



GSGC Sweets & Treats Troop Guide

Through our continued partnership with our product vendor Trophy Nut & M2 online system, our girls will be able to exceed their goals while building a personalized avatar, learning about the emperor penguin and interacting with a fun, user-friendly website!

2021 Sweets & Treats Calendar	
9.1.2021	Update Troop Roster Through MyGS <ul style="list-style-type: none"> ACTION NEEDED: <ul style="list-style-type: none"> Notify the Member Support Team if you need assistance: customercare@girlscouts-gateway.org or (877) 764-5237 If participating using order card, start your online training via gsLearn & submit the Troop Product Manager form from under "Helpful Forms & Documents" on our Sweets & Treats webpage before order card sales begin. M2 system walk through available and create your avatar. If email has not been received by 9/11, please notify your CPM!
9.4.2021	In-person Sweets & Treats Kick Off Events! <ul style="list-style-type: none"> Three locations across Council — locations to be announced in early August.
9.4.2021	Troop Product Managers will have access to M2 website. <ul style="list-style-type: none"> ACTION NEEDED: Ensure troop bank account information is entered and correct for payments to GSGC through ACH.
9.11.2021	Virtual Sweets & Treats Kickoff Rally — registration email to be sent in early August.
9.11.2020	Program Begins – Girls have access to M2 website. <ul style="list-style-type: none"> ACTION NEEDED: <ul style="list-style-type: none"> All money to be collected upfront from customers upon order being taken. Ensure girl Product Participation Form is signed by participating families (found under "Helpful Forms & Documents" on our Sweets & Treats webpage.) Send emails to friends and family. Set date for parent deadline funds due and communicate to parents.
10.17.2021	Online girl delivered option ends today.
10.17.2021	Online & order card entry and rewards selection due-parents. <ul style="list-style-type: none"> Direct ship nuts and online magazines can still be sold.
10.18.2021 – 10.19.21	Paper order entry dates for troop leader.
10.19.2021	Community Product Manager (CPM) to review order card entries. <ul style="list-style-type: none"> ACTION NEEDED: <ul style="list-style-type: none"> Triple check order entries from girls/troops. Be THOROUGH as the system locks tomorrow. CPM confirm troop pickup location/day/time have been selected in M2 system.
10.20.2021	Program Ends – for Direct Ship nuts, candies, magazines.
10.20.2021	Troop money due to Council – <i>Easy ACH Process!</i> Just deposit money directly into troop account, confirm you've entered troop bank account as listed above under 9.11, and council offices will handle the rest!
11.11.2021 – 11.13.2021	Product & Rewards delivery dates to Community Product Managers (CPMs.)
11.15.2021 – 11.30.2021	Girl delivery 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!
- Troop Rewards (based on total troop sales):
 - \$1,500: Cookie Yard Sign & be entered in a drawing for ONE GSGC training session at either the fall or spring OTEX program.
 - \$2,000: \$25 Sweet Treat gift card for the GSGC Shop online & be entered in a drawing for weekend camp out for entire Troop valued at \$150.
 - \$2,500: Earn one Early Booth Pick prior to non-qualifying Troops & be entered in a drawing for three troop winners to have a build-your-own program experience.

Questions?

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

Troop Banking & Payment Collection

- **Banking:** Troops must have a GSGC approved bank account and upload account details into M2.
- **Customer Payment:** Payment (cash, check, or digital) is collected from customers upfront at the time of order.
- **Accepting Check Payments:** If a Troop decides to accept checks, they should be made payable to the Troop. Be sure to indicate phone numbers and driver's license number on check. GSGC recommends to only accept checks from customers you know and are comfortable contacting if an issue occurs.
- **Payment Concerns:** If a member does not turn in money to your troop by 10.17.2021, DO NOT place her order. Instead, contact her parent/guardian immediately, inform your CPM, and document any issues. Again, orders should NOT be placed unless payment has been received by the Troop. The Troop is financially responsible for any orders placed.
- **Keep Track of Funds:** Deposit all funds into your troop bank account, keep all receipts and notify your CPM.
- **ACH Sales/Orders:** A friendly reminder, funds will continue to be automatically collected from your troop's bank account on 10.20.21 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 the M2 online system. DO NOT place orders that you have not collected payments from girls/parents. 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 10.20.21. It will take 10-12 business days to see the deposit reflected in the troop account. Monies due to the troops will be deposited into troop accounts in this transaction as well.
- **How to locate your Troop balance due:**
 - Click the banking and payments link on your Troop dashboard to view the overview of all sales & proceeds.
 - Or Click Report Link > Troop Orders Report or download your troop's delivery ticket with financials toggled on.
- **Proceeds Increase:** Proceeds Have INCREASED! We are excited to announce that troops will earn a flat rate of 15% for all items including magazines & candy items. Cadette, Senior and Ambassador Troops that opt out will earn an additional 2% for all items.

Order Card Entry:

- Girls and parents have until 10.17.21 to enter order card items and rewards. Troop Product Managers have until 10.19.21 to add or edit any missing/remaining orders.
- **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 10.21.21 after the system is locked and council submits orders.

Tips!

- Only order the exact number of products sold – Any product that is over-ordered cannot be returned to GSGC.
- Rewards are automatically calculated but may take 1-2 hours to update after product sold is entered. Please make sure to **check back** and make any reward choice selections that the girl earned.

Care to Share

- Care to Share is a great way 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 \$7 donation, veterans and active-duty service members, both at home and abroad, will be sent one candy or nut product.
- For each Care to Share order, you will receive the same proceed level as all other orders.
- Girls earn the Care to Share patch (shown here) by receiving 5 or more donations.



Earn Customized Patches



Sweets & Treats Patch

To earn:

1. Create your avatar
2. Send 18+ emails
3. Sell \$300 in total sales
4. Choose your background & avatar design!

*Troop Leaders earn yours with \$750 in total troop sales!

Cookie Program Crossover Patch

To earn:

1. Sweets & Treats Involvement: Participate in Sweets & Treats Program, create your avatar, send 18+ emails & sell at least 2 total items (mags &/or nuts.)
2. 2022 Cookie Involvement: Sell 400+ boxes of cookies, send 18+ emails in Digital Order Card (DOC).

