



# GSGC Sweets & Treats Troop Guide

## 2022 Calendar

<p><b>8.12.2022</b></p>	<p><b>Update Troop Roster through MyGS</b></p> <p><i>Action needed:</i></p> <ul style="list-style-type: none"> <li>Check your roster in MyGS for accuracy. Notify the Member Support Team if you need assistance or need to make changes to your roster: <a href="mailto:customercare@girlscouts-gateway.org">customercare@girlscouts-gateway.org</a> or 877-764-5237.</li> <li>Submit Troop Product Manager Form by <b>scanning this QR code before order card sales begin.</b></li> <li>Notify the Member Support Team if you need assistance: <a href="mailto:customercare@girlscouts-gateway.org">customercare@girlscouts-gateway.org</a> or 877-764-5237.</li> </ul>
<p><b>8.18.2022</b></p>	<p><b>Attend the Virtual Troop Leader Training</b></p> <p>Register here:</p> <p>7 PM EST</p> <ul style="list-style-type: none"> <li>Recorded version of training and additional short minute trainings available on gsLearn. <b>Virtual Training Passcode: 035567</b></li> </ul>
<p><b>8.20.2022</b></p>	<p><b>Sweets &amp; Treats Kick-off Event!</b></p> <p>Gulfarium in Fort Walton Beach</p> <ul style="list-style-type: none"> <li>Girls Scouts are closing down the park! This is an evening event after park hours for our Girl Scouts only! Start the season off with a splash with private seal and dolphin shows and animal meet and greets! Sign up on the events page on our website.</li> </ul>
<p><b>9.3.2022</b></p>	<p><b>Create Your Avatar!</b></p> <p><i>Action needed:</i></p> <p>The M2 system is available for troop volunteers; create your avatar and parent email blast!</p>
<p><b>9.10.2022</b></p>	<p><b>Program Begins</b></p> <ul style="list-style-type: none"> <li>Online and order card sales open.</li> </ul> <p><i>Action needed:</i></p> <ul style="list-style-type: none"> <li>Collect money from customers upfront when the order is taken.</li> <li>Ensure your troop bank account information is correct for payments to GSGC through ACH.</li> <li>Ensure Girl Product Participation Form (included in this envelope) is signed by participating families. A PDF of this form can be found under "Helpful Forms &amp; Documents" on our Sweets &amp; Treats web page.</li> <li>Remind girls to send emails to friends and family.</li> <li>Set deadline for monies due and communicate this to parents.</li> </ul>
<p><b>10.16.2022</b></p>	<p><b>Order Card Sales End</b></p> <ul style="list-style-type: none"> <li>Online sales are still active!</li> <li>Double-check parent orders and ensure that all money has been received. <b>DO NOT PLACE ORDERS FOR PRODUCTS THAT THE TROOP HAS NOT RECEIVED PAYMENT FOR.</b></li> </ul>
<p><b>10.19.2022</b></p>	<p><b>Online Sales End Troop Money Due to Council</b></p> <ul style="list-style-type: none"> <li>Easy ACH process: Just deposit money directly into your troop account, confirm that you've entered your troop bank account information correctly and council offices will handle the rest! <b>Product will not be ordered if your banking information is not entered in the M2 system.</b></li> </ul>
<p><b>11.09.2022 – 11.12.2022</b></p>	<p><b>Product and Rewards Delivery Dates</b></p> <ul style="list-style-type: none"> <li>Product and rewards delivered to local Community Product Managers (CPMs).</li> </ul>
<p><b>11.12.2022 – 11.28.2022</b></p>	<p><b>Delivery to Customers</b></p> <ul style="list-style-type: none"> <li>Girls receive their hard-earned rewards and product to deliver to customers.</li> </ul>

## Troop Rewards

**75% Troop Participation\***

**Charm for each participating girl**



**100% Troop Participation\***



Not actual shirt design

**One troop t-shirt for each girl, two extra shirts for leaders**

**\$2,000 in Sales**

**Cookie money pouch for troop; entered into drawing for pizza party with CEO**

**Every Participating Troop\*\***

**Entered into drawing for choice of prize (five winners total):**

- \$100 Girl Scout Shop Card
- \$100 Troop Program Credit
- \$100 Gateway Property Credit

**Also entered into drawing for one troop to win reregistration for every participating girl!**

\*Girl participation is defined as creating an avatar, sending five unique emails, sharing site at least one time, selling one product.

\*\*Troop participation is defined as selling one product.

## Girl Rewards

Girl rewards can be found on the back of the order card. Girls should register online to track reward progress throughout the program!

## Questions?

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

# Troop Banking and Payment Collection

- **Banking:** Each troop must have a GSGC-approved bank account and upload account details into the M2 system.
- **Customer Payment:** Payment (cash, check, or electronic) 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 only accepting 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 10.19.2022, 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 all orders placed.
- **Keep Track of Funds:** Deposit all funds into your troop bank account. Keep all receipts.
- **ACH Sales/Orders:** A friendly reminder that this year, funds will continue to be automatically collected from your troop's bank account on 10.26.2022 through a bank transfer (also known as ACH). This removes the need to have to deposit any funds into a Gateway bank account. **Bank account information does not transfer from year to year. Please enter banking information upon signing into your M2 account for the first time.**
  - Deposit funds directly into your troop bank account. 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 process for ACH payment on 10.26.2022. It will take five to seven business days to see the deposit reflected in the troop account. Monies due to the troops will be deposited into the 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 and proceeds.
  - Or click Report > Troop Orders Report or download your troop's delivery ticket with financials toggled on.

## Order Card Entry

Girls/parents have until 10.16.2022 to enter order card items.

Troop Product Managers are able to review and correct entries from 10.17.22 until 10.18.2022 at 11:59 PM EST; after midnight, no additional changes can be made.

**How to Enter Orders:** The system is set up for parents to enter the orders for their child and TPMs to review; however, if a TPM has to enter an order, follow these steps:

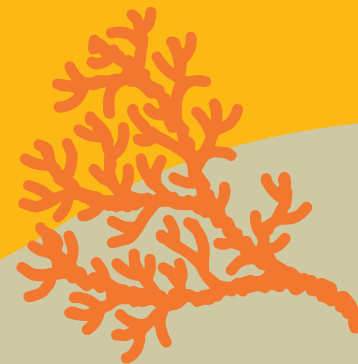
- Choose Paper Order Entry from your dashboard.
- Click on the row with the girl's name to enter or edit orders.  
**DO NOT enter online girl-delivered product.**
- Enter total ordered items by variety from order card. Click Update and make sure totals match the order card.

**Where is the Submit Button?** There is no submit button as orders are transmitted for fulfillment automatically on 10.20.22 after the system is locked and the council staff submits all 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 one to two hours to update after product sold is entered.

**Please remember to return and make any reward choice selections.**



## 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 donated, 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 15% in proceeds.
- Girls earn the Care to Share patch by receiving five or more donations.



## Earn Customized Patches

### Sweets & Treats Patch

**To earn:**

- Create your avatar.
- Send 18+ emails (one valid email per person).
- Use the "Share My Site" function in the M2 system to ask friends and family for support.
- Sell \$325+ in total fall sales.

\*Troop leaders earn a customized patch for \$750 in total troop sales!



### Cookie Program Crossover Patch

**To earn:**

- Participate in the 2023 Cookie Program.
- Send 30+ emails (one valid email per person) in Digital Order Card (DOC).
- Sell 400+ boxes of cookies.

