



**BRAVE.
FIERCE. FUN!**

2025 Fall Product Sale Coordinator (PSC) Guide

As the primary troop support for the 2025 Fall Product Program, you are appreciated!!

This *2025 Fall Product PSC Guide* is designed to be used in conjunction with the *2025 Troop Guide* and *Fall Product Manager (FPM) Envelope*. It details your PSC Deadlines and Tasks, and the M2OS Site start up.

BY SEPTEMBER 19 - PSC DEADLINE:

Contact assigned troops, to provide your contact information, date reminders, and paperwork details.

OCTOBER 14 to 20 - PSC TASK:

Troops contact PSCs to confirm order card order entry is complete in the M2OS Site and deliver Rewards Opt Out Contract (if applicable).

PSCs review that troop product orders are entered in the M2OS Site for ALL assigned troops by reviewing the Troop Order Reports.

Confirm order card and online order quantities are reasonable.

Confirm initial reward orders are correct based on current products ordered.

Complete a Spot Sheet for each troop. Complete the Total Items **AND** the Cases and Cans/Boxes/Bags/Tins fields, as well as the Pick-up Time and Dock/Delivery Station information if available.

OCTOBER 20 - PSC DEADLINE:

Contact Product Program Manager to confirm troop order audit is complete.

Reward Opt Out Contracts and Spot Sheets (if applicable) are delivered (postmarked) to Product Program Manager.

Delivery Stations: Keep Spot Sheets for all assigned troops.

BY NOVEMBER 5 - PSC TASK:

Contact FPMs with reminder of their pick-up date, time, and location; emphasize the importance of arriving on time and coming prepared with enough vehicle space.

NOVEMBER 9 to 10 - PSC TASK:

Troops contact PSC to confirm final online and reward orders are complete in the M2OS Site.

NOVEMBER 10 - PSC DEADLINE:

Notify Product Program Manager to confirm additional online and reward orders have been reviewed in the M2OS Site.

BY DECEMBER 5 - PSC TASK:

Contact FPMs to remind them about reward distribution.

Remind Opt Out troops they still have patches to pick up.

Remind them of the ACH withdrawal date of **December 10, 2025**.

girl scouts 
spirit of
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GETTING STARTED WITH THE M2OS SITE!

- ∴ Follow the link sent to your email address the week of **9/12/2025** to access the M2OS Site. If you haven't received your email, contact your Product Program Manager.
- ∴ Complete the troop training in the M2OS Site.
- ∴ Create your volunteer Avatar!
- ∴ Use the training video to provide more details for the Fall Product Program for your troops throughout the Program.

2025 Fall Product Program Items

Nuts/Candy

Sixteen varieties are available in person, PLUS many more exclusive online items.

Magazines

Hundreds of titles to choose from, for any interest or budget.



Tervis® Tumblers



Premium insulated tumblers and water bottles with tons of unique designs.

Girl Scout Theme Bark Boxes

Girl Scout Theme Bark Boxes with dog toys and Berry Trios™ dog treats. **THESE ARE FIXED QUANTITY ITEMS!**



Personalized Gift Items

Exclusive personalized gift items like memo pads, cards and photo frames!



Candles



A variety of scented large jar candles to choose from.

Paper Order Entry

To review in person order card orderst, or to enter order card orders, go to **Paper Order Entry**.

Select the participant. Enter product totals by variety and click **Update**.

If the troop needs to add a name, they need to contact their PPM.

Rewards

Participants can earn patches and cumulative reward items for total sales. Choices are detailed on the in-person order card.



Troops opting out of Rewards need to select **Reward Opt Out** in the M2OS Site and toggle to **Off**. If you receive an Opt-Out Contract, please make sure this has been done.

To review reward orders, select **Rewards**. Any name showing a triangle with an exclamation point needs review. Select the participant's name, make adjustments and hit **Update**.

Parent/Adult Email Campaign (PAEC)

To provide parents/adults access to the M2OS Site troops launch the PAEC. Under **Campaign Setup** they choose **Parent/Adult Email Campaign**. The parent/adult email addresses are uploaded by the council. If they need to add a parent/adult email address they can use the **Add Contact** link and provide required information. Launching the **PAEC** is a requirement for Volunteers to earn their own Personalized Patch.

Your Product Program Team

If you have any questions, contact your Product Program Manager.

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Thank you for helping Girl Scouts be successful in the 2025 Fall Product Program. This program helps participants learn valuable life skills, earn funds for their troop and rewards for themselves.

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