

Service Unit Key Dates

September 25th

Service Units may access M2 Online System (M2OS). Troop leaders gain access on September 25th.

October 3rd

Fall Product Program begins—girls can sell online and with their paper order card. Caregivers may access M2OS.

October 15th

Service Units enter delivery information for products **and** rewards in M2OS.

October 26th by 11:59PM

Last day for caregivers to enter paper order card sales into M2OS. Do not enter online Girl Delivery orders: these items are automatically added to a girl's order in M2OS.

October 30th at 11:59 PM

Online Girl Delivery orders end.
Service Units review/edit troop orders.

November 17th - 25th

Nuts/candy delivered to Service Unit (SU) Product Managers.

November 18th - 25th

Product picked up by troops. Get signed receipts from all troops and send them to council after pickups are complete.

November 19th at 11:59 PM

Online sales end.

November 20th by 11:59 PM

Last day to enter girl reward choices in M2OS.

December 9th

Outstanding Balance Forms with receipts due to council.

December 11th

Automatic Clearing House (ACH) email sent to troops with balance due.

December 16th

ACH sweep for 100% of balance due.

End of December/January

Rewards distributed to girls.

2025 Fall Product Program Service Unit Information Guide

As a Service Unit, you're essential to the success of the Fall Product Program. From supporting troops to coordinating deliveries, your role keeps everything running smoothly. Please use this guide to review key dates, Product Program guidance, important reminders, and more!

Materials Checklist

Please confirm that troops have received their program materials by the week of September 15th. Email customercare@gsmw.org for additional materials.

Troop Materials

- Troop Envelope

Girl Materials (one per girl)

- Caregiver Information Guide
- Paper Order Card
- Money Envelope

Troop Proceeds

Troops receive 15% of total sales and are automatically calculated in M2OS. Troops can view the total amount earned by selecting the "Banking and Payments" link from the Troop Dashboard. *Cadette, Senior, and Ambassador (CSA) troops may opt-out of rewards to receive an additional 2% in proceeds.*

Rewards

Rewards are automatically calculated in M2OS which will be visible to girls. They will select their reward choices by November 20th at 11:59 PM. *If this is not completed, the default choice will be selected.* Rewards will be delivered from late December through early January to the address provided in M2OS.

- Count all rewards and compare to packing list prior to sorting them for troop pickup.
- Report any damages to customercare@gsmw.org within two weeks of receiving items.
- Have troops double check their rewards order and sign receipts at pickup.
- To view reward information from troops, log into www.gsnutsandmags.com/admin and click "Delivery Tickets" from the dashboard menu. Scroll to the rewards section, or choose the "Reports" link to get reward information for troops.





Your M2OS Account

You will receive an email invitation from M2OS to create your account password. As a Service Unit Product Manager, you will have admin-level access to M2OS.

Once you set up your account, you can access it by going to www.gsnutsandmags.com/admin. *Be sure to create your Me2® Avatar.*

Delivery Preparation

Enter your delivery information for products **and** rewards in M2OS no later than October 15th. Product and rewards can be delivered to your home or business location. *Your reward address can be different from the product delivery address.*

Product Delivery: Include information that will be helpful to the delivery agent, such as the name of the business, or a preferred entrance for the location. *Product cannot be delivered to a PO Box.*

Rewards: Will ship to the address in M2OS and will be delivered in December/January.



Delivery and Distribution

Delivery: Nut/candy items will be delivered November 17th – 25th. Look for a delivery notification email around November 12th from Council. If a time is not listed in the email, you will be contacted by the delivery agent via phone/email regarding a delivery time.

When the agent arrives, review the delivery ticket carefully. You must be present to count, inspect, and sign for all nut/candy items. Verify that the quantities match exactly before signing.

Review and sign the delivery ticket to confirm you have received all listed products. *Be sure to note any shortages before signing.* The agent will provide you with a copy of the signed delivery ticket for your records.

Report any discrepancies/damages (with photos) within two weeks to council at customercare@gsmw.org.

Troop Distribution: Log in to www.gsnutsandmags.com/admin and click “Delivery Tickets” from your SU Dashboard. Print two copies of each troop delivery ticket to use when sorting orders and have troops sign both copies at pick-up. You’ll retain one for your records, and the troop will retain the other copy.

When reading the delivery ticket, be mindful of full cases vs. single pieces when sorting orders. **In the Fall Product Program, troops can order single pieces of product.** Remind troops that the delivery ticket includes items from paper order cards and Online Girl Delivery.

Sort products by troop order and attach the appropriate delivery ticket to each order. Then, schedule a time for each troop to pick up their orders. Send signed receipts to council by December 16th.

BRAVE. FUN!
FIERCE. FUN!



Product Payment

Customer payments for paper order card sales are collected at the time of product delivery. *Troops may use the CloverGo App to collect customer card payments.*

Caregivers turn in money to the troop no later than December 8th. All funds collected must be deposited into the troop’s bank account.

Outstanding Balance Forms should be submitted online **with receipts** by December 9th (visit gsmw.org, then click on “Forms & Resources”).

An ACH email will be sent to troops on December 11th confirming the ACH sweep amount. The ACH sweep will occur on December 16th. *You can also find the amount due to Council in M2OS under the “Banking and Payments” section.*