

2025 Fall Product Program Troop Leader Checklist

Before October 1:

- ☐ Attend a Service Unit to learn about the Fall Product Program.
- ☐ Be sure to submit your Troop Banking information to council. The form is found at girlscoutsgwm.org in the Troop Packet. Contact Customer Care if you need assistance.
- ☐ Confirm all Girl Scouts and volunteers are registered for the 2025-2026 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, and one money envelope, to each parent. Do not distribute materials to Girl Scouts who do not have a 2025-2026 membership on file.
- ☐ Volunteers log onto the Fall Product site beginning September 21 and review your roster. If your roster is not correct, please contact Customer Care. For Girl Scouts, access begins October 1.

October 1:

- ☐ Girl Scouts set up their online site. Begin taking orders online and in person.
- ☐ Girl Scout families enter the in-person orders into the Fall Product site. (online orders record automatically)

October 10 – October 27:

- ☐ Access for troop volunteers to assist Girl Scouts with entering in-person orders and reward choices.

October 25:

- ☐ 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 26:

- ☐ Last day for Girl Scouts families to enter in-person orders.

October 27:

- ☐ Last day for troop volunteers to edit any in-person orders in the Fall Product system.
- ☐ Last 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 14-15:

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

November 15-November 30:

- ☐ Collect payments and deposit into the troop bank account. (online payments will be credited to your troop)

December 5:

- ☐ Council will automatically debit troop bank accounts for what is owed 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 your Girl Scouts promptly.

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