

# Product Pick-Up & Selecting Rewards – for troop volunteers

## FALL PRODUCT 2020

### Product Delivery & Pick-up

**Melted Product cannot be returned!** Don't forget to remind your volunteers and parents not to store product in cars or direct sunlight for any length of time, even during cold weather!

- Product will be delivered to Service Units on November 2 – November 6.
- Service Units will reach out to troops to schedule their pick-up for their entire troop product order.
- The troop product manager will schedule pick-up with your parents for individual girl orders.

#### Service Unit volunteers:

- Double and triple count to be sure you have received the correct number of products from the Delivery Agent. Make a note on the delivery ticket of what you did not receive (if you receive a partial delivery) and contact [info@girlscoutcsa.org](mailto:info@girlscoutcsa.org) immediately.
- Print a Delivery Ticket for every troop (*instructions below*).
- When sorting products for troops to pick up, be sure to double and triple check the counts for each troop. Both the service unit volunteer and the troop volunteer should count the product and agree that the number of items matches the Delivery Ticket.
- **Require** every troop to sign a Delivery Ticket to verify that they have received the correct number of products. Service unit volunteers will keep these signed Delivery Tickets on file for one year.

#### Troop volunteers:

- Bring a copy of your Delivery Ticket to your service unit product pick-up (*instructions for printing below*).
- Print the Girl Scout Order Report or a Delivery Ticket for each girl to distribute products to participating girls (*instructions below*).
- Double and triple count to be sure you have distributed the correct number of products to girls. Both the troop volunteer and the parent should count the product and agree that the number of items matches the report or Delivery Ticket.
- **Require** every family to sign a receipt or delivery ticket verifying that they have received the correct number of products. Troop volunteers will keep these signed receipts on file for one year. If you did not receive a Receipt Sheet with your troop sales materials, contact your Service Unit Product Manager.

# Delivery Tickets

To print Delivery Tickets, look for the link for **Delivery Tickets** on your M2 Dashboard in the Product Management section. Choose your troop number from the dropdown menu and elect to print with or without financial information. Keep in mind that financial information will continue to change based on online sales. If the delivery ticket is printed prior to the official end of the Fall Product Program, troop balance due is subject to change.

**Delivery Tickets**  
Select your options and print your delivery tickets below:

**Product Delivery Tickets**  
Print Delivery tickets for products

Troop Tickets  
Troop: All  Financials  **Create Ticket**

**Girl Scout Tickets**  
Troop: All  Financials  **Create Ticket**

**Reward Delivery Tickets**  
Print Delivery tickets for rewards

Troop Tickets  
Troop: All  Financials  **Create Ticket**

**Girl Scout Tickets**  
Troop: All  Financials  **Create Ticket**

**Blank Tickets**  
Print a blank delivery ticket.

**Create Blank Ticket**

**Return to Dashboard**

**Troop Delivery Ticket**  
Eastern Montana - 2018 Nut and Magazine Sales

Ticket Created: 01/01/18 9:00 am  
Troop Leaders: Rhonda Greenwood  
Service Unit: 123456  
Troop Number: 1234568

I acknowledge and agree to accept financial responsibility for the product and money listed. I understand that these products may not be returned or exchanged.

Receiver's name (print): \_\_\_\_\_ Sign and Date: \_\_\_\_\_

Product	Full Cases	Single Pieces	Total Units
Pretzels Choc Cov	1	1	13
Mint Treasures	1	7	19
Pistachios	2	1	26
Whole Cashews	1	11	23
Raisins Choc Cov	1	2	14
Almond Cran-Orange Crunch	1	9	21
Cranberry Nut Mix	0	1	1
English Butter Toffee	0	2	2
Mint Penguins	1	1	13
Peanut Butter Bears	2	4	28
Dulce de Leche Owls	1	2	14
Dark Choc Caramel Caps	1	1	13
Deluxe Pecan Clusters	0	2	2
Dill Pickle Peanuts	0	3	3
Fruit Slices	0	4	4
Honey Roasted Peanuts	0	2	2
Chocolate Oranges	0	3	3
Salted Caramels	0	6	6
Tree Bark	0	7	7
<b>TOTAL</b>	<b>12</b>	<b>69</b>	<b>215</b>

<b>Online Magazine Sales</b>	<b>Direct Shipped Nuts Sales</b>	<b>Nut Card Sales</b>
Total Collected Sales Online: \$100.00	Total Collected Sales Online: \$160.00	Total Collected from Customer: \$300.00
Proceeds: \$10.00	Proceeds: \$10.00	Proceeds: \$10.00
<b>Paper Magazine Sales</b>	<b>Girl Nuts Girl Delivered Sales</b>	<b>Great Sales</b>
Total Collected from Customer: \$120.00	Total Collected Sales Online: \$75.00	Collected Online: \$235.00
Proceeds: \$10.00	Proceeds: \$10.00	Collected from Customer: \$420.00
		Proceeds and Bonuses: \$50.00
		Payment Due Council: <b>\$370.00</b>

Payments to or from council are not applied to this delivery ticket. For detailed financial information, please log into the M2 system and click the Banking and Payment link on your dashboard.

The Delivery Ticket will include all product totals that will be distributed to your troop. This is the Delivery Ticket that Service Unit volunteers will require troop volunteers to sign at their pick-up.

To see how many products each girl should be receiving from you, choose to print "all" under "Girl Scout Delivery Tickets." These girl Delivery Tickets assist your troop in distributing the products correctly to the girls in your troop.

The "Girl Order Report" is a spreadsheet that you can download and print which contains detailed information regarding all orders for girls in your troop. There will also be a space for signatures to document the transfer of product from troop to parent should you choose to use this report.

## Product Distribution

When families pick up product for their girl, don't forget to give them two important reminders:

- The date when all money is due to the troop. We recommend during the last week of November. Don't forget that troops must turn in **Product Theft by December 2**. All money (minus debt submitted by the deadline) is due in the troop bank account by **December 4**.
- Melted product cannot be returned! Remind families that product should not be stored in direct sunlight or left in a car for any length of time even during cold weather.

Product cannot be returned to the troop, service unit, or council.

Damaged product may be exchanged at the nearest service center for the same type of product EXCLUDING melted product.

If a customer wishes to submit a concern or question about product quality, please direct him or her to the M2 Customer Care line.

If your service unit has not reached out to your troop by the second week of December regarding picking up Girl Rewards, reach out to your service unit product manager for more information.



## Girl Rewards Choices

Several of the Fall Product Reward levels require the girls to make a choice between several different rewards.

For instance, if your girl sells 55+ items, she can choose either the Mini Bluetooth Speaker OR the Sloth Socks OR \$10 in Candy Cash.

If she sells 100+ items, she can choose the large plush Sloth OR the Tassel String Lights OR \$25 Candy Cash.

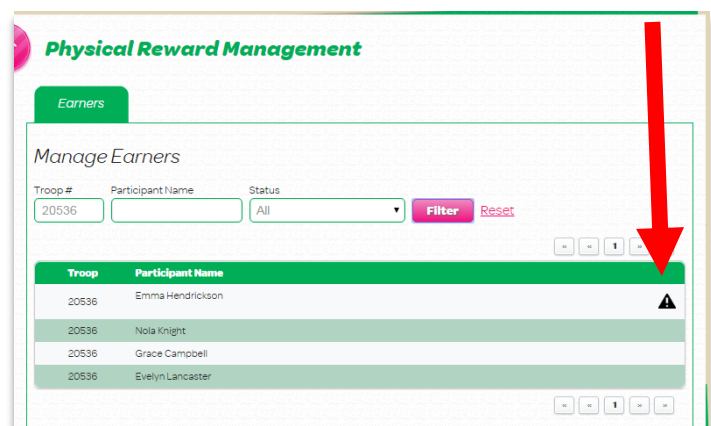
There are additional choices at 65+ sales and 125+ sales.

- Parents and volunteers will be able to make reward choices in M2 until October 29.
- On October 30, if a reward choice has not been made, council staff will make a default selection for the girl.
- Parents/Volunteers also need to submit an address in M2 so the personalized patch can be mailed.

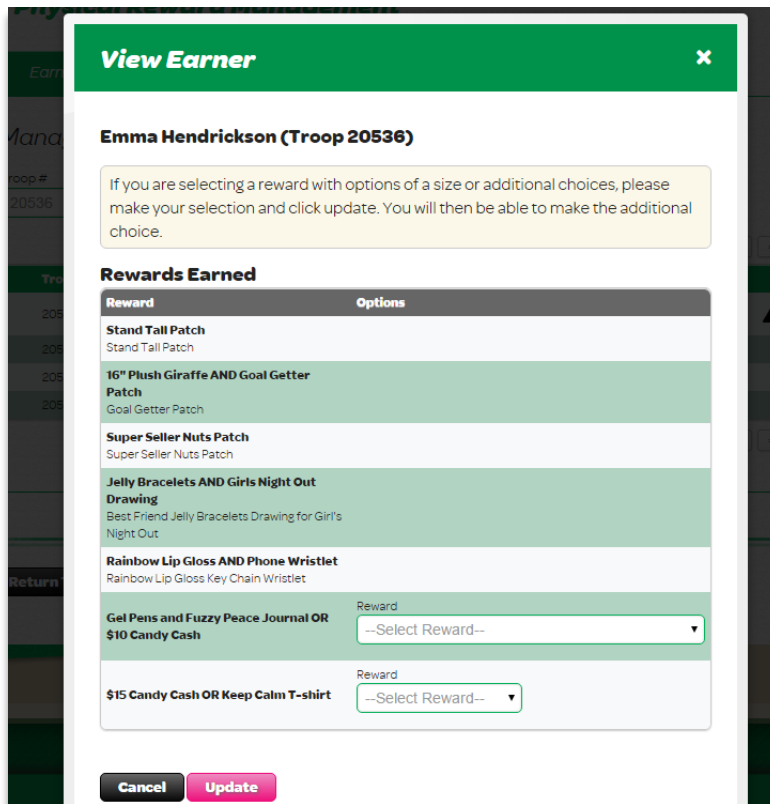
## Selecting Rewards

If any of your families cannot make or have not made reward selections, troop managers can make selections for them!

- Click on “**Rewards**” on your M2 Dashboard under the Rewards & Patches section.
- You will see a list of all of the girls who have earned rewards in your troop. In the example, the first girl listed has an error triangle on her row. This icon indicates she has not made a reward selection



When you click on the girl's name, a pop-up box with a list of all rewards the girl has earned will pop up.. **If you do not see a box pop up, make certain you do not have pop ups blocked on the M2 website!**



Select options for all drop-down boxes and click the Update button at the bottom of the window when finished.

On your Dashboard, there is also an option for Personalized Patches. Use the same process as you did with Rewards to see if every girl has submitted an address for patches. If she has not, there will be an error triangle next to her name. If you click on her name, you can input her address for her or input your own address to have her patch delivered to you.

## Reward Distribution

To help with reward distribution, there are reports and Delivery Tickets for both Service Unit and Troop Volunteers. To print Delivery Tickets, choose the delivery ticket link from your dashboard. On the next page, in the Reward Delivery Ticket section, select the type of tickets you want to print (the entire troop or individual girl rewards).

To print a report containing detailed information about rewards, click the Report link on your dashboard and choose either the Troop Orders Report to see the total rewards earned by your troop or the Girl Orders Report to see a list of rewards earned by the girls in your troop.

Troop Reward Delivery Ticket				
Eastern Montana - 2018 Nut and Magazine Sales				
Ticket Created 01/01/18 9:00 am 123456	Requestor Rhonda Greenwood email@gmail.com	I acknowledge and agree to accept financial responsibility for the product and money listed. I understand that these products may not be returned or exchanged.		
Troop Number 1234568	Requestor's name (print)	Sign and Date		
Reward Name	SKU	Items	Items Short	
T-Shirt	03787	4		
Basketball	03787	3		
Baseball	03787	2		
Art Kit	03787	4		
Golden Lasso	03787	5		
Fake Plastic Trees	03787	6		
Stuffed Animal	03787	2		
IPad	03787	1		
Nintendo Switch	03787	1		
Fake Plastic Trees	03787	1		
Gold Suit	03787	5		
T-Shirt Large	03787	6		
T-Shirt Medium	03787	7		
T-Shirt Small	03787	1		
Headband - Gold	03787	1		
Headband - Pink	03787	1		
Radio	03787	1		
Book	03787	1		
Blu Ray Player	03787	1		
<b>Total</b>		<b>53</b>		

**Notice:** Perform a total count of inventory delivered. **Notify your Service Unit of any damages or shortages** upon receiving.

Girl Scout Reward Delivery Ticket				
Eastern Montana - 2018 Nut and Magazine Sales				
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Gold Suit	03787	5		
T-Shirt Large	03787	6		
T-Shirt Medium	03787	7		
T-Shirt Small	03787	1		
Headband - Gold	03787	1		
Headband - Pink	03787	1		
Radio	03787	1		
Book	03787	1		
Blu Ray Player	03787	1		
<b>Total</b>		<b>53</b>		

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