



2023 Fall Product Program Check List



Before October 2:

- Attend a service unit or council training to learn about the Fall Product Program.
- Confirm all girls and adults are registered for the 2023-2024 membership year.
- Discuss as a troop what activities you'd like to do this year and the funds your troop will need to do them.
- Discuss if the troop would like to opt out of rewards for an additional ten cents per item in troop proceeds.
- Assure parent or guardian has completed annual troop permission for each girl.
- Distribute one order card, money envelope, and girl flyer to each parent who has turned in a permission slip. Do not give materials to any parent who has not turned in a permission slip.
- Log into the fall product online site and check your roster. (available September 24) If your roster is not correct, please contact Customer Care.
- Check the box to engage the Parent/Adult Email Campaign. It will launch to girls on October 2.

October 2:

- Girls begin taking orders online and in person.

October 13-29:

- Troops can begin to assist entering in-person orders and girls' reward choices into the fall product online site.

October 28:

- Troops send a reminder to parents that they have one more day to finish entering in-person orders and enter their reward choices.

October 29:

- Final day to enter in-person orders.
- If the troop has chosen to opt out of rewards for additional proceeds, click "Reward Opt Out" link on the dashboard no later than October 29. (Be sure all girls have agreed to opt out)

October 29:

- Online girl delivered orders are finalized and will automatically tally. (there is no submit button)
- Orders for magazines and direct ship nuts are finalized and tally automatically. Last day girls can choose rewards.

November 16-18:

- Delivery of orders to the Service Units. Troops contact the CPSC for pick-up instructions. Troops distribute product to girls/parents for orders. Parents must sign for product received.
- Remind girls and parents to deliver to their customers and turn in money promptly.

December 5:

- Deposit money promptly into troop bank account. If a troop needs to request a partial sweep, submit an alert by December 5. (fall product alert form on girlscoutsgwm.org)

Early December:

- Estimated time rewards received by service units. Distribute promptly.

December 8:

- Council will automatically debit troop bank accounts for what they owe via an ACH sweep. Troop proceeds remain in the troop bank account.

For additional help, contact your CPSC or customer care@girlscoutsgwm.org.