

Girl Scouts of Southwest Texas

2026 Fall Product Program

Troop Nut Manager Guide

Calendar Guide:

Paper Order
Entry by
Parents

Paper Order
Entry by
TNMs

Shipped &
Magazine
Orders Only

August 2026

S	M	T	W	T	F	S
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2026

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 2026

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 2026

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

August

- Wed., Aug. 12–Fri., Aug. 28**—Ready to Explore Incentive:
 - Troops earn \$50 Nut Bucks:
 - Complete **TNM Training & Agreement in gsLearn**
 - Approved **troop bank account** or Agreement to Deposit
 - Submitted May Finance Report **by May 16**
- Fri., Aug. 28**—
 - M2 opens for TNMs with requirements completed
 - Permission slips completed to begin on Tues., Sept. 1
- Check-in with CNM for program updates & materials
- Host a goal setting/info meeting for girls & parents

Webinar
recordings
are available
on FPP
webpage!

September

- Tues., Sept. 1**—Girls access M2 site & begin taking orders online and/or on paper
- Wed., Sept. 2**—Just-in-Time Webinar: Fall Review
- Wed., Sept. 30**—Just-in-Time Webinar: Products are Coming

October

- Thurs., Oct. 1**—Parents enter paper orders in M2 by 11:59 p.m.
- Fri., Oct. 2**—Paper order entry opens for TNMs in M2
- Sat., Oct. 3**—TNM verify paper orders in M2 before 11:59 p.m.
 - Missed the deadline? Contact CNM within 24 hours!*
- Sun., Oct. 4**—Online girl-delivered orders end @ 11:59 p.m.
- Fri., Oct. 16 or Sat., Oct. 17**—Pick up troop order from CNM
- Tues., Oct. 20**—Last day to notify CNM/PPD of damages
- Mon., Oct. 26**—Online shipped orders & magazine orders close
- Tues., Oct. 27**—Girl rewards must be selected—this can be done by girl or TNM in M2
- Thurs., Oct. 29**—Sweep notification email sent to TNMs & Money Managers

November

- Mon., Nov. 2**—Online Sweep Adjustment & Uncollected Funds section due by 5 p.m.
- Tues., Nov. 3**—100% of money due to troop or council bank account
- Thurs., Nov. 5**—Sweep of troop bank 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!

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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2026 Updates

Products:

- New for Order Card & Online:
 - Sweet Onion Snack Mix
- Cranberry Nut Mix is now: Cranberry Trail
- Discontinued Products:
 - Sweet & Salty Mix

Proceeds:

- Increased from 18% to 20% for all items sold

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, bottom of page, this one is easy, 20%!**
- 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 Kangaroo next to answers for commonly asked questions!



Program Checklist

Use this checklist month by month to help make sure you are completing all your TCM duties! We also recommend adding these deadlines to your phone calendar or planner.

August—Getting training and requirements completed

- ☐ Check-in with your Money Managers about troop bank account status, May Finance Report, and troop policies for depositing program money
 - *To receive M2 access, troops are required to have an active troop bank account with ACH form and May 2026 Finance Report on file*
 - *OR troop must complete an Agreement to Deposit to council (A2D)*
- ☐ Check-in with CNM to receive materials for yourself, the TNM, and your Girl Scouts
- ☐ Have parents complete online permission slip available on FPP webpage AND verify membership is updated in MyGS
- ☐ Host an informational and goal setting meeting for girls/parents (see p. 5 & Parent Training for TNMs on FPP webpage)
- ☐ Pass out program materials to girls—check your roster in M2 or ask parents for permission slip confirmation emails
- ☐ On or after Fri., Aug. 28—Access M2 and check out the site



Girl Scouts registered for the FIRST time with a 2027 membership, which begins 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

- ☐ Tues., Sept. 1—Girl can begin order taking and NO EARLIER, Girl Scout Honor!
- ☐ Wed., Sept. 2 @ 10-11 a.m.—Just-in-Time Webinar: Fall Review—recording will be available!
- ☐ Wed., Sept. 30 @ 10-11 a.m.—Just-in-Time Webinar: Fall Products are Coming—recording will be available!
- ☐ Thurs., Oct. 1—Parents can enter paper orders on the Girl Dashboard in M2 **until 11:59 p.m.**
- ☐ Fri., Oct. 2—M2 opens for TNM to enter girl orders (**paper order entry will not be available to TNMs before this date**)
- ☐ Sat., Oct. 3—TNMs should enter girls' orders in M2 before 11:59 p.m.—do not wait for late orders!
 - *If miss deadline, contact CNM within 24 hours (or contact PPD at customercare@girlscouts-swtx.org)*
 - Include all information such as troop #, girl name, and order info
- ☐ Fri., Oct. 16–Mon., Oct. 19—Pick up troop order from CNM
 - Distribute products to parents within 24-48 hours of receiving.
- ☐ Tues., Oct. 21—**Final day to report damaged products to Product Program at customercare@girlscouts-swtx.org**
- ☐ Remind all parents of money due date—***final due date for depositing money is Tues., Nov. 3!***
- ☐ Collect and deposit all program money to troop or council bank account

October/November—End of Program

- ☐ Tues., Oct. 27—Verify/enter reward choices in M2—unselected choices will receive default reward (marked with *).
- ☐ Mon., Nov. 2—

STOP and READ carefully:

If parent(s) still owe money to troop on Mon., Nov. 2, you MUST:



- ☐ Submit SWEEP ADJUSTMENT FORM with Uncollected Funds Section by **Mon., Nov. 2 at 5 p.m.** to protect troop proceeds and direct responsibility.
 - Online adjustment form linked in sweep email sent Thurs., Oct. 29 and available on Fall Product Program webpage

- ☐ Tues., Nov. 3—ALL money due to troop bank account or council account, if using an A2D
- ☐ Thurs., Nov. 5—Sweep of 100% due in M2 (Sweep Adjustment due Mon., Nov. 2 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

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

Product Program Department (PPD)



Christina Frazier
Director of Product Program
30 years with GSSWT



Emma Blevins
Product Program Manager
8 years with GSSWT



Gillian Smith
Product Program Specialist
5 years with GSSWT



Chloe Shreder
Product Program Assistant
1.5 years with GSSWT

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.



Girl Scouts of Southwest Texas Website

www.girlscouts-swtx.org/fallproductprogram

Great for:

- Online girl permission slip
- Webinar recordings, videos, and guides
- Troop and parent resources—family guides, FAQ, and more!

Scan QR code to check out the Fall Product Program webpage!



TNM/CNM Facebook Group

All TNMs and CNMs are welcome to join! Talk with other nut managers, post questions and review upcoming due dates.

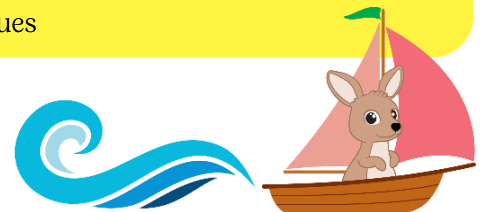


Scan to join the Facebook Group!

M2 Customer Care

Contact M2 Customer Care for:

- Online ordering questions or emails
- Shipped order issues
- Magazine issues



M2

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

M2 is great for:

- Send girl store links to customers for online payments
- Sending messages to parents
- Entering in-person/paper orders
- Verifying reward choices

GIRLS accessing site: Girls should use their troop # and M2 flyer instructions to set-up their storefront.

TNMs accessing site: After TNM requirements are met, email will be sent to address listed on TNM agreement

Parents/girls do not receive email granting access.

Initial Meeting for Girls & Parents

What does TNM need from parent/guardians?

- ☐ Online Girl Permission Slip
- ☐ Current 2026-2027 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:

- ✓ Dates:
 - **Tues., Sept. 1**—Girls begin taking orders
 - **Thurs., Oct. 1 at 11:59 p.m.**—Paper orders entered by parents in M2
 - **Sat., Oct. 3 at 11:59 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. 27**—Select final girl reward choices in M2
 - _____ (*TNM selects date*)—100% of money due to TNM, so money can be deposited to troop or council account before final due date of **Tues., Nov. 3**
- ✓ Information for girls & parents:
 - Troop Action Plan
 - Create plans for communication, meetings, and picking-up/dropping-off money and product *as well as your TNM availability (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 (this should be the girls' decision)
 - 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 during the fall program
 - 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. 3*
 - 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. 1 at 11:59 p.m. to submit in-person/paper orders in M2
 - Take picture or scan of order cards if you need 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. 2 at 12:01 a.m. until Sat., Oct. 3 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/guardians in December.



25 emails sent
Online Patch



7 Care to Share Units
Care to Share Patch



100+ Units of any products
100+ Patch



30 Combined Units
Super Sister Patch

Sisters can also earn personalized patches by reaching combined total of sales and emails!



Community Top Sellers
Community Princess t-shirt will be mailed directly to earners!



\$125 total sales
Ready to Explore! Patch
AND Kangaroo Keychain



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



\$725 total sales
Large Kangaroo Plush
OR \$10 Nut Bucks*



\$1,500 total sales
DIY Journal Kit
OR \$25 Nut Bucks*



\$325 total sales
Kangaroo Patch AND Playing Cards



\$425 total sales
Small Kangaroo Plush
OR \$5 Nut Bucks*



\$525 total sales
2026 Patch AND
Theme T-shirt
OR \$5 Nut Bucks*



\$1,000 total sales
Goal Getter Patch AND
Sweatshirt Blanket
OR \$20 Nut Bucks*



\$2,000 total sales
SA Zoo Lights (girl + 1 adult)
OR Mini Cosmetic Fridge
OR \$30 Nut Bucks*

Troop Proceeds

All troops receive **20% 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 2026 Cookie Program and had no outstanding balance AND
 3. Turned in May 2026 Troop Finance Report no later than May 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 submitted to customercare@girlscouts-swtx.org no later than Mon., Oct. 26 at 11:59 p.m.—troops can submit form at anytime; PDF form is available FPP webpage or Linktree.

NEW—
Proceeds are
now 20% for
all orders!

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. 19
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?

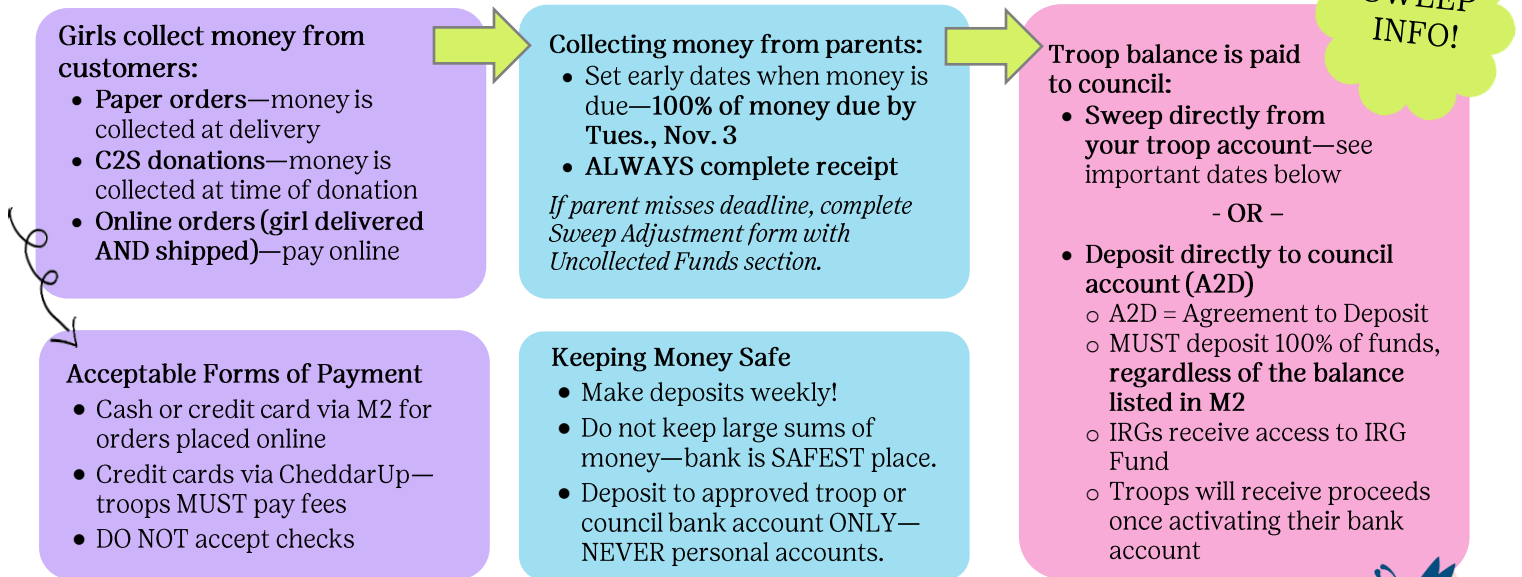
Usually damaged product can be replaced. Contact PPD by Tues., Oct. 20 at customer care@girlscouts-swtx.org.

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

If parent has not picked up by Tues., Oct. 20, **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. 2
<i>Sweep</i>	GSSWT sends sweep notification email—includes link to sweep adjustment form	Thurs., Oct. 29
<i>Sweep</i>	Online Sweep Adjustment Form with Uncollected Funds section due, if needed	Mon., Nov. 2 @ 5 p.m.
<i>A2D</i>	100% of money due to council bank account— <i>can make deposits anytime before this date</i>	Tues., Nov. 3
<i>Sweep</i>	Sweep—100% of money deposited in troop bank account by Tues., Nov. 3	Thurs., Nov. 5
<i>Sweep</i>	Final Sweep—For any remaining balances, if applicable	Thurs., Nov. 19

Parent's Uncollected Funds

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

If parent misses deadline, complete the Sweep Adjustment Form with Uncollected Fund section to document money due. *Proper documentation, signed receipts for product and/or money and record of communication, is required to consider the form complete.*

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



M2 Quick Guide

M2 Website: www.gsnutsandmags.com/gsswtx

Girls use M2 for:

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

Girls accessing site:

- Use link and instructions on M2 flyer
- **Parents will not receive email**

TNMs use M2 for:

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

TNMs accessing site:

- After TNM requirements are met, email will be sent to *address listed on TNM agreement*

M2 Checklist:

Beginning of the program:

- ☐ Create an avatar—*volunteers earn a personalized patch with their avatar by reaching \$2,600 in total troop sales*
- ☐ Check that all girls are listed in the site for your troop
- ☐ Send parent/guardian email blast—*also a requirement for the volunteer personalized patch!*

During the program:

- ☐ Verify/enter girl paper orders
- ☐ Print product delivery tickets

End of program:

- ☐ Verify/enter reward choices
- ☐ Print reward delivery tickets
- ☐ Save final troop sales report summary—for Troop Finance Report

Create 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).

Print product and reward delivery tickets!

Send parent or guardian email blast.

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

Stats: Current Campaign

Category	Current Campaign	Last Year
Magazines	\$272.00	\$236.00
Online Nut	\$70.00	\$139.99
Online Nut Girl Delivered	\$1,519.00	N/A
Nut Card	\$236.00	\$139.99
Tumblers	\$139.99	N/A
BarkBox	N/A	N/A
Total Sales	\$2,643.99	\$1,519.00

Campaign Setup

- Parent/Adult Email Campaign
- Default Storefront Video
- Training Video
- Video Instructions

Manage System Users

- Send Messages
- Manage Troops and Girl Scouts
- Manage Admin Users

Financials and Reporting

- Banking and Payments
- Reports
- Troop Summary/Amount Due Report

Product Management

- Delivery Tickets
- Paper Order Entry

Rewards and Patches

- Rewards
- Personalized Patches

Note: Sales data is updated

Hide Campaign Metrics

Need support with M2?

- For help with **completing tasks in M2**—visit the Product Program Linktree for M2 How-to Guides
- For a program refresher to get on the right track—join us at the Just-in-time Webinar on Wed., Sept. 2 at 10 a.m. (*recording available on PPD Linktree 24 hours after*)
- For help with online shipped or magazine orders—contact M2 directly!

