

Hey Girl Scout Volunteer,

Thank you for visiting the online TNM Companion and using your resources wisely! As we sometimes need to make updates to this companion throughout the program, we are going to list all updates here and what page you can see this new info on. In addition the new info will be highlighted in green on its' corresponding page.

Please direct any questions or concerns to customercare@girlscouts-swtx.org and the Product Program team will get to you ASAP!

2023 Updates:

- **Page 8**—Opt-out was listed in Pocket Guide as “320 Unit Per Girl Average”; **Correct requirements are \$320 Per Girl Average**
-

Girl Scouts of Southwest Texas 2023 Fall Product Program Troop Nut Manager Companion



August 2023

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2023

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11

August

- **Mon., Aug. 7-Wed., Aug. 16**—Get ready to Own Your Magic:
 - Earn \$50 Nut Bucks for troop & Volunteer Patch for you:
 - Complete **TNM Training & Agreement**
 - Approved **troop bank account** or Agreement to Deposit
 - Submitted June Finance Report **by June 15**
 - Complete **5 online girl permission slips** OR at least 60% of registered girls (reg'd in MyGS as of Aug. 7)
- **Wed., Aug. 23**—
 - Online TNM training, Agreement, and all requirements due to begin Fri., Sept. 1 (*Training and agreement MUST be submitted before you receive any fall program materials*)
 - Online AND paper permission slips due to CNM or PPD to begin Fri., Sept. 1 (*Initial date for girls to begin participating—girl permission slips can still be submitted throughout the program*)
- **Mon., Aug. 28**—M2 site opens to volunteers
- Check-in with CNM for program updates and materials
- Host a goal setting/info meeting for girls and parents

September

- **Fri., Sept. 1**—Girls can begin taking orders & using their M2 site
- **Wed., Sept. 6**—Just-in-Time Webinar: Fall Review

Webinar recordings are available on FPP webpage!

October

- **Wed., Oct. 4**—Just-in-Time Webinar: Products are Coming
- **Thurs., Oct. 5**—Parents enter paper orders by 10:59 p.m.
- **Fri., Oct 6**—ACH Auth. on file with GSSWT to use Trp. Acct.
- **Sat., Oct. 7**—TNM enter all girl in-person/paper orders before 10:59 p.m. (*Opens to TNMs Fri., Oct. 6. Don't duplicate what parents entered. If you miss the deadline, you MUST contact CNM within 24 hours!*)
- **Sun., Oct. 8**—Online girl-delivered orders end @ 11:59 p.m.
- **Fri., Oct. 20 & Sat., Oct. 21**—Pick up order; check with CNM
- **Tues., Oct. 24**—Last day to notify CNM of shortages/damages
- **Mon., Oct. 30**—Online shipped & magazine orders close
- **Tues., Oct. 31**—Choose/verify girl recognitions

November

- **Thurs., Nov. 2**—ACH Sweep notification email
- **Mon., Nov. 6**—
 - Online ACH Adjustment Due—linked in ACH notif. email
 - Delinquent Account Report Due (if applicable)
- **Tues., Nov. 7**—100% of money due to troop bank account or council
- **Thurs., Nov. 9**—
 - ACH sweep by Finance department
 - Online end-of-program report due
- Girl rewards shipped to CNM **last week of Nov.**; TNMs pick-up rewards when notified

Give parents earlier deadline to turn in ALL money!

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2023 Updates

New Products:

- Chocolate Covered Raisins
- Thai Chili Mix
- Mint Penguins
- Cheddar Caramel Crunch
- Butter Toasted Peanuts

Tervis Tumblers and Girl Special Edition BarkBox are available online for SHIPPED orders!

Fall Program Checklist

August—Before the Program

- Troop requirements **to receive M2 access:**
 - Complete June 2023 Finance Report
 - Active troop bank account WITH current ACH Auth. Form
- Check-in with your troop Money Managers about the troop bank account status, June Finance Report, and troop policies for collecting/depositing program money
- Check-in with CNM to receive program materials
 - Including: TNM Pocket Guide, receipts booklets and for girls: order card, money envelope, Family Guide & M2 Flyer
- Have parents complete online permission slip and verify membership is updated—form available on Fall webpage
- Host an informational and goal setting meeting for Girl Scouts and parents (see online TNM Companion for more inspo)
 - Options for participation—Using order card and M2
 - Troop Action Plan—Communication, troop goal/proceeds and due dates
 - Money—Set early and consistent deadlines
 - Using M2 to submit any orders from the girl order card
 - Picking-up orders for girl delivery October 20-23
- Pass out program materials to girls—check your roster in M2 or ask parents for confirmation emails
- On or after Mon., Aug. 28**—Access M2 and check out the site

Girls registered for the FIRST time in 2023-2024 Girl Scout Membership Year (effective Sun., Oct. 1) ARE **eligible to participate** in the Fall Product Program beginning on Fri., Sept. 1!

September/October—During the Program

- Fri., Sept. 1**—Girl can begin order taking and NO EARLIER, Girl Scout Honor!
- Wed., Sept. 6 @ 10-11 a.m.**—Just-in-Time Webinar: Fall Review—Recording will be available!
- Wed., Oct. 4 @ 10-11 a.m.**—Just-in-Time Webinar: Fall Products are Coming—Recording will be available!
- Thurs., Oct. 5**—Parents can enter girl in-person/paper orders on the Girl Dashboard **until 10:59 p.m.**
- Sat., Oct. 7**—**TNMs should enter girls' orders in M2 before 10:59 p.m.**—Do not wait for late orders!
 - *Schedule enough time to enter/verify orders—don't duplicate parent entries.*
 - *If miss deadline, contact CNM within 24 hours (or contact Product Program department (PPD) at customercare@girlscouts-swtx.org. **Contacting PPD does not guarantee error will be fixed, but we will try to correct situation, if possible**)*
 - When emailing CNM or Customer Care, include all information such as troop #, girl name, order info and complete description of issue/question
- Fri., Oct. 20–Mon., Oct. 23**—Pick up troop order from CNM
- Distribute products to parents **within 24-48 hours** of receiving.
 - Have each parent picking up product sign a receipt—use Girl Delivery Tickets from in M2 under “Product Management.”
 - If no signed receipt from parent, you will be held responsible for amount due.
 - Usually, damaged products can be replaced. Contact PPD by Tues., Oct. 24 at customercare@girlscouts-swtx.org.
- Remind all parents of money due date—**final due date for depositing money is Tues., Nov. 7!**
- Collect and deposit all program money to troop or council bank account.

READ weekly emails sent on Wednesdays from M2.

November—End of Program

- Tues., Oct. 31**—Verify/enter reward choices in M2—unselected choices will receive default reward.
- Mon., Nov. 6**—Delinquent Account Report and ACH Adjustment form due for troops with parents still owe money—forms available on Fall webpage.
- Tues., Nov. 7**—ALL money due to troop bank account or directly to Girl Scout Shop/council account.
- Thurs., Nov. 9**—Online end-of-program form due—online form available on Fall webpage AND ACH Sweep of 100% due in M2 (ACH Adjustment due Mon., Nov. 6 if balance has not been collected by all parents).
- Pick up rewards from CNM at end of November and distribute to girls ASAP.

Fall Program Resources

Girl Scouts of Southwest Texas

#1 Way to Contact Us—Customer Care

210-349-2404

customercare@girlscouts-swtx.org

Product Program Department (PPD)

Christina Frazier

Director of Product Program

Emma Blevins

Product Program Manager

Jinnie Garcia

Product Program Specialist

Reese Berry

Product Program Assistant

If you cannot reach your CNM, please reach out at customercare@girlscouts-swtx.org.

Community Nut Manager Info:

Place CNM info label here.

If no label, please ask your co-leader for your community info!

MyGS

www.mygs.girlscouts.org

Great for:

- Checking current membership information of Girl Scouts in your troop
- Renewing memberships
- Viewing background check expiration
- Viewing troop roster

Girl Scouts of Southwest Texas website

www.girlscouts-swtx.org/fallproductprogram

Great for:

- Online girl permission slip
- Full Troop Nut Manager Companion
- Just-in-Time webinar recordings, videos and guides—info and help for parents and TNMs
- Troop resources—family guides, FAQ, etc.
- Individually Registered Girl (IRG) Fund Guidelines and IRG Fund Application

Scan QR code to check out the Fall Product Program webpage with the full TNM Companion



M2

www.gsnutsandmags.com/gsswtx

Great for:

- Taking credit card payments
- Sending messages to parents
- Entering in-person/paper orders
- Verifying reward choices



Got questions about a shipped or magazine order?

GIRLS accessing site: Girls should use the M2 flyer to access and set-up their virtual storefront—register at www.gsnutsandmags.com/gsswtx. Parents/girls do not receive email granting access.

TNMs accessing site: After online TNM training completed and all TNM/troop requirements are met, an email with a direct link and instructions to access site will be sent—M2 username will be email provided on TNM agreement. Once password created access site by clicking on link in email or visit www.gsnutsandmags.com/gsswtx

Initial Meeting for Girls & Parents

What does TNM need from parent/guardians?

- Girl Permission Slip—*online form recommended; paper available from CNM*
- Current 2023-2024 Girl Membership
- Updated parent contact info for own records

What does the TNM provide to each Girl Scout?

- 1 Order Card
- 1 Money Envelope
- 1 Family Guide—Ensure to fill in important dates!
- 1 M2 Flyer

Important information to review:

- ✓ Important dates:
 - **Fri., Sept. 1**—Girls begin taking orders
 - **Thurs., Oct. 5 at 10:59 p.m.**—In-person/paper orders are due online by parents
 - **Sat., Oct. 7 at 10:59 p.m.**—Final/ALL in-person/paper orders submitted online by TNM (don't duplicate parent entries)
 - **Last week of Oct.**—Parents receive products for distribution
 - **Tues., Oct. 31**—Select final girl reward choices in M2
 - **Tues., Nov. 7**—100% of money is due to TNM (this is FINAL due date, ensure to set earlier date)
- ✓ Parent Information:
 - Troop Action Plan
 - Work together to create plan for communication, meetings, and picking-up/dropping-off money and product
 - Set troop expectations and due dates for parents and girls
 - Create a troop goal and encourage girls to set personal goals
 - Money
 - *Set early and consistent deadlines—100% of money is due to troop or council account Tues., Nov. 7*
 - A signed receipt is **REQUIRED** for every money transaction
 - Ensure parents understand that by completing permission slip they are agreeing to be financially responsible for product they pick-up
 - M2 & Submitting Orders
 - Provide M2 Flyer which includes how to sign up for virtual storefront
 - Just-in-time video guide available on GSSWT Website for parents entering paper orders
 - Parents have until Thurs. Oct. 5 at 10:59 p.m. to submit in-person/paper orders in M2
 - Take picture or scan of order cards if you needed to enter orders—do not take physical order card as girls will need to make deliveries
 - TNMs can enter in-person/paper orders in until Sat., Oct. 7 at 10:59 p.m.—don't duplicate parent entries and late orders will not be accepted
 - Picking-up Orders
 - Parents pick-up all products from TNM the last week of October
 - Signed receipt is **REQUIRED** for every product transaction
 - Participation
 - Encourage use of M2 virtual storefront—M2 Flyer has instructions for accessing and setting up
 - Online and Social Media etiquette—parent should not post storefront links on social media, but can share in private message
 - No booths for Fall Product Program

Get Parents Involved:

- Host info and goal setting meeting to set expectations and share due dates
- Set up online private group on Facebook, text or group message to communicate regularly during the program
- Encourage parents to access online materials and the virtual storefront with their Girl Scout—register at www.gsnutsandmags.com/gsswtx
- Recruit parents to help with product and reward delivery, sorting and distribution

Read through this list with your troop!

Taking Orders & Products

Taking Orders

Online Girl-Delivered, Shipped and Magazine Orders

Girls send emails from M2 or direct link to family and friends to invite them to shop her online store. Customers will then pay online at time of the order.

Online girl-delivered orders are for local customers only as Girl Scout deliver products.

In-person/Paper Orders

Girls use provided order card to ask family and friends to purchase the listed nuts and chocolates (listed below). Girls should wait to collect money until they deliver the order at the end of October.

Parent/guardians MUST enter in-person/paper orders into M2 website OR provide scan/picture of order card to TNM for entry to receive ordered products.

Products



Mint Treasures
\$12



Deluxe Pecan Clusters
\$12



Mint Penguins
\$8



Whole Cashews
\$8



Choc. Covered Almonds
\$8



Dark Chocolate Peppermint Pretzels
\$8



Dark Chocolate Caramel Caps
\$8



Choc. Covered Raisins
\$8



English Butter Toffee
\$8



Deluxe Pecan Clusters
\$8



Peanut Butter Bears
\$7



Peanut Butter Trail Mix
\$7



Sweet & Salty Mix
\$7



Cheddar Caramel Crunch
\$7



Butter Toasted Peanuts
\$7



Thai Chili Mix
\$7



Cranberry Nut Mix
\$7



Fruit Slices
\$6



Honey Roasted Peanuts
\$6

2023 Recognitions

All recognitions are cumulative. All rewards are automatically ordered by vendors and shipped directly to CNM in November. If chosen, Nut Bucks emailed directly to girls' parents in December/January.



3 magazines
Super Seller Mags Patch



25 emails sent
Online Patch



5 Care to Share units
Care to Share Patch



10 Care to Share units
Double Knotted Headband

Care to Share
\$5 = 1 Unit



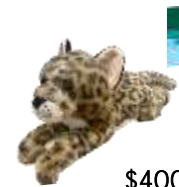
\$125 total sales
Own Your Magic Patch



\$225 total sales
Flower Necklace



\$300 total sales
Ocelot Patch AND Ocelot Charm Bracelet



\$400 total sales
2023 Patch AND Small Ocelot OR Ocelot Socks OR \$5 Nut Bucks*



TNMs earn patch by reaching \$2500 & sending parent email blast!

\$400 total sales AND 25+ emails AND Share in M2
Personalized patch with avatar



\$475 total sales
Color Changing Light OR \$5 Nut Bucks*



\$575 total sales
Cat Wireless Headphones OR \$5 Nut Bucks*



\$700 total sales
T-shirt OR \$10 Nut Bucks*



OR



\$850 total sales
Large Ocelot OR Bluetooth Speaker OR \$15 Nut Bucks*



\$1,000 total sales
Goal Getter Patch AND Creativity Bundle (includes stationery, markers & zipper pouch) OR \$20 Nut Bucks*



\$1,500 total sales
GSSWT 100th Anniversary Merch Bundle OR \$25 Nut Bucks*



\$2,000 total sales
Adventure Event (December/January) OR \$30 Nut Bucks*

Notes on recognitions:

- Rewards are calculated by each unit sold (online, paper order form, magazines and Care to Share).
- While recognitions are automatically tallied in M2 based on each girl's sales, there are choices so ensure to update accordingly.
- Council will not have extra inventory available, and no late orders will be processed.
- Nut Bucks cannot be substituted for rewards on levels that they are not offered.

See next page for additional rewards for girls and TNMs!

Look for TROOP incentives in weekly M2 emails!



No substitutions at any level. Nut Bucks may not be transferred to another council, girl or adult. GSSWT reserves the right to substitute any reward with another of equal value.

Additional Recognitions

Community Top Seller T-Shirt

Girls who sell the most **units** (nuts, candies, and magazines sold online and in-person) in each community will earn an awesome t-shirt. Girl and parent notified and mailed t-shirt in December.

Super Sisters Personalized Patch

Sisters can earn **Super Sister Patch** with combined total of 30 items (nuts, candy, and magazines)

AND

Sisters can earn **personalized patch** with a combined total of \$400 in total sales

(in-person and online) **AND** combined total of 25 emails sent **AND** use share feature in M2

2023-2024 Fall/Cookies Crossover Personalized Patch

To earn, girls must (sisters must reach combined total):

1. Earn Fall Product Program Personalized Avatar Patch (requirements above) **AND**
2. Participate in 2024 Girl Scout Cookie Program **AND**
3. Sell 400+ packages of cookies & send 25+ emails during 2024 cookie program



*Sisters **MUST** be registered under same email address in M2 to receive!*

Volunteer Personalized Patch

TNMs of troops reaching \$2,500 in total troop sales (order card, online & magazine sales)

AND sent parent/guardian email blast will also receive Personalized Avatar Patch!

Operation Care to Share (C2S)

All **MONETARY DONATIONS** collected during Fall Product Program are donated by GSSWT to Ronald McDonald House, Fisher House, San Antonio Food Bank and USO.



Girls participate in Operation C2S by collecting **MONETARY DONATIONS** online or in-person; for each \$5 = 1 Care to Share unit. All donations **ARE** a commitment to make payment and carries same financial responsibility for parents accepting product.

NEW 100th Anniversary Troop Gift of Caring Reward

To help start the celebrating for the upcoming Girl Scouts of Southwest Texas 100th Anniversary—**troops that reach \$100 in Gift of Caring donations (20 units)** will receive tickets to attend a 100th Anniversary Kick-off Event (invites for Girl Scouts with any sales and 2 adults).

Donations received from customers during product programs for *Operation Care to Share* (fall product program) activities are used to purchase cookies or nuts and candy products for community organizations and are **NOT** to be direct donations to the troop/group/girl. Only the approved troop/group/girl portion of money collected for products, as directed by the council, remain in the troop/group accounts. Individually registered girl funds are managed at council level. *p. 116, Volunteer Essentials, 2018*

Troop Proceeds

All troops receive **18% proceeds** from any online, in-person, magazine or Care to Share orders.

Additional Proceed Opportunities:

Eligible troops can earn additional 7% bonus by meeting ALL THREE of following criteria:

1. Registered 75% of troop members (as of Mar. 31) by **Ultimate Early Bird** Deadline (Apr. 15) **AND**
2. Participated in 2023 Cookie Program—and turned in EOP paperwork no later than Mar. 6, 2023—and not have any outstanding balance **AND**
3. Turned in June 2023 Troop Finance Report no later than June 15.

J, C, S & A troops can earn additional 7% by opting out of rewards and meeting following criteria:

1. **Reach TROOP Per Girl Average of \$320**
2. Submit opt-out form with all required signatures no later than Mon., Oct. 30 at 5 p.m.

NOTE: See opt-out form on Fall Product Program webpage for complete rules and fine print.

M2 Media for Girls and TNMs

Girls use M2 for:

- Emailing family and friends
- Entering paper orders
- Choosing rewards
- Council adds girls and troops that have completed program requirements

TNMs use M2 for:

- Inputting in-person/paper orders
- Troop management
- Parent communication
- Tracking sales

GIRLS accessing site:

Girls should use the M2 flyer to access and set-up their virtual storefront—register at www.gsnutsandmags.com/gsswtx.

Note: Parents/girls do not receive email granting access.



Council TOP SELLER Reward

The Girl Scout with most UNITS sold on M2 will receive GIANT Ocelot plush!

TNMs accessing site:

After online TNM training completed and all TNM/troop requirements are met, email with a direct link and instructions to access site will be sent—*email/username will be email provided on TNM agreement*

- Once password created, access site by clicking on link in email or visit www.gsnutsandmags.com/gsswtx

M2 Checklist:

- Send parent/guardian email blast
- Verify/enter girl paper orders
- Print product/reward delivery tickets
- Verify/enter reward choices
- Save final troop sales report summary

Need help with M2?

- **JIT Webinar:** Fall Review Wed., Sept. 6—recording available online!
- Questions about online shipped or magazine orders?



Create Me2 avatar and share with girls how fun it is!

Enter girls' paper orders from order card and check parent entries (don't duplicate parent entries).

Send parent/guardian email blast—AND is a requirement for volunteer personalized patch!

Enter girl rewards & verify personalized patch status and mailing address.

Product Distribution & Payment

Distribute products to parents no later than Mon., Oct. 24!

Getting Ready for Pick-up

- Remind parents of pick-up location, date and time.
- Print TWO copies Girl Delivery Tickets located in M2 under “Product Management.”
- Sort products by type **OR** pre-arrange each girl’s order—some products may have similar packaging!

ALWAYS store product in cool, dry area.

Never store product in your car or garage!

During Pick-up

1. Only distribute to parents/adults.
2. **Count** and **recount** until both are satisfied that the order is correct.
 - o Product may not be returned to troop or council—if any parents have unsold product, they may transfer to another interested parent or troop.
3. **The adult picking up product MUST sign Girl Delivery Ticket.**
 - o Keep signed copy for records—you may be required to submit with end-of-program paperwork.
4. Remind adults when money is due and to keep products in cool, dry, smoke-free place!

Damaged products

Usually, damaged product can be replaced. Contact PPD by Tues., Oct. 24 at customer care@girlscouts-swtx.org.

What to do if girl’s parent doesn’t pick-up product?

If parent has not picked up by Tues., Oct. 24, **you MUST make arrangements to sell the product with your troop!**

- Check with rest of parents to see if they have interested customers.
- Have your Girl Scout sell product!
- Notify CNM of extra product.
- Contact council with inventory of extra products!

Collecting Money from Parents

- Work with parents to set early dates when money is due—**100% of money due to troop or council bank account by Tues., Nov. 7**
- **ALWAYS complete receipt when collecting money**
 - o TNM AND parents are **REQUIRED** to sign receipt for every transaction (girls **CANNOT** sign receipts).
 - o Receipts are proof of responsibility—always retain troop copy of receipts for at least one year.
- If parent misses deadline, complete Delinquent Account Report and all required documentation to account for money due **AND** submit ACH Adjustment Form by Mon., Nov. 6 at 5 p.m.

White/top-Parent Copy

It is IMPERATIVE that receipt is written EVERY TIME product/ money exchanged.

Yellow/bottom-Troop/TNM Copy

When does customer pay?

- For girl-delivered in-person/paper orders, money is collected delivery—**NOT AT TIME OF ORDER.**
- For C2S donations, money should be collected at time of donation.
- For online orders (girl delivered AND shipped) payment will be made online at time of ordering.

Acceptable Forms of Payment

- Cash
- Credit Card via M2 for online orders
- Credit Cards via Square—troops **CANNOT** pass fees to customers
- **DO NOT** accept checks



*If a troop decided to accept checks, it will be troops responsibility to cover any bounced checks/fees, as council **WILL NOT** reimburse troops.*

Keeping Money Safe

- Do **not** keep large sums of money.
- Deposit to approved troop bank account or council account **ONLY.**
- If you miss deadline or turn in less money than due without Delinquent Account Report and documentation, **YOU, as TNM, will be responsible for amount due.**

ACH & Additional Financial Info

VERY
IMPORTANT
INFO!

What is required to use a troop bank account during the program?

- ✓ Council-approved troop bank account in good standing.
- ✓ Current Auto-withdrawal (ACH) Authorization form—if had signer change new form submitted to Finance department.
- ✓ Submitted June 2023 finance report by June 15

If you are not sure about your troop bank account, check with co-leaders or troop money managers.

Important ACH Dates	
ACH Auth. Form to use Trp. Acct. for deposits/ACH Sweep	Fri., Oct. 6
GSSWT sends ACH notification email	Thurs., Nov. 2
Online ACH Adjustment Form Due, if needed <i>*Linked in ACH notification email</i>	No later than 5 p.m., Mon., Nov. 6
ACH Sweep <i>*100% of money deposited in troop bank acct. by Tues., Nov. 8</i>	Thurs., Nov. 9
Final ACH Sweep <i>*For any remaining balances, if applicable</i>	Thurs., Nov. 30

Delinquent Account Reports

What do I do if parent still owes money at end of program?

If parent misses deadline, complete Delinquent Account Report to document money due. *Failure to include proper documentation with Delinquent Account Report may result in delinquent amount payable by you, TNM. This is IMPORTANT as we need this to protect the girls' troop proceeds.*

What will happen to parent/guardian and Girl Scout?

Parents/guardians who fail to pay council for product programs by deadline risk legal action and eligibility to participate in future product programs until the balance is resolved with council. GSSWT does not place limitations on Girl Scouts' participation or rewards.

If parents owe money (or troop doesn't have sufficient funds) before ACH sweep you **MUST** submit ACH Adjustment Form by deadline (Mon., Nov. 6 @ 5 p.m.) and Delinquent Account Report with required documentation.

Troops without Bank Accounts

Troops without council-approved bank account/ACH authorization form on file by Fri., Oct. 6:

- MUST sign/submit an **Agreement to Deposit to Council** (online form).
- MUST **deposit 100% of funds** into GSSWT council bank account/Shop, regardless of balance listed in M2
- Troops receive proceeds into their active troop account at end of program—after audit (4-6 weeks after program ends)

Individually Registered Girls (IRGs)

IRG Nut Managers (parent/guardians):

- **MUST** sign/submit an Agreement to Deposit to Council (online form)
- MUST deposit **100% of funds** to GSSWT council bank account/**Girl Scout shop, regardless of balance listed in M2 by Tues., Nov. 7**
- IRGs **NOT** allowed to collect personal checks as payment.
- IRGs will have access to IRG fund that can be applied towards GSSWT events, programs and camp (more info at www.girlscouts-swtx.org/fallproductprogram)

If you signed an **Agreement to Deposit**, you **MUST** deposit 100% of funds AND no checks are permitted to be deposited into a council bank account!

End-of-Program Report & Checklist

- Verify/enter reward choices in M2—unselected choices will receive default reward indicated with * on Family Guide.
- Complete online end-of-program form at www.girlscouts-swtx.org/FallProductProgram. *Required of ALL TNMs. Only submit hard copy if you have delinquent account reports.*

STOP and READ carefully:



- If parent(s) still owe money to troop before ACH sweep:

- Submit ACH ADJUSTMENT FORM by Mon., Nov. 6 at 5 p.m. to protect troop proceeds!

AND

- Submit delinquent account report by Mon., Nov. 6 at 5 p.m. for remaining balance owed by troop or parents.

- If parent still owe money to troop before ACH sweep, **complete Delinquent Account Report (pg. 13)** to protect troop proceeds and account for ALL money due.

You MUST include HARD COPIES of:

- Delinquent Account Report Form
- SIGNED** Girl Delivery Ticket (M2)
- Any additional **SIGNED** product receipts
- ALL **SIGNED** money receipts
- Girl permission slip (if online, council can provide)
- ACH Adjustment confirmation email
- End-of-program report confirmation email

Receipts are
REQUIRED to prove
responsibility was
transferred to another party.

If receipts and all proper
documentation are not
provided, TNM will be held
responsible for balance
owed by troop!

- Submit completed report and ALL required documentation to CNM by deadline, but no later than Mon., Nov. 6 at 5 p.m.
 - Scan and email Delinquent Account Report(s) and all required documentation to customer care@girlscouts-swtx.org.
 - **If mail report/documentation**, send email to customer care@girlscouts-swtx.org before **Mon., Nov. 6 at 5 p.m.** deadline!
 - Hard copies of proper documentation may be requested by PPD and mailed to 811 N. Coker Loop, San Antonio, TX 78216.
 - *If you submit delinquent account report(s), and ALL REQUIRED documentation is NOT turned in, you will be held accountable and liable for money due.*