

Fall Product Program

Troop Online Guide



Scan here for useful
Fall Product
Program
resources

New this year!

- Sweet Onion Snack Mix
- Cranberry Trail
- Dark Chocolate Peppermint Pretzels
- Crossroads Candles

Back this year!

- Troop Reward – early booth selection
- Extended online ordering catalog

We're Here to Help You!

Your Service Unit Fall Product Manager is your first line of support for any questions or concerns you may have regarding the Fall Product Program.

Girl Scouts Heart of Michigan Council Login: www.gsnutsandmags.com/gshom

Have questions? Need help? helpdesk@gshom.org or 1-800-497-2688 and ask for Help Desk

For a list of all Service Unit Fall Product Managers, please join the *Troop Product Managers*, GSHOM Rally, in Rallyhood, and look for the Files section. Haven't joined Rallyhood yet? Join here!



girl scouts 
heart of michigan

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Getting Started!

- Troop Fall Product Program Managers (TFPPM) and girls must be registered for the 2026/2027 Girl Scout membership year.
- Troops must have a MY 2026/2027 ACH agreement on file.
- Complete the Fall Product Program training through gsLearn or Live through Teams.
- Submit your electronic Troop Fall Product Manager Agreement at the end of training.
- Create your Volunteer Avatar.
- Launch the PAEC (parent/adult email campaign) to the Girl Scouts in your Troop by September 23rd.
- Review your Girl Scout roster in M2, to verify all girls are registered and imported. If you find that any members are missing in M2, please email helpdesk@gshom.org with your troop number and information about who is missing.

2026 Fall Product Program Schedule

Training Begins	9/10
Gain Access to M2	9/15
Online store email launch/ Initial Order program begins	9/24
Enter paper orders into M2	10/18
Continue with online storefront	10/19
Office Hour "Submitting Initial Order"	10/19
Submit Initial Order	10/19-10/20
Submit Delivery Location	10/19-10/20
ACH Initial Payment Due	11/6
Product Delivery to Troops	11/9-11/12
Online Orders & Girl Storefronts Conclude	11/15
Caregivers Submit Rewards	11/15
Office Hour "Wrap up and Rewards"	11/16
TFPPM Submit Rewards in M2	11/17
Final ACH Payment due	12/11

Girl Troop



Scan this QR code to access the ACH Form

Questions?

If you have any questions, feel free to **contact your Service Unit Product Manager** for assistance.

You can also call or email
Help Desk:
helpdesk@gshom.org
 800-497-2688

M2 Help Center:
 800-372-8520



Our Regional Centers

Ann Arbor Regional Center
 7050 Jomar Dr., Whitmore Lake, MI 48189

Jackson Regional Center
 4403 Francis St., Jackson, MI 49203

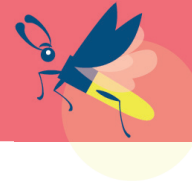
Kalamazoo Regional Center
 601 W Maple St., Kalamazoo, MI 49008

Lansing Regional Center
 13287 Wacousta Rd., Grand Ledge, MI 48837

Saginaw Regional Center
 5470 Davis Rd., Saginaw, MI 48604



Glossary



Girl Scout Lingo

ACH: Automated Clearing House

FPP: Fall Product Program

GSHOM: Girl Scouts Heart of Michigan

HTH: Hometown Heroes

M2: Fall Product Program online platform

NSF: Non-Sufficient Funds

PAEC: Parent Adult Email Campaign

SU: Service Unit

SUFPPM: Service Unit Fall Product Program Manager

TFPPM: Troop Fall Product Program Manager

Hometown Heroes/ Care to Share Program

This is a community service program through the Girl Scout's Product Program efforts. Nationally, during the Fall Product Program Girl Scouts can participate in the Care to Share program, colloquially referred to as part of GSHOM's Hometown Heroes program. Customers will place an order for donation. During the month of May, Girl Scouts will be able to help deliver these items to our local Hometown Hero recipients.

Nut Hut/ Product Booths

Troops can continue to sell directly in storefronts or door to door by hosting a Nut Hut. Deadline to request is 10/18, Payments due 12/11.

Share My Site

A unique feature that allows Girl Scouts and families to share their personalized online storefront directly through Texts and Social Media Platforms.

ACH

An electronic network for financial transactions. All payments facilitated between GSHOM and troops and participation in the Product Programs are conducted through ACH.

Direct Ship

Product shipped directly to the customer. Orders are placed through the Girl Scout's M2 platform where she will receive credit.

Double Mint Club

Girl Scouts can be a part of the GSHOM Double Mint Club annually through her participation in the Product Program. To qualify, a Girl Scout must sell \$1300+ in Fall Product Program items by 11/15/2026 in addition to 600+ packages of cookies by 4/5/2027.

Girl Delivery

Orders placed through the Girl Scout's Paper order card or her M2 platform to be personally delivered. Girl Delivery is available to all customers through October 18th.

Questions throughout the season? Join our Product Office Hours or email our Help Desk at helpdesk@gshom.org.



Ways to Participate

Choose one, two—or all three! Regardless of how you participate, you'll find the Fall Product Program simple, fun, and worthwhile for your troop. This is the easiest way for a troop to earn start-up funds for the year!

Girl Scouts, with adult supervision, can text and share ordering information through social media, inviting their friends and family to support their product program.

1. Take orders in person - Candy/Nuts

- Girl Scouts share their goals with family and friends. Girls can also go over the nut and candy options that are available.
- Customers will complete the order form with contact information.
- Customers pay at the time of their order with cash or check. Checks are made payable to Girl Scouts Heart of Michigan.
- At the time of order, Girl Scout informs customer a time frame of when the product will be delivered.
- Participants turn in money to troop.
 - If payment is not provided to Troop for these card order sales, the Troop will remove the order.
- Product is delivered to the customer.

2. Take orders online - Candy/Nuts

Girl Delivered:

- Girl Scouts create their personalized storefront in M2 and send emails to family and friends.
- Customers pay online and participants deliver products.
- Orders are automatically credited to the participants in M2.
- Girl Scouts Deliver products to customers

Direct Shipped:

- Girl Scouts create their personalized storefront in M2 and send emails to family and friends.
- Girls can also use the Share My Site feature to send texts messages/posts to their personal social media.
- Customers pay online, including the cost of shipping.
- Orders are automatically credited to the participant in the system.
- Shipped directly to the customer (1-2 weeks standard delivery or expedited shipping).

3. Take orders online - Magazines & More

- Girl Scouts create their personalized storefront in M2 and send emails to family and friends.

Available online options include:

Magazines: Many magazines to choose from, physical and digital copies available. Customers are able to start a new subscription or renew for another year.

BarkBox: With multiple boxes to choose from, each box comes with a canister of Berry Trios dog treats and toys.

Personalized Items: From stationery, note pads, to photo frames, customers can be creative and customize colors, fonts, names, slogans and more!

Candles: Customers can select from a variety of candles for their homes or the perfect gift.

Tervis Tumblers: With many options available for everyone, sports team, school, animals, and more in Tumblers and water bottles.

- Girls can also use the Share My Site feature to send text messages/posts to personal social media.
- Girl Scouts create their personalized storefront in M2 and send emails to family and friends.
- Customers pay online.
- Orders are automatically credited to the participants in M2.
- Shipped directly to the customers (delivery time is dependent on item shipping, up to 8 weeks).

4. Additional Fall Product Opportunity

- During the initial order phase through October 18th, troops may opt to order additional products to sell door to door or at local stores that do fall within the GSHOM Council Sponsored partnerships and non-selling locations.
- Product will be available for pick up from your local regional center.
- Product is non-returnable to GSHOM.
- While troops may hold Candy & Nut products to sell in line with your annual Cookie Booths and outside of our Fall Product Program season, all products received will be paid in full on the December 11th ACH payment.
- Products may only be sold for the pricing listed on the Girl Order card or the 2026/2027 Pricing Guide.
- No product will be available for check out through Girl Scouts Heart of Michigan after the October 18th ordering deadline.



Treats Products:

Mint Treasures - Girl Scout Tin*	\$13.00
Honey Roasted Mixed Nuts*	\$12.00
Dark Chocolate Peppermint Pretzels	\$10.00
Whole Cashews w/ Sea Salt*	\$9.00
Deluxe Pecan Clusters	\$9.00
English Butter Toffee	\$9.00
Dark Choc. Caramel Caps w/ Sea Salt	\$9.00
Cherry Almond Cluster	\$9.00
Nut Caramel Trail Mix	\$9.00
Cranberry Trail	\$8.00
Peanut Butter Trail Mix	\$8.00
Sweet Onion Snack Mix	\$8.00
Dark Chocolate Mint Penguins*	\$8.00
Dulce de Leche Owls*	\$8.00
Peanut Butter Bears*	\$8.00
Fruit Slices*	\$7.00
Care to Share (Hometown Heroes)	\$7.00

Online Exclusives

Gourmet Blend - Tin	\$25.00
Gourmet Caramel Corn w/Almonds & Pecans - Tin*	\$24.00
Chocolate Covered Pretzels - Holiday Tin	\$12.00
Mint Treasures - 24 GS Memory Tin	\$12.00
Mint Treasures - 25 GS Memory Tin	\$12.00
Vanilla Honey Roasted Pecans*	\$9.00
Chocolate Covered Raisins	\$8.00
Chocolate Covered Almonds	\$8.00
Hot Cajun Crunch	\$8.00
Thai Chili Mix	\$8.00
Caramel Apples	\$8.00
Honey Roasted Peanuts*	\$7.00
Butter Toasted Peanuts*	\$7.00
Dill Pickle Peanuts*	\$7.00

*Gluten Free

Rewards

Patches:

Personalized Girl Patch

Mailed directly to girl's address
(make sure girls add their address to M2)

- Create Your Avatar
- Send 25+ emails
- Use the Share My Site function in the M2 System
- Sell \$350 in total Online Sales

Personalized Leader Patch

- Sell \$1400 in total troop sales
- Send the Parent/Adult Email Campaign Launch to their troop from M2

Cross Over Patch

- Create your Avatar
- Send 25+ emails
- Use the "Share My Site" function
- Sell 225+ packages of cookies during the 2027 Cookie Season

25+ Emails: Ready to Explore

5+ Mags & More: Kangaroo Patch

12+ Nuts & Candies: 2026 Patch

5+ Donations: Care to Share Patch

25+ Nuts and Candies: Super Seller Patch

Upload a Video: Visualize Patch

\$70+ Share Dollars*: Online Patch

100+ Items: 100+ Patch

Set up Site by 10/8: Rally Patch



Rewards

\$175: Stickers

\$250: Friendship Bracelet Wheel or \$4 Cashew Cash

\$350: Charm Necklace or \$5 Cashew Cash

\$450: Small Plush or \$6 Cashew Cash

\$575: Wet/Dry Bag or \$6 Cashew Cash

\$700: Large Plush or \$7 Cashew Cash

\$825: T-shirt or \$8 Cashew Cash

\$1,000: Water Bottle or \$10 Cashew Cash

\$1,300: Nutcracker Ballet at Fox Theatre or \$20 Cashew Cash

\$1,500: Travel Duffle Bag and Luggage Tag or \$20 Cashew Cash

Troop Reward

Early access to Cookie Booth Sign Up

- 50% Girls selling
- PGA of \$350+



Double Mint Reward
powered by

Cratejoy

Scan here
to see more



How to Opt Out?

When setting up the troop M2 site, check the box that says "opt-out" on the Troop settings tab. If all girls participating in the troop are not Cadette and above, they will be opted back into individual rewards and cashew cash will be selected. This will impact the amount owed to Girl Scouts Heart of Michigan.

*Share Dollars are earned when a sale is made from the Girl Scouts Share My Site link. This link is used through social media platforms and texts! Council reserves the right to make substitutions to the items' color, material or size, or to substitute and item of equal or greater value due to changes or challenges in product availability.

Troop and Juliette Earnings

- All classic troops will earn 16% back in proceeds of total sales throughout the Fall Product Program through November 15th.
- Cadette, Senior, and Ambassador Girl Scouts can choose to opt out of rewards and receive an additional 2% in proceeds. This brings the total to 18%.
- Juliettes will receive Juliette Credits of \$3.50 for every \$25 sold.
 - While Juliette Girl Scouts do not earn Troop Proceeds, they will earn a Juliette Credit of \$3.50 for every \$25 sold through November 15th.
 - Juliette Credits will be distributed electronically to the Girl Scout where she will be able to redeem for up to 5 years. Credits can be used for any GSHOM event, registration, shop, gs Destination, or camp experience. She may also use her credits toward her Girl Scout Bronze, Silver, or Gold Award experience.
 - Juliettes are not eligible to opt out of rewards regardless of their Girl Scout Level.
- Troop Product Managers can earn the Fall Personalized Patch too!
 - Troop has \$1,400 in total sales.
 - Sends the Parent/Adult Email Campaign (PAEC) launch to their troop from M2!

Fall Product Program Troop Packet

Your Fall Product Program troop packet includes the following materials:

1. Nut and Candy Order Card for in-person sales

- Classic tri-fold order card.
- Remember to collect money as you take orders.
- Total each girl's Order Card by product variety.
- Check that the amount of money turned in is correct.

2. Receipt Booklet

- Any time money or product is exchanged, document this exchange on a receipt booklet and have both parties sign. Each person should retain a copy of the receipt. Troop Product Managers/Leaders should keep all copies with troop paperwork.

3. Money Collection and Envelopes

- Remember! This is a prepaid sale. Money should be collected prior to placing a girl's initial order.
- Money Collection envelopes should be handed out to girls and caregivers. All money should be turned in to Troop Product Managers/Leaders in the envelope.



With guardian permission, Girl Scouts can offer girl delivery through their online store. Customers pay with credit card online and girls will deliver the product once it is received by the Service Unit with the order card product orders.

Remember the 5 Skills!



GOAL SETTING

Girls work together to set a goal as a troop, how many products they need to sell as a troop to meet their goals.

Why it matters

Girl Scouts learn to set goals and create a plan to achieve them



DECISION MAKING

Girls decide how to market their business, what to do with their proceeds and where to sell the products.

Why it matters

Girl Scouts learn to make decisions on their own and as a team.



MONEY MANAGEMENT

Girls develop a budget and work within their budget. Girls also take orders and handle customer's money.

Why it matters

Girl Scouts become confident working with a budget, handling money and making change.



PEOPLE SKILLS

Girls talk with their customers to place orders and answer questions about the products.

Why it matters

Girl Scouts find their voice and build confidence through customer interactions.



BUSINESS ETHICS

Girls Scouts use the Promise and Law to guide them during the Fall Product Program Season.

Why it matters

Being an ethical person is valuable in the world and as an employee.

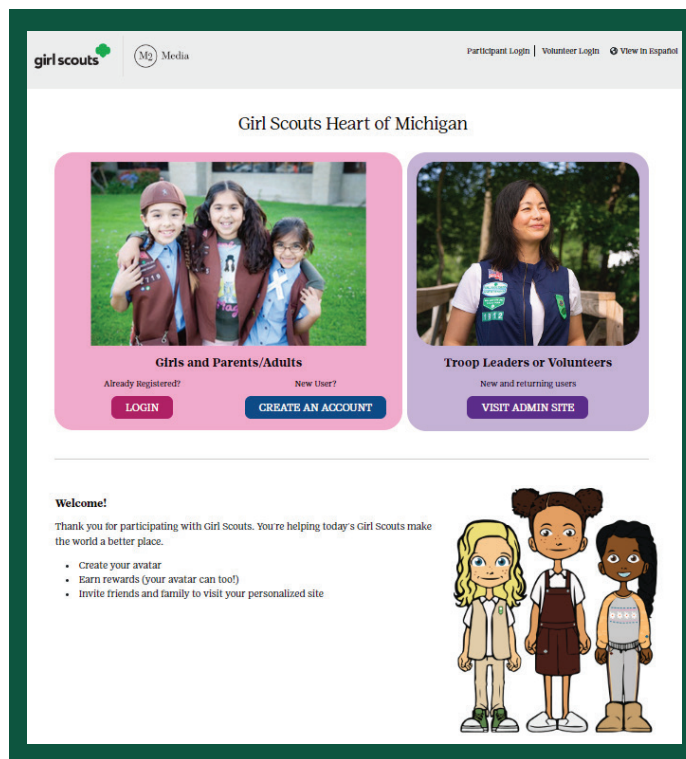
Welcome to M2 Troop Leader Online Experience

Welcome to Your Campaign

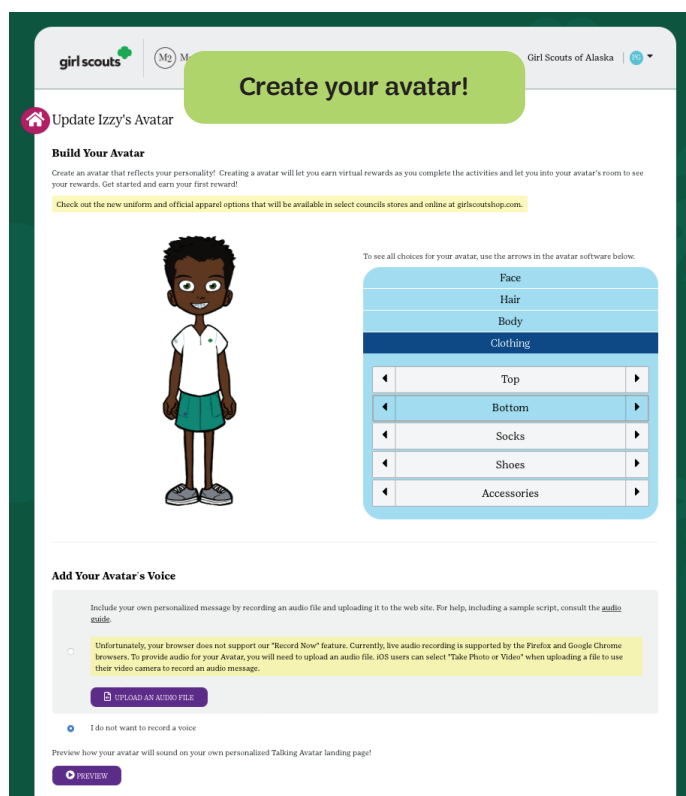
- Beginning September 15th all Troop Product Managers will receive an email link to set up their Troop's online account. Girl Scouts will receive an email link beginning September 24th.
- Click on the link in the email to bring you directly to the M2 website. Following the prompts to sign in.
- If a Troop Leader does not receive their email invitation or experiencing difficulties with your emailed M2 link, you can go directly to <https://www.gsnutsandmags.com>. From there, you will click on the "Forgot Password" function to gain access.

Getting Started

- Once you have successfully logged in, you will immediately be prompted to complete your Online Fall Product Program learning. Once you have completed the training and in order to maintain access, you will need to submit your Troop's Fall Product Program Manager (TFPPM) Agreement form.
 - If you have completed one of the GSHOM Live trainings and have submitted your TFPPM Agreement, you will not be prompted to complete this training again through the M2 platform. Please allow up to 2 business days to allow us to update so you may bypass retaking training to gain access.
- Once you have logged in, you will be able to create your very own Avatar. The Avatar is a fun way for you to "cartoon" yourself and immerse yourself into this year's theme. From your Troop's Dashboard you will be able to see all your Girl Scouts created Avatars to create your very own Troop photo.
- Next, you will be able to launch your Troop's "Parent Adult Email Campaign." The PAEC will send each Girl Scout's caregiver their very own launch email. This announces to them the Fall Product Program season is almost here.
 - GSHOM completes imports to the M2 system every Friday. Encourage your Girl Scouts to register sooner than later to ensure they receive their Launch Campaign Email and not miss any moment!
 - If a Girl Scout does not appear with your troop but is listed on your MYGS roster registered for the 2026/2027 membership year, please email helpdesk@gshom.org for further assistance.
- While many of our Girls Scouts and Caregivers are engaged in the fun of the Online M2 System, some families may need additional support or will need to add orders after the Girl Delivery entry deadline. The Troop's Fall Product Program Manager has the ability to enter/update/modify Girl Delivery orders for Nuts, Chocolates, and Candy for order on the paper order card.

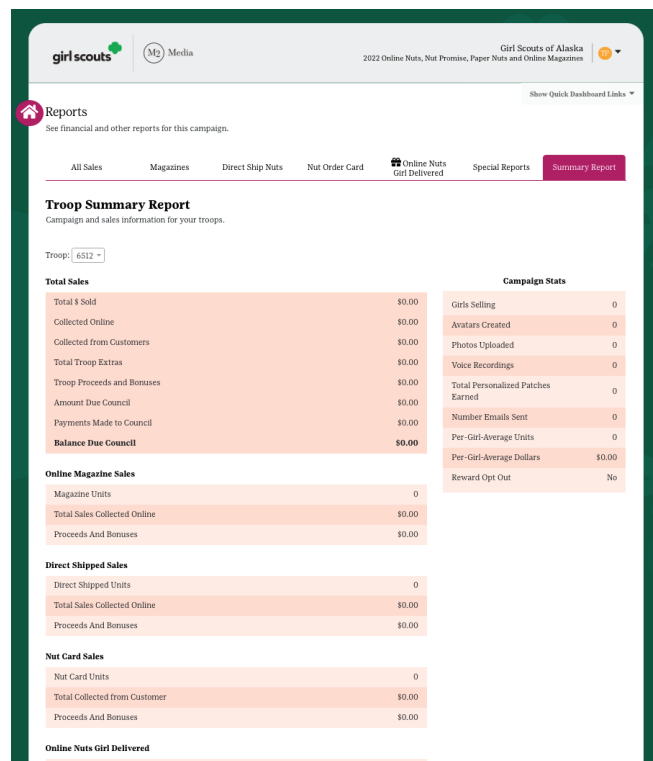
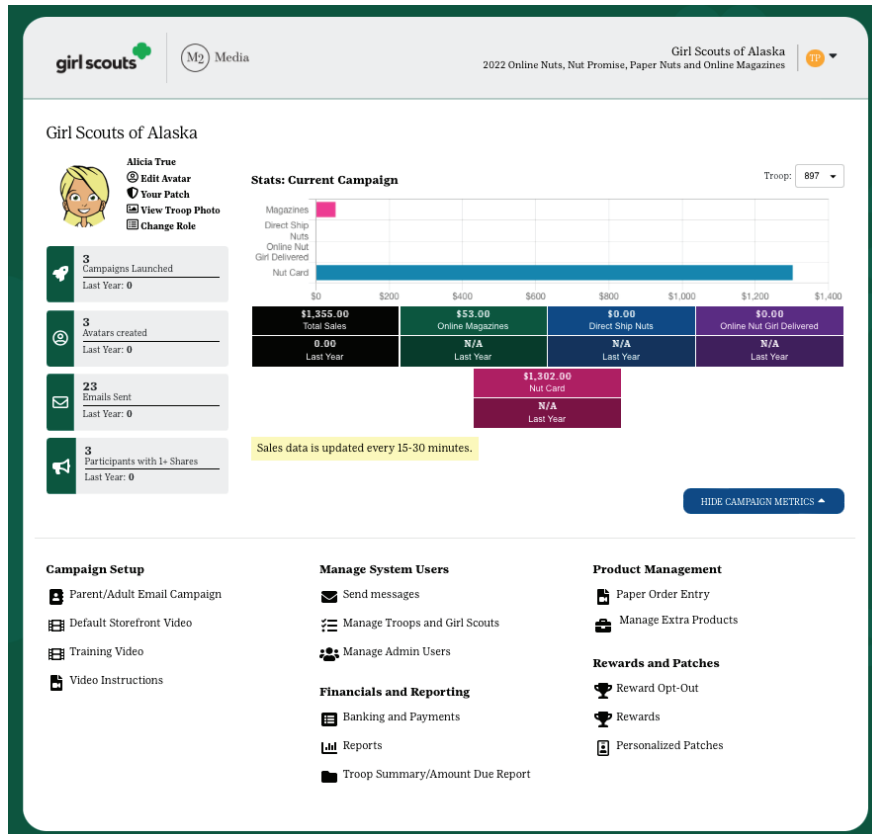


- When a Girl Scout places an order for Girl Delivery through the paper order card, payment is due to the troop before the TFPPM submits their Troop's Initial Order. If a Girl Scout does not turn in their payment no later than October 19th to their TFPPM, their paper order quantities will be removed for ordering.



Troop Campaign Headquarters

This is your Troop's landing page (dashboard). Each time you log in you will see this screen and be able to navigate the system using the management tools all in one place.



Reports



- Click the Reports link from the Troop Dashboard to view total sales or sales by product category.
- The **Summary Report** provides an overview of your troop's overall participation and sales. It also shows the total amount your troop owes to Girl Scouts Heart of Michigan (GSHOM), including a breakdown of payments already received through online sales and the remaining balance from cash sales collected through paper order cards. Girl Scouts are responsible for submitting all cash collected from paper order card sales to the troop before the **October 18** deadline
- There is an option to select each girl individually to review their specific details of orders.
- At the end of the program, the Girl Scout's caregiver will receive an individualized Girl Report emailed

Caregiver Email Blast (Parent and Adult Email Campaign)

- Troop Product Managers can launch an email directly to caregivers with a link and participation instructions.
- Troop Rosters are uploaded directly by GSHOM every Friday.
- Troop Fall Product Program Managers can edit or enter any missing caregiver emails.
- As long as the Troop's TFPPM launches the PAEC, the Girl Scout will be able to begin her Fall Product Program right on September 24th. All other Girl Scouts will be able to begin on September 25th.
- TPMs who launch the Parent and Adult Email Campaign are one step closer to earning their own personalized patch. *Part 2 – The troop has \$1,400+ in total sales. If a Girl Scout does not receive her PAEC launch email, she can go to <https://www.gsnutsandmags.com> and log in or click Forgot Password.
- Girl Scouts have through October 18th to enter their paper order card sales of nuts and candies. Troop Fall Product Program Managers will not be able to update/edit these quantities until October 19th. Deadline for Troop updates is October 20th.



girl scouts M2 Media Girl Scouts of Alaska 2022 Online Nuts, Nut Promise, Paper Nuts and Online Magazines

Parent and Adult Email Campaign
Please add parent/adult email addresses in order for them to receive a link and instructions on how to participate.

Troop: 897

VIEW EMAIL ADD CONTACTS

First Name	Last Name	Email	Send in Spanish	Resend	Status	Delete
Alicia	Tuesdal	alivum2est+stagn@ig				
Jennie	Sorell	jcsorell@m2mediagroup.co				
Cal	Arnold	cam01@m2mediagroup.co				

UPDATE

Opened Didn't open Sent Delivered Bounced Queued for sending Status Key

RETURN TO DASHBOARD



Troop Banking and Payments

View troop financial information including:

- Total sales.
- Total paid online by customers.
- Total proceeds earned.
- Balance due to GSHOM.
- Payments made to GSHOM will be entered after the ACH pull is complete, typically one week later.
- Troop Product Managers may choose to track individual girl payments in M2.



girl scouts M2 Media Girl Scouts of Alaska 2022 Online Nuts, Nut Promise, Paper Nuts and Online Magazines

Banking and Payments
Check banking and payments for this campaign.
Service Unit / Troop

Troop Payments - Troop 6512

Troop Deposits
View payments made by this troop to the council

MANAGE ACH

Date	Bank Name	Check/Deposit/Ref#	Comments	Deposit
No results returned				

Girl Scout Payments
View Girl Scout payments for this troop.

SEARCH TOOLS

Click rows to view girl scout payment information. Click the "+" menu to access additional features.

Girl Scout	Payments Due Troop	Payments Made	Balance
+ Janie Jones	\$0.00	\$15.00	(\$15.00)

RETURN TO DASHBOARD

girl scouts M2 Media Girl Scouts of Alaska 2022 Online Nuts, Nut Promise, Paper Nuts and Online Magazines

Reports
See financial and other reports for this campaign.

All Sales Magazines Direct Ship Nuts Nut Order Card Online Nuts Girl Delivered Special Reports Summary Report

Troop Summary Report
Campaign and sales information for your troops.

Troop: 6512

Total Sales		Campaign Stats	
Total \$ Sold	\$0.00	Girls Selling	0
Collected Online	\$0.00	Avatars Created	0
Collected from Customers	\$0.00	Photos Uploaded	0
Total Troop Extras	\$0.00	Voice Recordings	0
Troop Proceeds and Bonuses	\$0.00	Total Personalized Patches Earned	0
Amount Due Council	\$0.00	Number Emails Sent	0
Payments Made to Council	\$0.00	Per-Girl-Average Units	0
Balance Due Council	\$0.00	Per-Girl-Average Dollars	\$0.00
		Reward Opt Out	No

Online Magazine Sales

Magazine Units	0
Total Sales Collected Online	\$0.00
Proceeds And Bonuses	\$0.00

Direct Shipped Sales

Direct Shipped Units	0
Total Sales Collected Online	\$0.00
Proceeds And Bonuses	\$0.00

Nut Card Sales

Nut Card Units	0
Total Collected from Customer	\$0.00
Proceeds And Bonuses	\$0.00

Online Nuts Girl Delivered

Online Nuts Girl Delivered Units	0
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Volunteer M2 Access—In Depth

Troop Fall Product Program Managers will begin to receive their troop launch emails starting September 15th. Troops that open their site and send the PAEC will allow their Girl Scouts to receive their launch email and begin their online program September 24th. Otherwise, troops that do not send the PAEC out will delay their launch email until September 25th.



Girl Online Experience

Getting Started

- Once a Girl Scout receives her launch email, she can log in as a First-Time participant or a returning user from last year.
- If a Girl Scout is a returning user, previous customers will be listed. New customers can always be added.
- Update your customizable email to send through the M2 platform.
- New Reward Level! Earn the Visualize Patch when you upload your personalized video.
- New Reward Level! Girl Scouts that use the Share My Site feature to send texts and share on their personal Social Medias can earn the Online Patch when they collect \$70 in sales.

Product volunteers won't be able to enter paper orders for girls until the deadline has passed for caregivers to input.

Personalized Campaign

Getting Started

- Upload a photo or video which can be shared on their online storefront.
- Girls who upload photos and/or videos sell more to reach their goals.



Personalized Patch Fall Personalized Patch

- Create your Avatar.
- Send 25+ emails.
- Use the Share My Site function in the M2 System.
- Sell \$350 in total Online Sales.



Troop Product Managers can earn this patch too!

- Send the Parent/Adult Email Campaign Launch email to your Girl Scouts.
- Patch is unlocked when your Troop sells \$1,400 in total sales.



Promoting Her Campaign

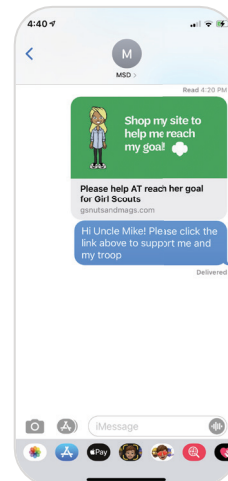
- Girls share their online storefront link with family and friends by sending emails and sharing on social media.
- 27% of online sales come from social media.
- Returning girls will have previous years customer emails listed.
- Girls now have the option to include their last name in emails so friends and family can better identify the sender.



Girl's Campaign HQ

Navigation tools for all aspects of the program

- Emails/Social Media.
- Printable business cards with girl's online store code.
- Manage in-person orders (Candy & Nut Order Card entry).
- Rewards earned and actions needed to receive rewards.
- Reports.



Customer Emails

Family and friends receive an email with a link to the storefront, where they can shop all options available. They can also hear a special message recorded by their favorite Girl Scout!

Supporter Thank You

Create a personalized thank you message that will automatically be sent to your supporters after their first purchase.

[GET STARTED](#)

Supporter Thank You

Create a personalized thank you message that will automatically be sent to your supporters after their first purchase.

Thank You Email

Personalize the email copy below.

Your Message

Dear [Supporter Name]

Thank you for supporting Girl Scouts and me with your recent purchase.

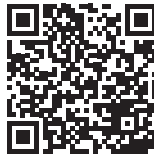
Your support makes a real difference. You're helping me and my troop earn proceeds that fund amazing experiences, all while learning skills that will last a lifetime.

If you would like to buy any additional products from me, please visit my Online Site to place your order before my sale ends.

From Sienna

[ACTIVATE EMAIL](#)

Entering In-Person Nut Order Card Items



- Girl Scouts have through October 18th to enter any paper card orders in the M2 system. Cash/check payments must be turned into their Troop Product Manager no later than October 20th. Any paper card orders submitted without payment will be removed. Customers will be able to purchase through online ship-direct options.
- October 19th - 20th TPMs are granted temporary special M2 access and must enter any girl's outstanding, paid, Candy & Nut paper orders into M2. This includes any not entered by caregivers.
- To update order, enter paper card orders, you will select the Paper Order Entry link found on the dashboard.
- Review each Girl Scout's paper order card entry. Make the appropriate updates if necessary. Ensure that the payment due to the troop matches what the Girl Scout has submitted. You DO NOT enter any online orders; this will double the order!
- Rewards are automatically calculated based on the Girl Scouts total sales (paper/online/participation) and may take time to update (1hr). Rewards can continue to be earned through November 15th.
- As Girl Scouts continue to earn rewards they can make edits to their reward choices through November 15th. The TFPPM will be able to select rewards for their Girl Scouts participating from November 16-17th. Any Girl Scout that does not respond with updates, will receive Cashew Cash for their reward where applicable. No changes will be made after this date.

Personalized Thank You!

Girl Scouts can say a personalized "Thank you!" to the supporters who purchase from their online storefronts. This is accessible from the Girl Scout's Dashboard and can be turned on and off at any time throughout the program.

Heart of Michigan

Money and/or Product Receipt

(Important: Be Sure to Show Troop Number on All Receipts)

Troop # _____ Service Unit _____

Girl's Name _____ Date _____

No. of Cases	No. of Pieces	Product Name	Price
		Mint Treasures - Girl Scout Tin	
		Deluxe Pecan Clusters - Holiday Tin	
		Honey Roasted Mixed Nuts with Peanuts	
		Cherry Almond Clusters	
		Nut & Caramel Trail Mix	
		Whole Cashews with Sea Salt	
		Deluxe Pecan Clusters	
		English Butter Toffee	
		Dark Chocolate Caramel Cops with Sea Salt	
		Chocolate Covered Raisins	
		Peanut Butter Trail Mix	
		Hot Cajun Crunch	
		Dark Chocolate Mint Penguins	
		Ouiche de Leche Ovis	
		Peanut Butter Bears	
		Fruit Slices	
		Total	

Received By _____ Troop # _____

Received From _____

I acknowledge that my Girl Scout has permission to participate in the Fall Product Program and I am financially responsible for the product received.

Product	Full Price	Cash Price	Net Price	Net Price
Deluxe Cookies	\$ 0.00	\$ 0.00		
Fruit Slices	\$ 0.00	\$ 0.00		
Peanut Butter Raisins	\$ 0.00	\$ 0.00		
Cherry Lip Lip Mix	\$ 0.00	\$ 0.00		
Chocolate Covered Raisins	\$ 0.00	\$ 0.00		
Chocolate Trail Mix	\$ 0.00	\$ 0.00		
Dark Chocolate Sea Salt Caramels	\$ 0.00	\$ 0.00		
Double Dippled Peanuts	\$ 0.00	\$ 0.00		
English Butter Toffee	\$ 0.00	\$ 0.00		
Peanut Supremes	\$ 0.00	\$ 0.00		
Chocolate Covered Almonds	\$ 0.00	\$ 0.00		
Whole Cashews	\$ 0.00	\$ 0.00		
Mint Treasures	\$ 0.00	\$ 0.00		
Crash Trail Mix	\$ 0.00	\$ 0.00		
Homemade Bark	\$ 0.00	\$ 0.00		
Cash To Share	\$ 0.00	\$ 0.00		
Total	\$ 0.00	\$ 0.00		

Online Magazine Sales	Direct Shipped Net Sales	Online Net Girl Delivered
Total Collected Sales Online: \$87.00	Total Collected Sales Online: \$88.95	Total Collected Sales Online: \$0.00
Proceeds: \$14.55	Proceeds: \$13.49	Proceeds: \$0.00
Net Card Sales		Total Sales: \$186.95
Collected from Customer: \$0.00		Online Net Girl Delivered: \$186.95

Delivery Tickets

Select your options and print your delivery tickets below:

Troop Tickets by Delivery Site

Delivery Site Type: Delivery Site: Troop:

Single ☐ Include Financials ☐

[CREATE TICKET](#)

Troop Tickets By Troop

Troop:

Choose... Include Financials ☐

[CREATE TICKET](#)

Girl Scout Tickets

Troop:

Choose... Include Financials ☐

[CREATE TICKET](#)

Entering In-Person Nut Order Card Items



- Select the Girl Scout's name to edit her orders.
- Click "+Add Girl Scout" to add orders for any girls missing from the list.
- Message girls directly with questions about items entered.
- Prior to the end of the initial sale period on October 18th, be sure to keep M2 updated with the items sold on the In-person nut order card.
- All in-person nut order card items must be entered into the M2 system to be ordered by GSHOM.
- Online orders are automatically added to a girl's order (even if girl-delivered option was used) and do not need to be entered.

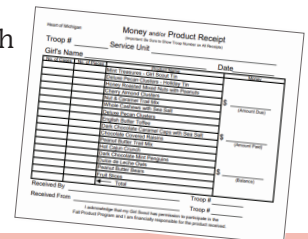
Product	Price	Qty	Total
A Fruit Slices	\$6.00	20	\$120.00
B Peanut Butter Monkeys	\$6.00	20	\$120.00
C Dark Chocolate Sea Salt Caramels	\$6.00	20	\$120.00
D Care To Share	\$6.00	20	\$120.00
Total Sales			\$480.00

Entering In-Person Nut Order Card Girl Payments

As Girl Scout paper orders and cash/check are being collected here are few helpful items to follow:

- All orders must be paid at the time of submission.
- Each time that you collect payment from a Girl Scout, their caretaker must be present. Payment must be verified with them.

- A receipt must be completed in full as confirmation of payment from the caretaker to the troop. Both parties must sign. The yellow copy is provided to the caretaker as receipt of payment made.



Girl Rewards



- Rewards are calculated through November 15th for Girl Scouts, Troops have November 16-17th to submit rewards.
- Rewards are automatically calculated for girls.
- To view rewards, choose the **Rewards** link from the **Troop Dashboard**.
- If girls didn't make choices, Troop Product Managers/Leaders can make reward selections for them. * The exclamation mark indicates a girl who did not choose rewards.
- Detailed reports of earned rewards available under **Reports** link or through the **Delivery Tickets** link.
- If a reward is not chosen by the deadline, the reward will default to cashew cash.

Reward	Amount	Options
Donation Amounts		
Large Giraffe Plush Reward		--Select Size--
Shirt		
I'm a Creative Patch		
Large Giraffe Plush		
\$10 or \$5 Donation		--Select Reward--
Shirt		
Reward Shirt		--Select Size--

Opting out



Paying for Your Troop's Order

All product payments to GSHOM will be through ACH (Automated Clearing House).

- Deposit all girls payments, including cash and checks into your troop bank account. All checks made payable to GSHOM or Troop XXXXX.
- All monies received should immediately be deposited to your Troop's bank account. Utilize your financial institutions Night Deposit Box where available.
- All cash/check payments must be turned into the Troop no later than October 18th. Creating this specific deadline allows you to have two days to deposit, review and submit your troop's initial order on time for girl delivery.
- Your balance due will be available for viewing from your Troop's summary page. This report is what is used to determine your Troop's payment due to GSHOM. This payment due is electronically processed and paid to GSHOM through ACH.
 - Troops that do not have an ACH on file with GSHOM may experience delays in receiving their initial girl delivery order.
- Juliette Girl Scouts will pay the total balance due to GSHOM. Payment can be made in person at your local Regional Center or by phone. Juliette Girl Scouts follow all same timelines as classic Girl Scout Troops.

Important Requirement

A troop must have submitted their MY 2026/2027 ACH form to Girl Scouts Heart of Michigan. This form is submitted electronically through scanning the QR code below. Troops without an ACH form on file with Girl Scouts Heart of Michigan will not be able to receive product.



Scan for ACH form

Picking up Your Troop's Initial Order

Your Service Unit Fall Product Program Manager or Product Program staff person, if no SUFPPM, will schedule a date, time, and place for each troop to pick up their product and rewards.

Be sure to:

- Be on time for your designated troop pick up.
- Count and double-check that all items in your order



are there BEFORE you sign a receipt, load your vehicle, and leave.

- Divide the orders into girl orders and make certain all items are accounted for.
- Have caregivers sign off on receipt books once they receive their product and rewards.
- Report damaged product to your Product Program Specialist.

Distribute Orders to Girl Scouts and Caregivers

Prior to distributing orders, TFPPM's will fill out a Girl Product Receipt, they may also print 2 copies of the Girl Scout Tickets for each member directly from the M2 system under Delivery Tickets. Once you have picked up your Troop's girl-delivery order the order must be sorted by each individual Girl Scout. Girl Scouts can "assist" however, the order is only considered sorted when the Troop's Fall Product Program Manager has verified the order.

- Have caregivers and girls count and sign for their product and rewards. **Use receipts for all transactions.**
- Receipt books are distributed with program materials. Extra are available at regional centers.
- Give caregiver a copy of their Girl Scout's Delivery ticket. Either the yellow copy from the troop's receipt booklet or the second copy of the printed Girl Delivery ticket.
- Instruct girls to deliver orders as soon as possible. Remind them to deliver all items as ordered.

Picking up your Troop's Rewards

Your Service Unit Fall Product Program Manager or GSHOM Product Program Specialist will notify you once your Troop's rewards have been received and sorted by troop.

- You will verify the order along with your SUFPPM.
- Any damages or shortages must be reported to your SUFPPM within 2 days of receiving product. If shortages are reported though, the TFPPM verified the accuracy of the items, GSHOM may not be able to guarantee the replacement of item. There may also be a cost associated with replacement of lost rewards between pick up and distribution. It is imperative that you verify your rewards at time of pick up.

Distribute Rewards to Girl Scouts

Prior to distributing orders, TFPPM's may print 2 copies of the Girl Scout Tickets for each member directly from the M2 system under Delivery Tickets.

- a. Sort each Girl Scout's rewards using this report.
- b. Distribute rewards to Girl Scouts in the same fashion as girl delivery product distribution.

Fall Product Booth

Girl Scout Troops can choose to order additional products. These products can be sold by hosting Walk-a-bouts (door to door) or Troop Booths (outside of local businesses).

Troops that host booths must follow all safety activity guidelines. Booths can only be held in places that are safe for our Girl Scouts and where they can be patrons of.

Troops are unable to schedule or host booths that fall within the GSHOM Council Partner and/or Do Not Contact List.



Guidelines for ordering your Fall Product Booth

- Each Girl Scout Troop will have the opportunity to pre-order prepacked 24-piece bundles. Sold units generate 18% in Troop Proceeds.
- Deadline to order these bundles is October 18th. Scan this qr code to order → 
- Product is ONLY available via preorder.
- Pick up will begin starting from your beginning November 12th from your regional center selected.
- Product is non-returnable/refundable to GSHOM. Payment will be processed on December 11th.
- Troops can conduct self-initiated Troop to Troop Transfers.
 - Troop providing product will complete a Troop Receipt listing quantities being transferred to receiving Troop.
 - Receiving Troop will provide payment for product directly to Troop less the Troop Proceeds.
 - GSHOM will provide a printable guideline of these transfer prices.
- Product is not permitted in any circumstance to be sold for more than the GSHOM advertised pricing.

Safety Tips

- Adults must monitor, supervise, and guide girls through product activities.
- Always use the buddy system; never sell alone.
- Girl Scout Daisies, Brownies, and Juniors must always be supervised by an adult.
- Sell only in areas of your neighborhood that are familiar to you.
- Never carry large amounts of cash with you. Girl Scout Daisies should let adults accept all money.
- Never enter a home without guardian permission and knowledge.
- Never sell to people in cars or in other areas away from public access.
- Girl Scouts, with adult supervision, can text and share ordering information through social media, such as Facebook, Instagram and Twitter, inviting their friends and family to place orders. Individual Girl Scouts and their guardians may not sell product or post invites on sites such as Facebook Marketplace, eBay, Craigslist, etc. GSUSA strictly prohibits individual Girl Scouts to sell direct orders to customers who are not friends and family through social media.
- Additionally, product listed on any site that may imply the possibility of “bargaining” for the price is also prohibited.

Hometown Heroes

The Fall Product Program is full of opportunities for our Girl Scouts and her Troop to lay a foundation for a rewarding Girl Scout year. More than the product sold, Girl Scouts also have a way to give back to her community. Girl Scouts have the opportunity to invite customers to make donations to Hometown Heroes where together we will donate to our Police, Fire Fighter, Emergency Responders, military and other local community heroes. All Girl Scouts will come together to donate across our 34 county footprint during the month of May to honor and celebrate our Heroes.

Information to sign up for donation will begin in January, in the meantime work with your Girl Scout Troop to determine your 2026/2027 Hometown Heroes.

Girl Scouts who collect 5+ FPP Hometown Heroes (Care to Share) will receive the special Care to Share participation patch.





Fall Product Program Frequently Asked Questions



Who can participate in the Fall Product Program?

All Girl Scouts that are registered for the 2026-2027 membership year are eligible to participate in the annual Fall Product Program. This includes Juliette Girl Scouts and Girl Scouts that are part of a Troop.

How do I register in M2 so my Girl Scout can participate in the Fall Product Program?

Girl Scouts can launch their Fall Product Program through their unique Girl Scout Launch email sent on September 24th or by following this link: www.gsnutsandmags.com/Campaign where you can Login or Create an Account.

When does the program begin and end?

The Fall Product Program begins on September 24th. Customers will be able to place orders for in-person delivery through October 18th or have shipped directly to them through November 15th. A list of important dates can be found in your Family Guide and for Troops, your Troop Quick Guide.

How does my Girl Scout earn rewards?

Girl Scouts are eligible to qualify and earn rewards based on their cumulative sales through November 15th. Based on their participation, girls may also earn program patches.

When are orders due and how do we receive our order?

Orders are due to your Girl Scout Troop leader for in-person delivery no later than October 18th. Your Girl Scouts order will be delivered to their local Service Unit delivery location beginning November 9th. From there, your Troop leader will pick up the order and sort. Once sorted, they will share a pickup schedule and meeting information.

How do paper order cards work in person?

Girl Scouts can collect paper order cards from customers for Candy and Nut items only through October 18th. Customers pay for their order at the time it is placed to the Girl Scout and family. Girl Scouts will enter the paper order card through their M2 Online Platform to place order and receive credit. Payment is immediately turned into their Girl Scout Troop Product Manager.

Who are checks made payable to?

All checks must be made payable to Girl Scouts Heart of Michigan and/or their Girl Scout Troop. This helps in the case of a bounced check, GSHOM can help recover funds.

How do online orders work?

Girl Scouts can share their personal online link with family and friends through email, social media platforms, and text. From there, customers can peruse all items available. Including online only exclusive Nuts and candies.

Customers pay directly through the M2 online system. Order and Payment is automatically credited to the Girl Scout.

A local business would like to place an order for magazines, is this allowed?

Yes, businesses may place their order through the Girl Scout's online link. The subscription must be through an individual person listed.

How long do Magazines take before shipment?

While other online items like Bark Box, Crosswoods Candles, Tervis Tumbler, Personalized Stationery, and Candy/Nuts take approximately 7-10 days to ship, some Magazine subscriptions can take up to 8-12 weeks before the first issue is received.

Can I order or renew a subscription that is not listed in the online catalogue?

No, only magazines listed can be purchased or renewed.

Who do I contact if I have any questions?

If Girl Scouts or Troop Fall Product Program Managers experience any issues logging into the M2 system or have questions regarding rewards and/or Girl Scouts Heart of Michigan program specifics, please contact our Help Desk at helpdesk@gshom.org. If a customer has a question regarding a recent order, or delivery status, or product specific questions they will contact the M2 Online Help Center at support.gsnutsandmags.com or 800-372-8520. Troops and Girl Scout families may visit the M2 Online Help Center for quick trouble shooting inquiries as well.

What is Care to Share?

Care to Share is the National Campaign that Girl Scouts can collect donations that will go towards Girl Scouts Heart of Michigan's Hometown Heroes program. For every \$7 donation made through the Care to Share, your Girl scout will receive credit towards their individual and troop goals. Girl Scouts will be able to participate in our annual Hometown Heroes distribution days during the month of May.

Scan for
more info
for...

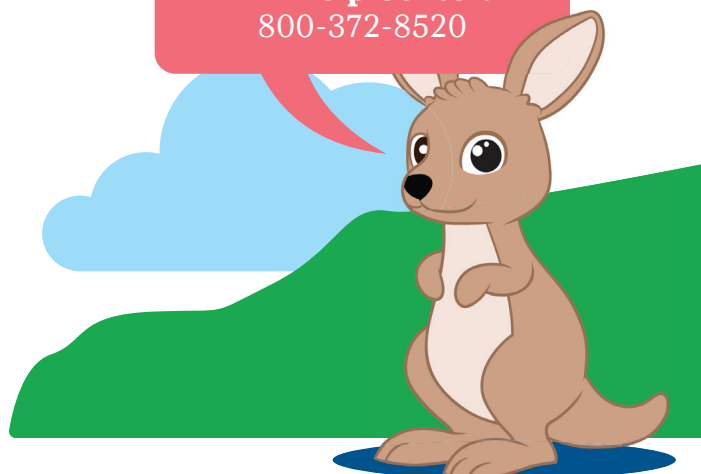


Girl
Scouts



Troop
Product
Managers

If you have any questions,
feel free to **contact the**
M2 Help Center:
800-372-8520



Product Program Automated Clearing House (ACH) Payments Troop Instructions

ACH Definition

ACH, or Automated Clearing House, is an electronic network for financial transactions in the United States. These transactions include debit and credit entries, also known as sweeps, and are common to facilitate payment such as utility bills, mortgage or car payments. ACH works by allowing a troop to grant Girl Scouts Heart of Michigan (GSHOM) authorization to issue ACH debits and refunds from an account. Before any transaction can be processed, we require a signer on a troop account to complete an online only Authorization Agreement for Automatic Deposit Form. A new Troop and Account Authorization (ACH) form must be filled out every year even if there haven't been any changes since the last summer.

ACH in Product Program

In order to facilitate payments from the troop to GSHOM for the Fall Product and Cookie Programs, GSHOM has established a sweep schedule to transfer funds from a troop's bank account.

Troop leaders will be notified via emails the amount that will be withdrawn from their troop account for each of these sweeps. **This email will be sent to the email address provided on the Authorization Form.**

Troops are responsible for depositing sufficient funds to cover these debits, and will be responsible for any resulting non-sufficient funds fees (NSF). These fees differ depending on your bank's policy. Failure to notify GSHOM by deadline given that results with a NSF Return will be assessed a \$37 NSF fee which will be added to the Troop's overall amount due.

If the troop will not have funds available on the date of the scheduled sweep, it is the troop's responsibility to notify our ACH Team by emailing helpdesk@gshom.org no less than five business days prior to the scheduled sweep. Troops authorize GSHOM to repeat the debit one time for a returned transaction due to insufficient funds. GSHOM will contact the troop before this second attempt occurs using the contact information provided on the Authorization Form.

Important!

In order for a troop to participate in Girl Scouts Heart of Michigan product programs, a troop **must** have a troop bank account and complete the Online ACH Electronic form.

Troops that do not provide ACH information will not be able to submit initial orders or receive product.

ACH Sweep Dates		
Schedule	Sweep Payment Date	Deadline for changes
Initial Order	11/6/2026	11/2/2026
Additional Sales	12/11/2026	12/7/2026

Contact Information:

Please contact the Help Desk Team at helpdesk@gshom.org or 800-497-2688 for all ACH needs, including inquiries regarding Fall Product and Cookie Programs.

Important Forms:

Authorization Agreement for Automatic Deposit (ACH Deposit):

This online secure form is filled out by an authorized check signer for the troop account. This authorizes GSHOM to conduct ACH sweeps. This form must be completed for a troop to participate in Girl Scouts Heart of Michigan Product Programs.

By scanning the QR code below, you will be able to complete or update your troop's banking information for electronic banking purposes. The online form must be completed by a signer of the Girl Scout troop.

Troops that do not have an ACH form on file with Girl Scouts Heart of Michigan will not be permitted to participate in Product Program opportunities.

Credit will only be given to the troop when the following are received:

1. Completed Outstanding Money Report (OMR Form)
2. Any and all signed receipts

The Outstanding Money Report form is available at www.gshom.org/forms-documents under troop finances.

Credit will only be given to the troop when the following are received:

1. Use this form for NSF checks received during product sales. The troop will be reimbursed for the check amount and any bank fees incurred. Use one form for each NSF check.
2. This form must be completed in its entirety and include the following documentation:
 - a. A copy of the original NSF check returned to the troop.
 - b. Bank statement documenting fees assessed to the troop.

NSF Check Form



Scan the QR code to access the
online Authorization
Agreement for Automatic
Deposit (ACH)



Scan the QR code to
access the Outstanding
Money Report and
Contact Record



Fall Product Program Troop Product Manager Position Description and Responsibility Agreement

Purpose:

The Troop Fall Product Program Manager (TFPPM) plays an important role in helping Girl Scouts participate in a safe, educational, and successful Fall Product Program. By accepting this position, the volunteer agrees to work in partnership with Girl Scouts Heart of Michigan (GSHOM), the Service Unit Fall Product Program Manager, troop leadership, girls, and caregivers to support the implementation of the Fall Product Program.

The Troop Fall Product Program Manager serves as the primary coordinator for all Fall Product Program activities within the troop and helps ensure girls have the opportunity to build entrepreneurial skills while working toward their troop goals.

Appointment and Accountability:

The Troop Fall Product Program Manager is appointed by the troop leadership and is accountable to the Service Unit Fall Product Program Manager and Girl Scouts Heart of Michigan Product Program staff. The TFPPM serves as the primary Fall Product Program contact for the troop and is responsible for communicating program information to troop families.

Term of Appointment:

This volunteer appointment is for the duration of the current Fall Product Program and concludes upon the successful completion of all program requirements, including financial reconciliation and submission of required paperwork. Volunteers may serve in future program years upon appointment by their troop.

Volunteer Responsibilities:

As the Troop Fall Product Program Manager, I agree to:

- Maintain an active Girl Scouts Heart of Michigan membership and successfully complete all required background screening and volunteer onboarding requirements.
- Complete all required Fall Product Program training before participating in the program.
- Read, understand, and follow all Girl Scouts Heart of Michigan Fall Product Program policies, procedures, deadlines, and safety guidelines.
- Register the troop for the Fall Product Program by the established deadline.
- Communicate program information, important dates, rewards, and expectations to girls and caregivers in a timely manner.
- Encourage Girl Scout-led participation by helping girls set goals, make decisions, develop business skills, and celebrate their accomplishments.
- Manage the troop's online Fall Product Program platform and ensure information is accurate.
- Distribute program materials and assist families with accessing online resources.
- Submit troop orders and required information accurately and by all established deadlines.
- Collect, safeguard, and accurately account for all troop funds received through the Fall Product Program.
- Deposit all funds according to Girl Scouts Heart of Michigan financial policies and ensure the troop remains financially compliant.
- Maintain accurate records of product sales, rewards, finances, and communications.
- Coordinate the distribution of rewards and recognize girls for their participation.
- Maintain the confidentiality of girl, family, volunteer, and financial information.
- Respond to communications from Girl Scouts Heart of Michigan and the Service Unit Fall Product Program Manager in a timely manner.
- Immediately notify the Service Unit Fall Product Program Manager or GSHOM staff of any concerns regarding finances, product discrepancies, caregiver issues, or situations that may impact the troop's participation.

Volunteer Expectations:

As a Troop Fall Product Program Manager, I understand that I am expected to:

- Serve as a positive role model for Girl Scouts and volunteers.
- Demonstrate professionalism, integrity, and respect in all communications.
- Foster an inclusive, welcoming, and supportive environment for all participating girls and families.
- Promote the Girl Scout Leadership Experience by ensuring girls take the lead whenever possible.
- Support the mission and values of Girl Scouts Heart of Michigan.

Girl Scouts Heart of Michigan Commitment:

Girl Scouts Heart of Michigan is committed to supporting Troop Fall Product Program Managers by providing:

- Required training and educational resources.
- Product Program materials and online systems.
- Ongoing communication regarding deadlines, updates, and program changes.
- Assistance from Product Program staff and the Service Unit Fall Product Program Manager throughout the program.
- Recognition and appreciation for volunteer service.

