

# Service Unit Fall Product Manager

*SUFPM should have at least one year experience as  
a Troop Fall Product Manager*

Overview of the SUFPM Role

**What is it?**

**What is expected?**





# Benefits of Being a SUFPM

- ✓ Make a Difference
- ✓ Network
- ✓ Build Resume





# Overview of Responsibilities

- ✓ Training (council and troops)
- ✓ Supporting Troops
- ✓ Distributing Resources, Products, and Rewards



A close-up photograph of several chocolate-covered treats, likely cookies or brownies, topped with coarse sea salt. In the bottom right corner, a portion of a chocolate shell is visible.

# Communication

## Council to SUFPM

- Email
- Fall Product News
- Text

## SUFPM to Troop Volunteers

- Let troops know your preference



# Program Materials

Troop Fall Program quick-start Guide, and calendar printed on the large troop envelope

*Girl materials – one per registered girl*  
(according to the upcoming membership year roster)

- Paper order card
- M2 online setup flyer (for girls/caregivers)
- Money envelope





# Troop Training – September

- Distribute materials
- Review the *Troop Fall Product Manager Guide*
- Advocate troop/girl participation
- Review Benefits and ways to participate
- Encourage troop adult engagement
- Encourage goal-setting





# Delivery

## What makes a good delivery site?

- Location
- Maneuverability for Semi-truck
- Proximity to street/parking
- Forklift?
- Room location
- Room size







*Delivery Continued...*

**Mid-November**

Enter site into M2

Scheduling Conflicts





# Delivery in a nutshell...

## Before delivery:

1. Secure a location and enter into M2
2. Notify troops and Indie Girl Scout caregivers of the date, time, and location to pick up their order
3. Print 1 copy of the SU's order
4. Print 2 copies of each troop's order





# Delivery in a nutshell...

## At delivery:

1. Be present!
2. Count SU order **BEFORE** driver leaves
3. Sort into troop orders **BEFORE** troops arrive
4. **COUNT** with each troop
5. Collect signed troop order
6. Clean-up and Thank location





# Rewards

## Service Unit Fall Product Manager Responsibilities

- ✓ Enter Shipping Address
- ✓ Count and Compare **BEFORE** distributing to troops
- ✓ Count with volunteer **BEFORE** volunteer leaves
- ✓ Girl Scout Bucks and Troop FUNd Bucks – Digital
- ✓ Avatar and Cookie Crossover Patches – Direct to Girl



# Financials

- Verify all\* troops have a bank account displayed in M2
- Verify successful ACH sweep
- Caregiver delinquency
- Troop outstanding balance and Rewards





# Indie Girl Scouts

*(Individual Registered  
Girl Scouts)*

- Indie Girl Scouts can sell Fall Product too!
- Caregiver Training
- Program Materials
- Collect caregiver permission form
- Set-up like a troop in M2
- Caregivers and M2
- Caregiver pays council – no ACH
- Proceeds are handled by council
- Delinquency Form – if needed
- Retain all Indie Girl Scout paperwork



# M2 System At-a-Glance

[gsnutsandmags.com/GSWPA](https://gsnutsandmags.com/GSWPA)

*Visit Admin Site link*

- ❖ *Add Users*
- ❖ *Reset Passwords*





**Erin Duffy**

Edit Avatar

Your Patch

Change Role

**0**  
Campaigns Launched  
Last Year: 0

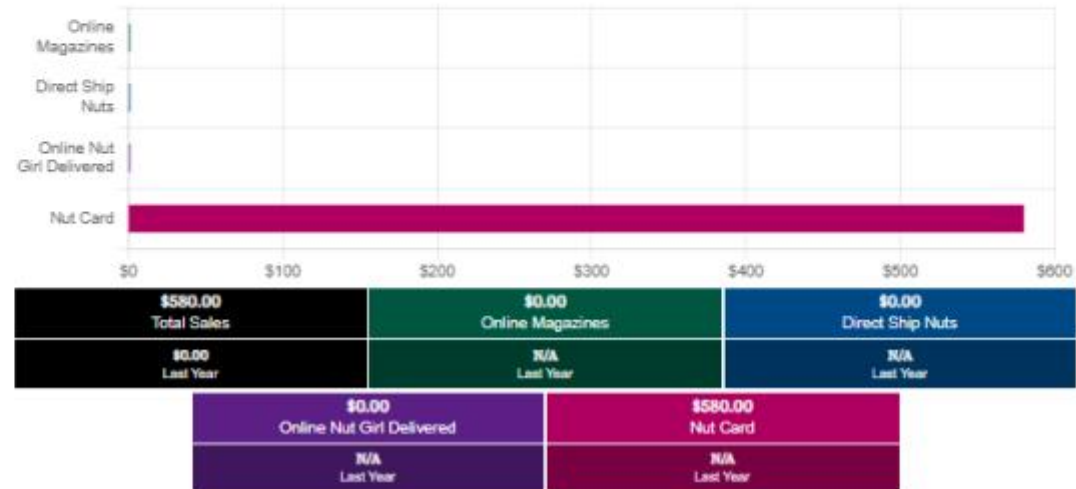
**0**  
Avatars created  
Last Year: 0

**0**  
Emails Sent  
Last Year: 0

**0**  
Participants with 1+ Shares  
Last Year: 0

### Stats: Current Campaign

Service Unit: 3333-Edinboro



Sales data is updated every 15-30 minutes.

HIDE CAMPAIGN METRICS ▲

### Campaign Setup

Troop Training Video

### Manage System Users

- Send Messages
- Manage Service Unit, Troops & Girl Scouts
- Manage Admin Users

### Financials and Reporting

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

### Product Management

- Delivery Tickets
- Paper Order Entry

### Rewards & Patches

- Personalized Patches





## Service Unit 20000

Enter Service Unit information and addresses below:

### 1 Product Delivery Address:

Products for this Service Unit will be delivered to the address below:

Name

Tracy Tudder-Council

Address 1

4500 Granny White Pike

Address 2

TBD

City

Nashville

State

TN

Zip

37204

Phone [xxx-xxx-xxxx]

615-460-0202

Email

ttudder@gsmidtn.org

### 2 Special Instructions

Instructions

Skip Step

Save And Continue

## Getting Started

1) Product Delivery Address(SU 20000)

2) Reward Delivery Address (SU 20000)

# Entering in the Delivery Site

## If you *Skip Step*...

You can get back to this screen by selecting:

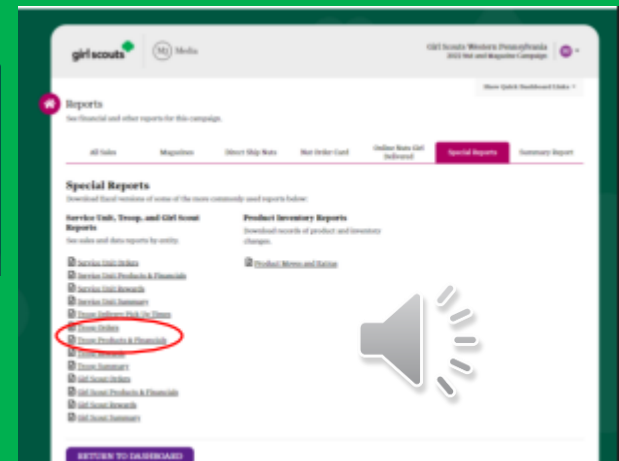
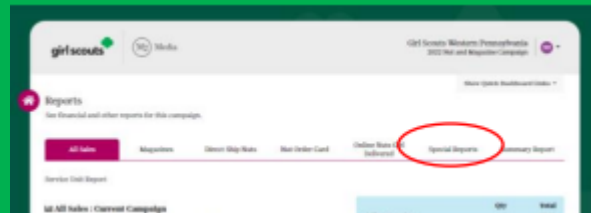
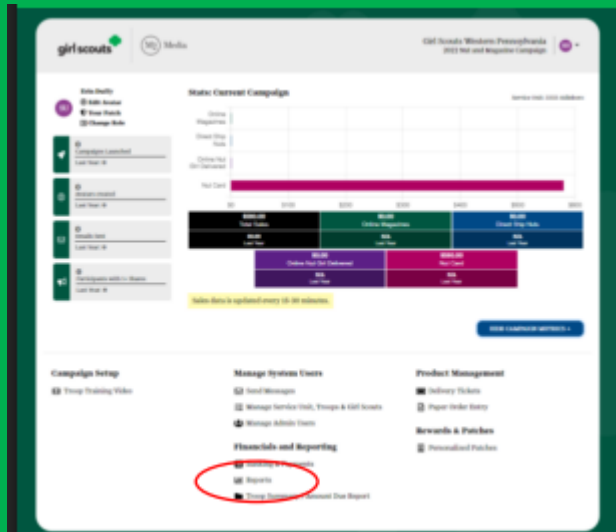
## Manage SU, Troops and Girl Scouts





# Where to Verify Troop Banking

1. Reports
2. Special Reports
3. Troop Products & Financials Special Report
4. Troop Bank Account Added (YES/NO)





**girl scouts**   
western pennsylvania

**Thank You!**

