

# 2024 Fall Product Program Checklist



## Before October 1:

- Attend a Service Unit to learn about the Fall Product Program.
- Confirm all Girl Scouts and volunteers are registered for the 2024-2025 membership year. Membership includes permission for Girl Scouts to participate in the Product Programs.
- Discuss as a troop the activities you would like to do this year and the funds you will need to do them.
- Decide as a troop if you would like to opt out of rewards for an additional 10 cents in proceeds.
- Distribute one order card, one money envelope, and girl flyer to each parent. Do not distribute materials to Girl Scouts who do not have a 2024-2025 membership on file.
- Log into the Fall Product site and review your roster. If your roster is not correct, please contact Customer Care. Access to the Fall Product site begins September 22.
- Check the box to engage the Parent/Adult Email Campaign. It will launch to your Girl Scouts' families on October 1.

## October 1:

- Girl Scouts begin taking orders online and in person. (online orders are added automatically)
- As Girl Scouts obtain orders, families enter the in-person orders into the Fall Product site.

## October 11 – October 28:

- Access for troop volunteers to assist with in-person orders and reward choices into the Fall Product site.

## October 26:

- Troop volunteers should send a reminder to families that they have one more day to enter in-person orders and select rewards in the system.

## October 27:

- Girl Scouts conclude their sale online and in person.

## October 28:

- Final day for troop volunteers to enter in-person orders in the Fall Product system.
- Final day to “opt out” if all troop members have agreed for additional proceeds. Click the “Reward Opt Out” link on the troop dashboard. This option, once chosen, cannot be reversed by the troop or council.
- All online orders are calculated automatically. There is no need to enter these orders in the system, these orders count toward Girl Scouts' rewards automatically.
- Once you have assured all in-person orders and reward choices are complete, you are done! Congratulations! There is no “submit button”.

## November 15-17:

- Delivery of orders to your Community Product Sale Coordinator (CPSC). They will contact you with a date and time to pick up your orders. Distribute products to families using the “Girl Scout Delivery Ticket” in the Fall Product System, located under the “Delivery Ticket” link. **An adult must sign for all products they receive.** Retain this signed slip.
- Remind families to collect money and deliver payment to the troop promptly.

## November 17-December 1:

- Deposit payments for orders into the troop bank account. (online payments will be credited to your troop)

## December 6:

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

## Early December:

- Estimated time rewards arrive to service units. Your CPSC will let you know when rewards arrive. Distribute to girls promptly.

For additional help, contact your CPSC or [customer care@girlscoutsgwm.org](mailto:customer care@girlscoutsgwm.org).

