# girl scouts
## of gateway council

# Sweets & Treats Troop Guide

## OWN YOUR magic

## 2023 Sweets & Treats Calendar

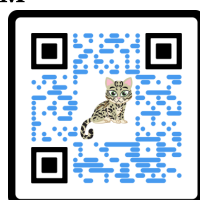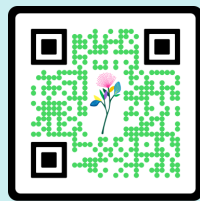| | |
|---|---|
| 08.18.2023 | **Update troop roster through MyGS**<br>• Notify the Member Support Team if you need Assistance: customercare@girlscouts-gateway.org or (877) 764-5237.<br>• If participating using order card, start your online training via gsLearn & submit Troop Project Manager Form by scanning this QR code before order card sales begin. |
| 08.28.2023 | **Attend the virtual troop leader training 7:30 PM EST**<br>• Scan the QR code to join.<br>• Training will be recorded and additional quick bytes trainings available on gsLearn.<br>*virtual training passcode: 121212* |
| 09.02.2023 | **Access to the M2 online system**<br>• The M2 system is available for troop volunteers; create your avatar and parent email blast!<br>• If you have not received an email from M2 giving access, please contact customer care at (877) 764-5237. |
| 09.09.2023 | **Program begins—Online & order card sales open**<br>**ACTION NEEDED:**<br>• Collect money from customers when order is taken.<br>• Ensure troop bank account information is entered and correct for payments to GSGC through ACH.<br>• Ensure girl Product Participation Form (included in this envelope) is signed by participating families.<br>• Remind girls to send emails to friends and family.<br>• **Set parent deadlines for monies due and communicate this to parents.** |
| 10.14.2023 | **Last day for troop opt out form to be submitted to CPM**<br>• Available for Cadette, Senior and Ambassador troops.<br>• Full troop must agree to reward opt out.<br>Opt out troops receive an extra 2% in proceeds and Patches. |
| 10.15.2023 | **Order card sales end**<br>• Online sales are still active.<br>• Double check parent orders and ensure that all money has been received.<br>• ONLY FULFILL ORDERS THAT HAVE BEEN PAID IN FULL. |
| 10.18.2023 | **Online sales end**<br>**Troop money due to council through our easy ACH process.**<br>• Deposit money directly into troop account.<br>• Confirm that troop bank account has been entered into the M2 system.<br>• **Product will not be ordered if banking information is not entered in M2 system.** |
| 11.08.2023 – 11.10.2023 | **Product & rewards delivery dates to Community Product Managers (CPMs)** |
| 11.11.2023 – 11.28.2023 | Girls receive products and delivery to customers |

## Troop Rewards

| Requirement | Reward |
|---|---|
| 75% of troop participation* | Charm for each participating girl |
| 100% of girls participate* | One T-Shirt for each participating girl, two additional shirts for leaders |
| Any troop that participates** in Sweets and Treats | Entered into drawing for choice of 3 prizes. We will draw for 5 winners:<br>• $100 GS Shop Card<br>• $100 Troop Program Credit<br>• $100 Gateway Property Credit<br><br>**Also entered into drawing for one troop to win reregistration for every participating girl!** |

*Girl Participation is defined as creating an avatar, sending 5 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 on M2 system to track reward progress as they are earned!

# Earn Customized Patches

## To Earn Sweets & Treats Patch

- Create your avatar.
- Send 18+ emails* in M2 system.
- Use the "Share My Site" function in the M2 System to ask friends and family for support.
- Sell $325+ in total Sweets & Treats sales.

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

## Care to Share

- Care to Share is a great way for customers to give back to the community through donations of products.
- Our 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 5 or more donations.

## To Earn Cookie Program Crossover Patch

<u>2023 Fall Sweet & Treats Involvement</u>
- Participate in Sweets & Treats program, create your avatar in the M2 system.
- Send 18+ emails* during the Sweets & Treats program.
- Use the " Share My Site" function in the M2 system during the Sweets & Treats program.
- Sell 2+ Sweets & Treats products.

<u>2024 Cookie Involvement</u>
- Participate in the 2024 Cookie Program.
- Send 30+ emails* in Digital Order Card (DOC).
- Sell 400+ boxes of cookies.

*Each unique email address counts as one email. Multiple emails to same address do not meet requirements.*

## Troop Banking & 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 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 10.18.2023, 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 and keep all receipts.
- **ACH sales/orders:** Funds will be automatically collected from your troop's bank account for amount due for your troop's fall product. The transfer will be initiated on 10.19.2023 through a bank transfer (also known as ACH). It will take 3-7 days to reflect in your troop bank account. **Bank account information does not transfer from year to year. Please enter banking information upon signing into 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.
  - ⇒ Final payments are due to GSGC on 10.19.2023. During this ACH transaction any money owed to troops will be deposited.
- **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 a Troop Orders Report* or download your troop's delivery ticket with financials toggled on.

## Order Card Entry

- Girls/Parents have until 10.15.2023 to enter order card items.
- Troop Product Sales Managers (TPM) are able to review and correct entries from 10.16.2023 until 10.17.2023.
- No additional change can be made after 10.17.2023 at 11:59 PM EST.
- **How to enter orders:** The system is set up for parents to enter the orders for their child and TPM's 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 – <u>**DO NOT enter online girl-delivered product.**</u>
  - ⇒ 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 10.19.2023 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 1-2 hours to update after product sold is entered.

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