is accurate. If it is not the balance may change once Council reconciles your troops paperwork.

- ❑ Troop Summary Report
  - Download the PDF report, it will print on a single sheet
- ❑ Care to Share Form
  - Pull the Girl Products & Financials report under Special Reports look at Column AI & AR
    - AI shows Paper, booth and Girl Delivered C2S
    - AR shows Direct shipped C2S
  - Each girl with a number in either of these columns should be listed on the Care to Share form and the total of both columns should be entered on the form.
  - If your troop had no C2S, complete the top of the form and write N/A over the name area.
- ❑ Statement of Responsibility -Yellow Copy
- ❑ Troop Transfer Forms
- ❑ M3 Receipts removed from the booklet and put into Girl Money envelope

Return final paperwork to CFPC

❑ **M2/Ashdon Questions**

- If customers have product questions, they can visit support@gsnutsandmags.com or call 800-372-8520.
- ***All other questions, please contact CFPC.***

❑ **Additional Resources Online**

To access the Fall Product Sweets 'N' Treats resources visit **citrus-gs.org** and click on Forms or select Cookies from the Citrus homepage and then from the left menu panel click on Fall Product Sweets 'N' Treats Program and you will find the items needed. It will also be in gsLearn.

For Your Reference and Specific Finance Situations

Swiper Mobile Payments for Fall Product Sales

Troops will have the option to accept credit card payments using Swiper Mobile payments. It's a great way to increase product booth sales and door-to-door sales. Troops can choose which merchant to use (such as Square) and will register on the merchant's website directly.

Money Collection - Payments from Girls

- Girls collect payments from customers at the time of delivery.
- Customers pay for products by cash or credit card when they receive the product. Girls never collect money without giving product to the customer.
- Council does not recommend accepting checks from customers. If a troop chooses to accept a check it will need to be made out to the Troop and the Troop will be responsible for any NSF fees. When accepting checks in Florida, you will need a driver's license number and two phone numbers. The Council cannot reimburse troops for bad checks or lost profits.
- Anytime money is given to the troop from a Girl Scout, a signed M3 receipt must document this transaction.
- Money should be turned in promptly and frequently to the Troop Fall Product Chair.
- Money should always be turned in when girls pick-up additional products from their Troop Fall Product Chair.

Troop Money Turn In - at the End of the Program

- Final money is due from girls by November 22, 2026
- Troops have 7 weeks to resolve any money issues.
- Check M2 for amounts owed to council. Please make your final deposits ASAP. Troop paperwork is due to your Community Fall Product Chair by December 1, 2026 .
- Final ACH draft will be debited as each Community is reconciled by the Product Team.

Automatic Clearing House (ACH) Payments to Council

Troops pay council for all fall products received through the ACH process:

- To ensure the troop account is ready for ACH, you must enter your troop's account number and routing number into M2.
- Only the amount due to the council will be deducted from the troop bank account, the proceeds will remain in the troop account.
- These debits occur once the Communities Fall Product Paperwork is reconciled.
- To view amount due to council, revisit M2.
- Personal use of troop funds at **ANY TIME** is illegal. Personal funds and Troop funds should never be co-mingled.
- Make sure you have Troop to Girl Transfers completed by November 22, 2026, so that M2 can correctly figure your troop proceeds.

Procedure for Outstanding Product Monies

There are two types of outstanding balances:

- Troop Debt to the Council Business Office
- Parent/Guardian Debt to the troop

Troop Debt to Council Business Office

When unresolved debt occurs, the troop will not be able to participate in any product programs until the troop has resolved their outstanding balance with the Council Business Office. The Council Office will send up to two collection letters to the Troop Chair and the Leader to try to collect the outstanding monies. After the second time with no action taken by the troop, it will be turned over to local law enforcement.

Parent/Guardian Debt to Troop

Since Recognitions cannot be guaranteed after February 2027 for Troops with an outstanding amount due to Council, we recommend contacting Customer Care at customercare@citrus.org as soon as you realize there may be Product Money due, or you have not been able to collect from a Troop Parent. We are here to help! When Product money is due to the Council Business Office and you have not been able to collect from a troop parent, do not hold up your troop's paperwork. Make sure all monies collected have been deposited into your Troop's Bank Account by the deadline.

For Your Reference and Specific Finance Situations

As soon as you suspect there is a problem, act immediately!

- Collect as much money as possible and set up definite deadlines for additional payments. Promptly Notify Customer Care at: customercare@citrus-gs.org if deadlines are not met.
- Make at least three attempts to collect money. The attempts to collect money must be documented in writing. Be aware that an answering machine or phone message might not be received by the person involved. It is not a reliable form of contact.
- Attempts to collect monies need to be pleasant and tactful, but firm. Do not harass.
- Emphasize that missing money denies girls program opportunities.
- All outstanding parent debt must be reported by **December 1, 2026**. It becomes increasingly difficult to help with collections after time has passed.

Document all information: Written/Verbal Documentation needed as follows:

- Date
- Who made contact?
- Method of Contact (phone, letter, in person)
- Summary of what was said and the response, your follow-up actions and plans
- Information needed for further review (see next section)

Information Needed for Further Review:

- Names (girls and parents/guardians)
- Phone numbers
- Physical address
- Total products checked out and returned from all signed M3 receipts
- Amount owed troop and Council Business Office
- Signed Parent Permission Agreement
- All signed M3 receipts from parents/guardians
- If you have all the signed documentation, the Council Business Office will be able to help with future payments from the parent/guardian

How can financial problems be avoided?

- By training and informing the parents/guardians during a meeting about the consequences of outstanding balances
- Meeting the deadlines for payments during the program
- Be firm with the guidelines about payment before additional product is given out
- Keeping in touch with parents and girls to verify all payments are received for delivered product with corresponding signed M3 receipts

Misappropriation of Funds by Troop Chair or Leader

If misappropriation of troop funds is suspected, Leader's access to troop funds will be suspended during research and review of the allegations. If evidence of misuse of funds or personal use of troop funds is substantiated, the leader/chair will be reported to Law Enforcement for further investigation. Report the concern immediately to Customer Care at customercare@citrus-gs.org. If review of the concern yields substantial evidence of theft or fraud, Council Office is the legal party to file Police Reports and will do so.

Third Party Theft

In the event that funds are stolen by a third party (home robbery, auto theft, booth robbery), a completed police report must be provided to the Council Business Office.

- Receipts will be essential to prove possession and value of property.
- Council Staff will work directly with the victim regarding the resolution of missing funds.
- Do not speak to media, contact **Customer Care** customercare@citrus-gs.org. They will be able to direct the media to the correct person.

Notes