



# GSGC SWEETS & TREATS TROOP GUIDE

GSGC is proud to announce our new vendor partnership for Fall 2020! Sweets & Treats products will be better than ever thanks to our new vendor, Trophy Nut, and girls can enjoy an improved online experience complete with personalized avatars within the M2 online system.

## 2020 Sweets & Treats Calendar

<b>9.1.2020</b>	Update Troop roster through MyGS <ul style="list-style-type: none"> <li><b>ACTION NEEDED:</b> Notify Customer Care if you need assistance</li> <li>If participating using order card, start your online training via gsLearn and submit your Product Participation form before order card sales begin</li> </ul>
<b>9.8.2020</b>	Email sent to all members for access to M2 site <ul style="list-style-type: none"> <li><b>ACTION NEEDED:</b> M2 system walkthrough available &amp; create your avatar</li> <li>If email isn't received by 9.14.2020, notify CPSM immediately</li> <li>Website is <a href="http://www.gsnutsandmags.com/gsgc">www.gsnutsandmags.com/gsgc</a></li> </ul>
<b>9.18.2020</b>	<b>PROGRAM BEGINS</b> for both online and order card <ul style="list-style-type: none"> <li><b>ACTION NEEDED:</b> All money to be collected upfront from customers upon order being taken</li> <li>Ensure troop bank account information is entered and correct for payments to GSGC through ACH. No need to deposit in Gateway account this year!</li> <li>Send emails to friends and family</li> </ul>
<b>10.18.2020</b>	<b>PROGRAM ENDS</b> for both online & order card, including direct ship nut and magazine orders <ul style="list-style-type: none"> <li>Girl order entry deadline for entering order card ONLY AND Girl reward selections deadline</li> <li><b>DO NOT RE-ENTER ONLINE GIRL DELIVERED ORDERS</b></li> </ul>
<b>10.20.2020</b>	<b>Girl MONEY DUE to troop!</b> Troop to review order card entries & ensure reward choices have been selected <ul style="list-style-type: none"> <li><b>ACTION NEEDED:</b> Double check &amp; enter any missing order card items or reward selections missed by girl/parents</li> <li>Ensure money is deposited into the troop bank account listed in M2 for automatic payment withdrawal through ACH to GSGC on 10.22.20</li> <li>Choose product pickup location/time if not already selected</li> </ul>
<b>10.21.2020</b>	<b>CPSM to review</b> order card entries <ul style="list-style-type: none"> <li><b>ACTION NEEDED:</b> Triple check order entries from girls/troops, be THOROUGH as the system locks tomorrow Ensure money is deposited into the troop bank account listed in M2 for automatic payment withdrawal through ACH to GSGC on 10.22.20</li> <li>CPSM confirm troop pickup location/day/time have been selected in M2 system</li> </ul>
<b>10.22.2020</b>	<b>Troop MONEY DUE to council</b> - REMINDER: payments to GSGC go through ACH & no need to deposit in Gateway account this year! <b>SYSTEM LOCKED:</b> no additional entries will be allowed
<b>10.23.2020</b>	Council submits orders & rewards
<b>11.7.2020 - 11.8.2020</b>	Troop product & rewards pickup from warehouse
<b>11.7.2020- 11.30.2020</b>	<b>Girl delivery</b> to customers

## Did You Know?

As an integral part of a Girl Scouts' journey toward leadership, she'll be learning and developing:

- Goal Setting**
- Decision Making**
- Money Management**
- People Skills**
- Business Ethics**

Sweets & Treats is an easy, fun way to **earn startup funds** for your troop activities at the beginning of the Girl Scout year - don't miss out on all the fun!  
**Girls may participate online individually or as a troop with no training necessary!**

\* Training is not required when participating only online. Want to participate with the order card? No problem! Training is even easier this year and fully online through gsLearn.

## Rewards

- Girl rewards can be found on the back of the order card.
- Girls should register online to track reward progress & select rewards as they are earned!
- Additional Troop Rewards now available:
  - \$1,000: Cookie Yard Sign + be entered in drawing for one GSGC training session (ie: CPR, Water Rescue, camp training, etc)
  - \$1,500: \$25 Sweet Treat gift card for the GSGC Shop online + be entered in to drawing for weekend camp out for entire Troop valued at \$150
  - \$2,000: Earn one Early Booth Pick prior to non-qualifying Troops + be entered into drawing for three troop winners to receive the Super Duper Cookie Booth Kit valued at \$100

## Questions?

Contact us at:  
[customercare@girlscouts-gateway.org](mailto:customercare@girlscouts-gateway.org)  
or (877) 764-5237

## Troop Banking & Payment Collection

- Troops must have a GSGC approved bank account and upload account details into M2
- Payment (cash, check, or electronic) is collected from customers upfront at the time of order
- If Troop decides to accept checks, they should be made payable to the Troop. Be sure to indicate phone numbers & driver's license number on check. GSGC recommends to only accept checks from customers you know & are comfortable contacting if issue occurs
- Deposit all funds into your Troop bank account, keep all receipts, & notify your CPSM
- If a member does not turn in money to your Troop by 10.20.2020, DO NOT place her order. Instead, contact her parent/guardian immediately, inform your CPSM, and document any issues. Again, orders should NOT be placed unless payment has been received by the Troop
- This year, funds will automatically be collected from your troops bank account on 10.22.2020 through a bank transfer (also known as ACH). This removes the need to have to deposit any funds into a Gateway bank account, simply deposit funds directly into your troop bank account and ensure your bank information is up to date in M2
- Steps to locate your Troops balance due:
  - Click *Banking and Payments* link on your Troop dashboard to view overview of all sales & proceeds
  - Or Click *Report link -> Troop Orders Report* or download your Troop's delivery ticket with financials toggled on
- Orders cannot be placed until funds have been collected by GSGC
- Online sales/orders will be automatically adjusted in the amount due to GSGC and the final funds due is what GSGC will ACH for payment on 10.22.2020



## Order Card Entry:

- Girls/Parents have until 10.18.2020 to enter order card items & select rewards. Troop Product Sales Manager MUST enter or edit any missing/remaining orders by 10.20.2020
- How to enter orders:
  - Choose *Paper Order Entry* from your dashboard
  - Click on the row with the girl's name to enter or edit orders – DO NOT enter online girl-delivered product
  - Enter total ordered items by variety from order card – Click *Update* & make sure totals match the order card
  - Where's the SUBMIT button? There is no submit button as orders are transmitted for fulfillment automatically on 10.23.2020 after system is locked and council submits orders

## Tips!

- Only order the exact number of products sold – do not over order because product cannot be returned to GSGC
- Rewards are automatically calculated upon order items entered but will take 1-2 hours to update after adjustments have been made to products sold

## Care to Share

- Care to Share is a great way for for customers to give back to the community through donations of products.
- Our council's Care to Share items will be donated to Soldiers' Angels. For each \$6 donation, veterans and active duty service members, both at home and abroad, will be sent one can of candy/nuts.
- For each Care to Share order, you will receive \$1 in proceeds per donation sold. Girls earn the Care to Share patch by receiving 5 or more donations.

## Earn Customized Patches



### Sweets & Treats Patch

To earn:

1. Create your avatar
2. Send 15+ emails
3. Sell \$275 in total sales
4. Choose your background & your avatar design!

\*Troop Leaders earns for \$550 in total troop sales!

### Cookie Program Crossover Patch

To earn:

1. Sweets & Treats Involvement: Participate in Sweets & Treats Program & be sure to of created your avatar & sent 15+ emails
2. 2021 Cookie Involvement: Sell 350+ boxes of cookies

