



Girl Scouts of Southwest Texas

2025 Fall Product Program

Troop Nut Manager Guide

**BRAVE.
FIERCE.
FUN!**

August 2025

| S | M | T | W | T | F | S |
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| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
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| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

September 2025

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October 2025

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| 26 | 27 | 28 | 29 | 30 | 31 | |

November 2025

| S | M | T | W | T | F | S |
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| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |

August

- **Mon., Aug. 11-Wed., Aug. 27**—Brave Incentive:
 - Earn \$50 Nut Bucks for troop:
 - Complete **TNM Training & Agreement in gsLearn**
 - Approved **troop bank account** or Agreement to Deposit
 - Submitted June Finance Report **by June 15**
- **Thurs., Aug. 28**—
 - M2 opens for TNMs with training/requirements completed
 - Permission slips due to begin on Mon., Sept. 1
- Check-in with CNM for program updates & materials
- Host a goal setting/info meeting for girls & parents

September

- **Mon., Sept. 1**—Girls access M2 site & begin taking orders online or on paper
- **Wed., Sept. 3**—Just-in-Time Webinar: Fall Review

Webinar recordings are available on FPP webpage!

October

- **Wed., Oct. 1**—Just-in-Time Webinar: Products are Coming
- **Thurs., Oct. 2**—Parents enter paper orders in M2 by 10:59 p.m.
- **Fri., Oct. 3**—Paper order entry/verify opens for TNMs in M2
- **Sat., Oct. 4**—TNM verify paper orders in M2 before 10:59 p.m.
 - *Missed the deadline? Contact CNM within 24 hours!*
- **Sun., Oct. 5**—Online girl-delivered orders end @ 11:59 p.m.
 - *Only SHIPPED orders can be placed after this date.*
- **Fri., Oct. 17 or Sat., Oct. 18**—Pick up order from CNM
- **Tues., Oct. 21**—Last day to notify CNM/PPD of damages
- **Mon., Oct. 27**—Online shipped orders & magazine orders close
- **Tues., Oct. 28**—Girl rewards must be selected—this can be done by girl or TNM in M2
- **Thurs., Oct. 30**—Sweep notification email sent to TNMs & Money Managers

November

- **Mon., Nov. 3**—Online Sweep Adjustment & Uncollected Funds section due by 5 p.m.
- **Tues., Nov. 4**—100% of money due to troop or council bank account
- **Thurs., Nov. 6**—Sweep of troop account
- **Last week of Nov.:** Girl rewards shipped to CNM—TNMs plan to pick-up rewards ASAP when notified

Give parents *earlier deadline* to turn in ALL money!

Helpful Fall Program Terms:

- A2D—Agreement to Deposit
- CNM—Community Nut Manager
- FPP—Fall Product Program
- M2—Online platform for our Fall Program
- PPD—Product Program department
- TNM—Troop Nut Manager



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2025 Updates

NEW Products:

- Order Card & Online:
 - Cherry Almond Clusters
 - Honey Roasted Mixed Nuts
- More options for Personalized Stationery available online

Discontinued Products:

- Thai Chili Mix
- Cheddar Caramel Crunch

Where to find answers?!

- I have a new member, can she participate?—*Page 3*
- What is the M2 website link?—*Page 8/Back, at the very top!*
- How do girls access M2?—*Page 8/Back, you will see a section just for girls in M2*
- How much does my troop make in proceeds?—*Page 6, this one is easy, 18%, but there is more info at the bottom of the page!*
- When are orders due?—*Front Cover & Page 3*
- M2 won't allow me to enter products for a girl?—*Page 5*
- What receipt should I use when girl's pick-up their products?—*Page 4, use the Product Program Linktree for our M2 Delivery Ticket How-to Guide!*
- What are the default rewards?—*Page 3, and these are marked for girls on the order card*
- How does the sweep work?—*Page 7, see the colorful boxes*
- A parent owes money to the troop, what do I do?—*Page 7*
- What are acceptable forms of payments?—*Page 8/Back*



Look for a paw print next to answers for commonly asked questions!



Program Checklist



August—Getting training and requirements completed

- ☐ Check-in with your Money Managers about troop bank account status, June Finance Report, and troop policies for depositing program money
 - *Troops are required to have a June 2025 Finance Report AND active troop bank account WITH current ACH form to receive M2 access*
 - *OR troops must complete an Agreement to Deposit to council (A2D)*
- ☐ Check-in with CNM to receive materials: TNM Guide, receipts booklets and for girls: order card, money envelope, M2 flyer
- ☐ Have parents complete online permission slip available on FPP webpage AND verify membership is updated in MyGS
- ☐ Host an informational & goal setting troop meeting for girls/parents (see p. 5 & Parent Training for TNMs on FPP webpage)
 - 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 orders from the girl order card & picking-up those orders for girl delivery October 18-21, or earlier
- ☐ Pass out program materials to girls—check your roster in M2 or ask parents for permission slip confirmation emails
- ☐ On or after Thurs., Aug. 28—Access M2 and check out the site

Girl Scouts registered for the FIRST time in 2025-2026 (effective Oct. 1) ARE still **eligible to participate** in the Fall Product Program beginning on Sept. 1!



Weekly update emails sent on Wednesdays from M2—ensure to give them a read!

September/October—During the Program

- ☐ Mon., Sept. 1—Girl can begin order taking and NO EARLIER, Girl Scout Honor!
- ☐ Wed., Sept. 3 @ 10-11 a.m.—Just-in-Time Webinar: Fall Review—Recording will be available!
- ☐ Wed., Oct. 1 @ 10-11 a.m.—Just-in-Time Webinar: Fall Products are Coming—Recording will be available!
- ☐ Thurs., Oct. 2—Parents can enter paper orders on the Girl Dashboard in M2 **until 10:59 p.m.**
- ☐ Fri., Oct. 3—M2 opens for TNM to enter girl orders (**paper order entry will not be available to TNMs before this date**)
- ☐ Sat., Oct. 4—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 PPD at customercare@girlscouts-swtx.org. Contacting PPD does not guarantee error will be fixed, but we will try to correct situation, if possible).*
 - Include all information such as troop #, girl name, and order info.
- ☐ Fri., Oct. 17–Mon., Oct. 20—Pick up troop order from CNM
- ☐ Distribute products to parents **within 24-48 hours** of receiving.
 - Each parent picking up product must sign receipt—use Girl Delivery Tickets from in M2 under “Product Management.”
 - **Sort products by type OR pre-arrange each girl's order—some products may have similar packaging!**
 - 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. 21 at customercare@girlscouts-swtx.org.
- ☐ Remind all parents of money due date—**final due date for depositing money is Tues., Nov. 4!**
- ☐ Collect and deposit all program money to troop or council bank account.

November—End of Program

- ☐ Tues., Oct. 28—Verify/enter reward choices in M2—unselected choices will receive default reward (marked with *).
- ☐ Mon., Nov. 3—

STOP and READ carefully:



If parent(s) still owe money to troop on Mon., Nov. 3, you MUST:

- ☐ Submit SWEEP ADJUSTMENT FORM with Uncollected Funds Section (linked in sweep email sent Oct. 30 & on FPP webpage) **by Mon., Nov. 3 at 5 p.m.** to protect troop proceeds and direct responsibility.

- ☐ Tues., Nov. 4—ALL money due to troop bank account or council account, if using an A2D
- ☐ Thurs., Nov. 6—Sweep of 100% due in M2 (Sweep Adjustment due Mon., Nov. 3 if balance has not been collected)
- ☐ Once notified in early December, pick up rewards from CNM and distribute to girls ASAP.

Program Resources

Girl Scouts of Southwest Texas

#1 Way to Contact Us—Customer Care

210-349-2404 ext. 380

customercare@girlscouts-swtx.org

Product Program Department (PPD)

Christina Frazier

Director of Product Program

Emma Blevins

Product Program Manager

Jinnie Garcia

Product Program Specialist

Gillian Smith & Chloe Shreder

Product Program Assistants

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

ALWAYS ensure to include your troop number, Girl Scouts' name and any other information.

MyGS

www.mygs.girlscouts.org

Great for:

- Checking current Girl Scout memberships
- 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
- 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!



GSSWT Product Program Linktree

Includes links to:

- GSSWT Fall Program webpage
- Timely fall program resources
- Forms for TNMs, girls and parents
- Question submission box that goes directly to our Customer Care inbox
- And so much more!



Community Nut Manager Directory

Scan this QR code to find the contact info for your Community Nut Manager!

They can assist with questions, entering orders and/or rewards.



M2

Save and share this link: www.gsnutsandmags.com/gsswtx

M2 is great for:

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

GIRLS accessing site: Girls should use the M2 flyer instructions to access and set-up their virtual storefront—girls can register at www.gsnutsandmags.com/gsswtx and will need their troop number handy!

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

TNMs accessing site: After online TNM training completed and 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, you can access site by clicking on link in email or visit www.gsnutsandmags.com/gsswtx!



Got questions about a shipped or magazine order?

Initial Meeting for Girls & Parents

What does TNM need from parent/guardians?

- ☐ Online Girl Permission Slip
- ☐ Current 2025-2026 Girl Membership
- ☐ Updated parent contact info for own records

What does the TNM provide to each Girl Scout?

- ☐ 1 Order Card (also has rewards listed)
- ☐ 1 M2 Flyer with important program dates
- ☐ 1 Money Envelope

Important information to review:

- ✓ Important dates:
 - **Mon., Sept. 1**—Girls begin taking orders
 - **Thurs., Oct. 2 at 10:59 p.m.**—Paper orders entered by parents in M2
 - **Sat., Oct. 4 at 10:59 p.m.**—Final/ALL in-person/paper orders submitted online by TNM (*don't duplicate!*)
 - **Last week of Oct.**—Parents pick up products for distribution
 - **Tues., Oct. 28**—Select final girl reward choices in M2
 - _____ (*TNM selects date*)—100% of money due to TNM, so money can be deposited before final due date
 - **Tues., Nov. 4**—100% of money is due to troop or council account
- ✓ Parent Information:
 - Troop Action Plan
 - Create plan for communication, meetings, and picking-up/dropping-off money and product *as well as your boundaries (e.g., text only during 10 a.m.-8 p.m.; I don't answer calls after 7 p.m.)*
 - Set troop expectations and due dates for parents and girls
 - Create a troop goal and encourage girls to set personal goals—ensure to communicate what the troop plans to do with the proceeds
 - Participation
 - Encourage use of M2 website—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 FPP
 - 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 online. Customers will pay online at time of the order.
 - *Online girl-delivered orders are for local customers only as Girl Scout deliver products.*
 - Paper Orders—Girls use provided order card to ask family and friends for support. Girls should wait to collect money until they deliver the order at the end of October.
 - Money
 - *Set early and consistent deadlines—100% of money is due to troop or council account Tues., Nov. 4*
 - 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
 - Video guides available on GSSWT website for parents entering paper orders
 - Parents have until Thurs. Oct. 2 at 11:59 p.m. to submit in-person/paper orders in M2
 - Take picture or scan of order cards if you needed to enter orders.
 - M2 opens for parents/girls to enter order in the site first; TNMs then have access to enter order beginning Fri., Oct. 12:01 a.m. until Sat., Oct. 4 at 11:59 p.m.
 - Picking Up Orders
 - Parents pick up all products from TNM the last week of October
 - Signed receipt is **REQUIRED** for every product transaction

Getting Parents Involved:



- Host info and goal setting meeting to set expectations and share due dates
- Set up online private group on Facebook, group message, etc. 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 sorting and delivery



Girl Rewards

Rewards are cumulative and girls can select rewards as they earn them in M2. Rewards are shipped directly to CNM in November. If chosen, Nut Bucks are emailed directly to parents in December.



4 magazines
Super Mags Patch



25 emails sent
Online Patch



7 Care to Share Units
Care to Share Patch



15 Care to Share Units
B.F.F. Charm & Bracelet



30 Combined Units
Super Sister Patch



Community Top Sellers
Community Princess t-shirt will be mailed to the girl who sells the most units in each community!



\$125 total sales
BFF Patch



\$225 total sales
Flower Claw Clip Set



\$325 total sales
Bear Patch AND Bandana



\$400 total sales AND 25+ emails AND Share in M2
Personalized Patch



\$425 total sales
BFF Journal & Stickers
OR \$5 Nut Bucks*



\$500 total sales
2025 Patch AND Small Grizzly
OR \$5 Nut Bucks*



\$600 total sales
Travel Jewelry Box
OR \$5 Nut Bucks*



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



\$850 total sales
Large Grizzly OR Mini Canvas Bag OR \$15 Nut Bucks*



\$1,000 total sales
Goal Getter Patch AND Portable Karaoke Machine
OR \$20 Nut Bucks*



\$1,500 total sales
Moon Lamp OR \$25 Nut Bucks*



\$2,000 total sales
Custom Neon Sign (up to 11 letters) OR \$30 Nut Bucks*

Troop Proceeds

All troops receive **18% proceeds** from ALL orders (online, in-person, shipped, Care to Share, etc.)

Additional Proceed Opportunities:

- **Troops can earn additional 7% bonus by meeting ALL THREE of following criteria:**
 1. Registered 75% of girl and 75% of adult members (as of Mar. 31) by **Ultimate Early Bird Deadline** (Apr. 5) AND
 2. Participated in 2025 Cookie Program and had no outstanding balance AND
 3. Turned in June 2025 Troop Finance Report no later than June 16.
- **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 (Per Girl Average = total troop sales ÷ # girls with sales).
 2. Submit opt-out form with all required signatures no later than Mon., Oct. 27 at 5 p.m.—troops can submit form at anytime during the program; PDF form is available on FPP webpage or Linktree.

Product Distribution & Payment

ALWAYS
store product in
cool, dry area.

Never store
product in your
car or garage!

Distributing Products

1. Distribute products to parents no later than Mon., Oct. 20
2. Count and recount until both are satisfied that the order is correct.
 - o Product may not be returned to troop or council—parents may transfer within the troop.
3. Adult picking up MUST sign Girl Delivery Ticket—available in M2 under “Product Management.”
4. Remind adults when money is due and to keep products in cool, dry, smoke-free place!

Damaged products?

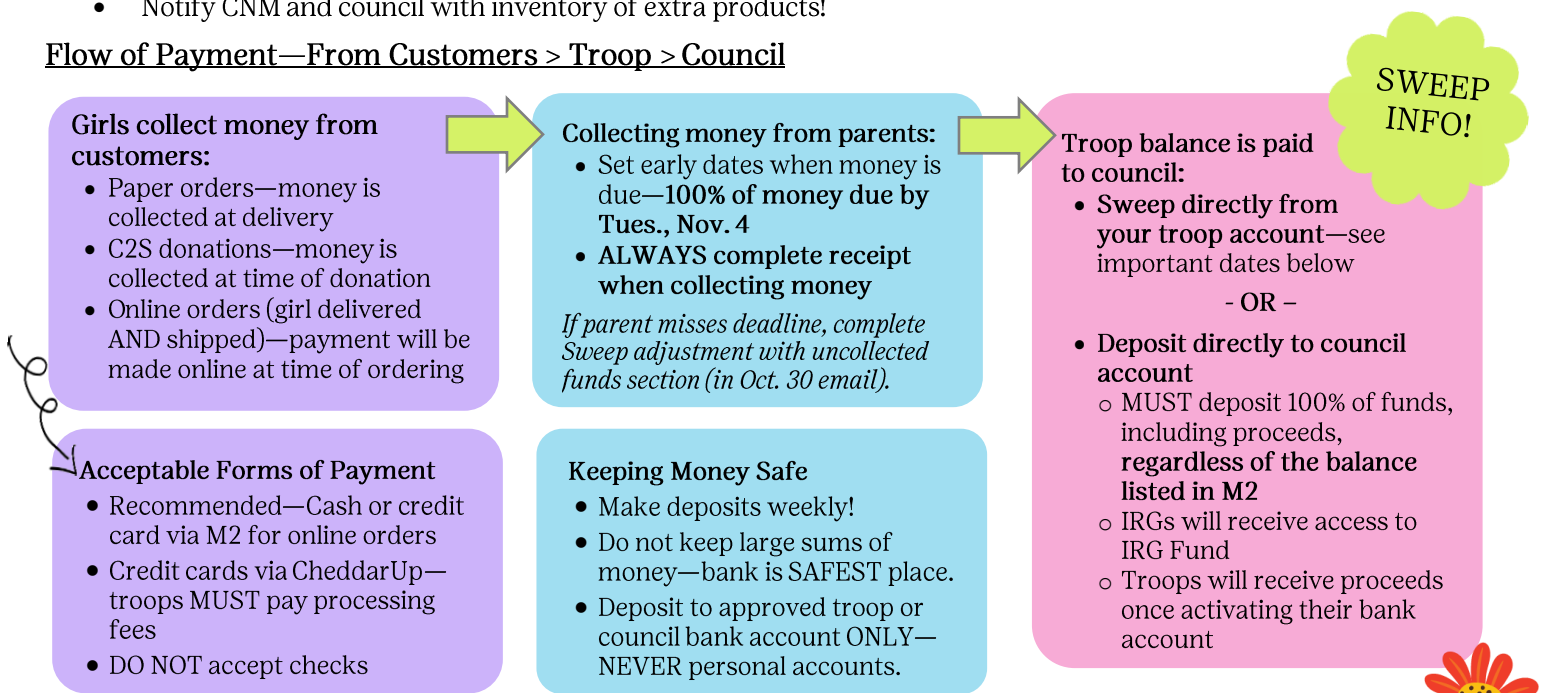
Usually damaged product can be replaced. Contact PPD by Tues., Oct. 21 at customercare@girlscouts-swtx.org.

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

If parent has not picked up by Tues., Oct. 21, **you MUST make arrangements to sell the product with your troop!**

- Check with parents in your troop or your Girl Scout to see if they have interested customers.
- Notify CNM and council with inventory of extra products!

Flow of Payment—From Customers > Troop > Council



Important Payment Dates

| | | |
|------------------------|--|-----------------------|
| <i>Sweep</i> | ACH Authorization Form DUE to use troop account for deposits/sweep | Fri., Oct. 3 |
| <i>Sweep</i> | GSSWT sends sweep notification email—includes link to sweep adjustment form | Thurs., Oct. 30 |
| <i>Sweep</i> | Online Sweep Adjustment and Uncollected Funds Section due, if needed | Mon., Nov. 3 @ 5 p.m. |
| <i>Council Deposit</i> | 100% of money due to council bank account— <i>can make deposits anytime before this date</i> | Tues., Nov. 4 |
| <i>Sweep</i> | Sweep—100% of money deposited in troop bank acct. by Tues., Nov. 4 | Thurs., Nov. 6 |
| <i>Sweep</i> | Final Sweep—For any remaining balances, if applicable | Thurs., Nov. 20 |

Parent's Uncollected Funds

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

If parent misses deadline, complete a Delinquent Account Report to document money due. *Failure to include proper documentation (signed receipts for product and/or money) with Delinquent Account Report may result in delinquent amount payable by you, the TNM.*

What will happen to parent/guardian and Girl Scout?

Parents who fail to pay council for product programs risk eligibility to participate in future product programs until the balance is resolved with council. GSSWT does not place limits on Girl Scouts' participation or rewards.

M2 Website for Girls & TNMs



Quick M2 Guide

M2 Website: www.gsnutsandmags.com/gsswtx

Girls use M2 for:

- Emailing family and friends
- Entering paper orders
- Choosing rewards

GIRLS accessing site:

Girls should use the M2 link and M2 flyer to access and set-up their virtual storefront—
Parents do not receive email when M2 opens.

TNMs use M2 for:

- Inputting paper orders for girls as needed
- Delivery tickets for products and rewards
- Parent communication

TNMs accessing site:

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

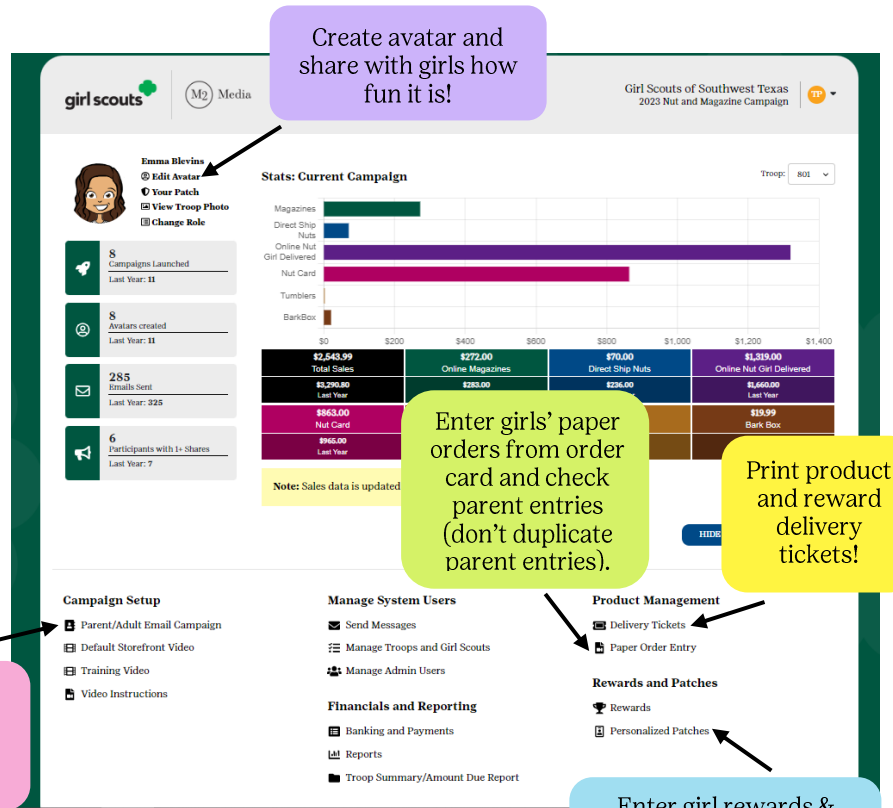


M2 Overview

Checklist for Nut Managers:

- ☐ Create an avatar—*volunteers earn a personalized patch with their avatar by reaching \$2,500 in total troop sales*
- ☐ Send parent/guardian email blast—*also a requirement for the volunteer personalized patch!*
- ☐ Verify/enter girl paper orders
- ☐ Print product delivery tickets
- ☐ Verify/enter reward choices
- ☐ Print reward delivery tickets
- ☐ Save final troop sales report summary—
For Troop Finance Report

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



Need help with M2?

- Join us at the Just-in-time Webinar M2 on Wed., Sept. 3—recording available on PPD Linktree 24 hours after!
- Visit the Product Program Linktree for M2 How-to Guides
- Questions about online shipped or magazine orders? Contact M2 directly!

