



2026 FALL PRODUCT PROGRAM PSC GUIDE

This is your resource for the 2026 Fall Product Program. It is designed to be used with the *2026 Fall Product Troop Guide* and *2026 Fall Product Manager Envelope*.

SEPTEMBER

BY 9/21: Contact assigned troops, to introduce yourself, provide contact information, and remind troops of important deadlines.

OCTOBER

10/20: Troops confirm *Nut Order Card* order entry is complete in the M2OS Site and deliver signed *Rewards Opt Out Contract* (if applicable).

- » Review that troop product orders are entered in the M2OS Site for ALL assigned troops by reviewing the **Paper Order Entry** or **Delivery Tickets**.
- » Confirm *Nut Order Card* and initial online order quantities are reasonable.
- » Confirm *initial* reward orders are correct based on current products ordered.
- » Complete a *Spot Sheet* for each troop.
 - Fill in Troop # and PSC/SU.
 - For each variety, complete the Total Items AND the Cases and Cans/Boxes/Bags/Tins.
 - Include the Pick-up Time and Dock/Delivery Station information if available.

10/21: Contact Product Program Manager to confirm troop order audit is complete. Submit *Reward Opt Out Contracts*.

10/23: *Spot Sheets* are delivered (postmarked) to PPM, if applicable. Delivery Stations keep *Spot Sheets* for all assigned troops.

NOVEMBER

11/2: 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.

11/4 to 11/10: Assist with nut/candy distribution to troops, as applicable.

11/8: Troops confirm final online and reward orders are complete in the M2OS Site.

11/9: Notify Product Program Manager that additional online and reward orders have been reviewed in the M2OS Site.

DECEMBER

12/7: Contact FPMs to remind them about reward distribution, even Opt Out troops have patches to pick up. Remind them of the **12/9** ACH withdrawal date.

12/14: Assist with reward distribution to troops, as applicable.

TOWN HALL

SESSIONS/OFFICE HOURS

Weekly Town Hall Sessions and Open Office Hours review specific topics with troops, just when they need it. Watch for emails to register for these sessions.

9/22: M2OS Site - Share My Site, PAEC, Troop Roster

9/29: Encouraging & Monitoring Sales-Bonuses, Care to Share

10/6: Office Hours

10/13: Placing *Nut Order Card* and reward orders in M2OS Site

10/20: Office Hours

10/27: Order Pick Up and Distribution, troops & Girl Scouts

11/3: Office Hours

11/10: Financials, Program Wrap Up and Reports

GETTING STARTED WITH THE M2OS SITE!

- Follow the link in the email sent the week of 9/18 to access the M2OS Site. If you haven't received an email by 9/24, contact your PPM.
- Review the M2OS Site *Troop Training Video*. Use this video to provide details for troops throughout the Fall Product Program.
- Create your volunteer Avatar for your Personalized Patch, earned if troops in your Service Unit reach \$2000 in total Fall Product Sales.

ONLINE EXCLUSIVE PRODUCTS!

Customers can easily toggle between storefronts to view the different product lines. Checkout is separate for each product line. **ALL** sales apply towards Troop Profit and Girl Scout Rewards.

NUTS/CANDY ITEMS

In addition to the *Nut Order Card* items, there are exclusive online items, like Chocolate Covered Raisins, Cranberry Trail Mix, & Deluxe Mixed Nuts!

MAGAZINES

Hundreds of print and online titles to choose from for any interest!

TERVIS® TUMBLERS

Premium insulated tumblers/cups/bottles with tons of unique designs!

GIRL SCOUT THEME BARK BOXES

Dog gift with toy(s) and Berry Trios™ dog treats.

FIXED QUANTITY ITEMS!

PERSONALIZED GIFT ITEMS

Expanded personalized items including new calendars, soaps and napkins!

CANDLES

New vendor with 51 sizes, styles and scents to choose from!



PAPER ORDER ENTRY

To review *Nut Order Card* orders, or enter *Nut Order Card* orders, go to **Paper Order Entry** on M2OS Site. Enter the Troop Number. Select the "+" by the participant's name and **View Order**. Enter product totals by variety if needed and click **Update**.

Delivery Tickets under **Product Management** in the M2OS Site can also be used to review orders. Select the category, enter the troop number and click **Create Ticket**.

REWARDS

Troops opting out of rewards must select **Reward Opt Out** in the M2OS Site and toggle to **Off**, and submit a signed *Reward Opt-Out Contract*. If you receive an *Reward Opt-Out Contract*, make sure this has been done. PSCs cannot toggle **Reward Opt Out**, contact the FPM to update the M2OS Site.

To review troop reward orders, select **Reports**, go to **Special Reports** and select *Troop Rewards*. This will generate an Excel spreadsheet with troop totals.

Delivery Tickets under **Product Management** in the M2OS Site can also be used to review orders. Scroll down to **Reward Delivery Tickets**. Select the category, enter the troop number and click **Create Ticket**.

YOUR PRODUCT PROGRAM TEAM

Traci Cherrington-Prod. Prog. Mgr.
Omaha Girl Scout DreamLab
tcherrington@girlscoutsnebraska.org
402-779-8220

Kyla Endorf - Prod. Prog. Mgr.
Grand Island Service Center
kendorf@girlscoutsnebraska.org
308-646-3299

Mikki Tighe - Prod. Prog. Dir
mtighe@girlscoutsnebraska.org - 402-779-8259

MeLisa Long - Prod. Prog. Mgr.
Lincoln Service Center
mlong@girlscoutsnebraska.org
402-875-4344

Aubrey Baker - Prod. Prog. Mgr.
Columbus Service Center
abaker@girlscoutsnebraska.org
402-259-5367

READY TO **EXPLORE**



Thank you for helping Girl Scouts be successful in the 2026 Fall Product Program.