

Sweets and Treats Troop Guide

girl scouts
of gateway council

2025 Sweets & Treats Calendar

8.14.2025

Get ready for Sweets and Treats season

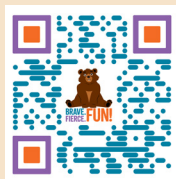
- Submit Troop Product Manager form (by scanning QR code) before order card sales begins.
- Update troop roster through MyGS.
- Notify the Customer Care Team if you need assistance at customercare@gsgateway.org or (877) 764-5237.



8.28.2025

Attend the Live Virtual Troop Leader Training 7:30 pm ET/6:30 pm CT

- Register by scanning QR code.
- Training will be recorded and uploaded to GS Learn.
- Additional Quick Byte trainings can be found on GS Learn.



8.30.2025

Access the M2 Online System

- The M2 system is now available for troop volunteers- create your avatar and send an email blast to caregivers!
- Enter your troop bank information in the M2 system.
- If you have not received an email from M2 giving access, please contact Customer Care at customercare@gsgateway.org or (877) 764-5237.

9.06.2025

Sweets and Treats Program begins (online & order card sales open)

Action needed

- Collect money from customers when the order is placed.
- Ensure troop bank account info is entered and correct in the M2 system for payments to GSGC via ACH.
- Ensure Girl Product Participation Form (included in this envelope) is signed by participating families. PDF form can be found under “Helpful Forms & Documents” on the Sweets & Treats webpage. These signed forms are good for the MY25 Product season, keep on file for cookie season.
- Remind girls to send emails to friends and family.
- Communicate to caregivers the deadline for money due to troop.

9.21.2025

Deadline to enter troop banking information in M2 System

- Troops without banking information will not be able to participate in order card sales.

10.12.2025

In-person order card sales end

- Online sales are still active!
- Caregivers complete their order card entries in the M2 System.
- Payments for ordered products are due to the troop.

10.13.2025

Troop order card entry start date

- TPM's can enter or adjust any order cards entered by caregivers.
- Only fulfill orders where the troop has received full payment.

10.14.2025

Troop order card entry end date

- Last day that TPM's can adjust order card entries.

10.15.2025

Online sales end

10.16.2025

ACH pull

Troop payments are due to council through our easy ACH process:

- Deposit money directly into troop account.
- Confirm that troop bank account has been entered into the M2 system.
- *Product will not be ordered if banking information is not entered in M2 system.*

10.16.2025

- Final day for reward selections in M2 System.

11.5.2025 - 11.7.2025

- Product and rewards will start arriving to communities.

11.10.2025 - 11.24.2025

- Girl Scouts deliver products to their customers.

Questions?

Contact us at customercare@gsgateway.org or (877) 764-5237.

Troop Rewards

Reward - GSGC exclusive t-shirt

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

Troops can purchase up to two additional adult shirts for extra leaders once qualified.

To earn

Troop has 100% of girl participation.*

*Girl Participation is defined as creating an avatar, sending 5 unique emails, sharing site (in M2 online system) at least one time, and selling one product.



Girl Rewards

- Girl rewards can be found on the back of the order card.
- Register on M2 system to track reward progress as they are earned!

Questions?

Contact Customer Care at
customercare@gsgateway.org or (877) 764-5237.



Troop Banking & Payment Collection

- **Banking:** Each troop must have a bank account and upload account details into the M2 system.
- **Customer payment collection:** Payment (cash or card) is collected from customers upfront at the time of order.
- **Accepting check payments:** **GSGC does not recommend accepting checks as a form of payment.** If a Troop decides to accept checks, they should be made payable to the troop. Be sure to indicate their phone number on check.
- **Keep track of funds:** Deposit all funds into your troop bank account and keep all receipts.
- **ACH sales/orders and final payment information:**
 - **ACH transfers:** Funds will be automatically withdrawn from your troop's bank account for the amount due for fall product orders. This ACH transfer will be initiated on 10.16.2025 and may take 3–5 business days to reflect in your account.
 - **Bank account setup:** Please note that bank account information does not carry over from year to year. Troops must enter their current bank account details when logging into the M2 system for the first time this season.
 - **Collect payments first:** Be sure to collect payment from girls/caregivers before placing any orders. Do not place orders that have not been paid for in advance.
 - **Final payment deadline:** Final payments are due to Girl Scouts of Gateway Council (GSGC) on 10.16.2025.
 - **During this ACH transaction:**
 - Funds owed to the council will be withdrawn from the troop bank account.
 - Funds owed to the troop (such as troop proceeds) will be deposited into the troop's account.
- **Three ways to locate your troop balance due:**
 - Click the banking and payments link on your troop dashboard to view the overview of all sales & proceeds.
 - Click Report link → Troop Orders Report.
 - Download your troop's delivery ticket with financials.

Order Card Entry

- Girls/caregivers must enter their order card information before 12:00 am ET/ 11:00 pm CT on 10.12.2025.
- Troop Product Managers can enter/adjust order cards from 10.13.2025 - 10.14.2025.
- After 11:59 pm ET/ 10:59 pm CT on 10.14.2025, no additional changes can be made.
- **How to enter orders:** The system is set up for Girl Scouts/caregivers to enter the orders and TPM's to review, however, if a TPM must enter an order, follow these steps:
 - Choose "Paper Order Entry" from your dashboard.
 - Click on the row with the Girl Scout'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's the submit button?** There is no submit button as orders are transmitted for fulfillment automatically on 10.16.2025 after the system is locked.



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 select any reward choices before the 10.16.2025 deadline.

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 are donated to Soldiers' Angels. For each \$8 donated, veterans and active-duty service members receive one can of candy/nuts, both at home and abroad.
- 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.

Earn Customized Patches

Sweets and Treats Participation Patch

Choose from two designs!



To earn the Sweets & Treats patch

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

Troop leaders earn a custom patch by sending the caregiver email blast and having \$750 in total troop sales!

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

2025 Cookie Program Crossover Patch



S&T Involvement

- Participate in Sweets & Treats Program, create your avatar in the M2 system.
- Send 18+ emails* in M2 online system during the Sweets & Treats Program.
- Use the "Share My Site" function in the M2 online system during the Sweets and Treats Program.
- Sell 2+ Sweets & Treats products (nuts, candy, or mags).

2025 Cookie Involvement

- Participate in the 2026 Cookie Program.
- Sell 400+ boxes of Girl Scout Cookies.

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

