

Sweets and Treats Troop Guide



2024 Sweets & Treats Calendar

8.22.2024

Get Ready for Product Season

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



8.27.2024

**Attend LIVE Virtual Troop Leader Training
7:30 PM EST /6:30 PM CT**

- Register by scanning QR code
- Virtual recording will be available on gsLearn along with quick byte trainings by August 30th



8.31.2024

Access the M2 Online System

- M2 is now available for troop volunteers- create your avatar and send an email blast to caregivers
- Missing your M2 access email? Contact Customer Care at customer care@gsgateway.org or call (877) 764-5237

9.07.2024

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

ACTION NEEDED:

- Money collection occurs during order taking
- Validate Troop banking information for ACH payments in M2.
- Collect signed girl product participation forms from families. A PDF version is available under “Helpful Forms & Documents” on the Gateway Sweets & Treats webpage
- Remind girls to send emails to friends and family
- Communicate to caregivers the deadline for monies due to troop

10.11.2024

Last Day for Troop Opt Out Form Submission to CPM

- Available for Cadette, Senior and Ambassador troops
- Extra 2% Proceeds in leu of rewards
- Entire troop must agree to opt out
- Opt out form available by scanning this QR code



10.13.2024

In-Person Order Card Sale Ends

- Online sales are still active
- Double check caregiver orders and ensure that all money has been collected
- Only fulfill orders with full payment collected

10.16.2024

Online Sales End

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*

11.6.2024 - 11.8.2024

Product & Reward deliveries begin to Community Product Managers (CPMs)

11.11.2024 - 11.25.2024

- Troops receive product and rewards
- Girl Scouts deliver products to their customers

Questions?

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

Troop Rewards

Reward - Sweets and Treats Charm

Charm for each participating girl

To Earn:

Troop has 75% of girl participation*



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.

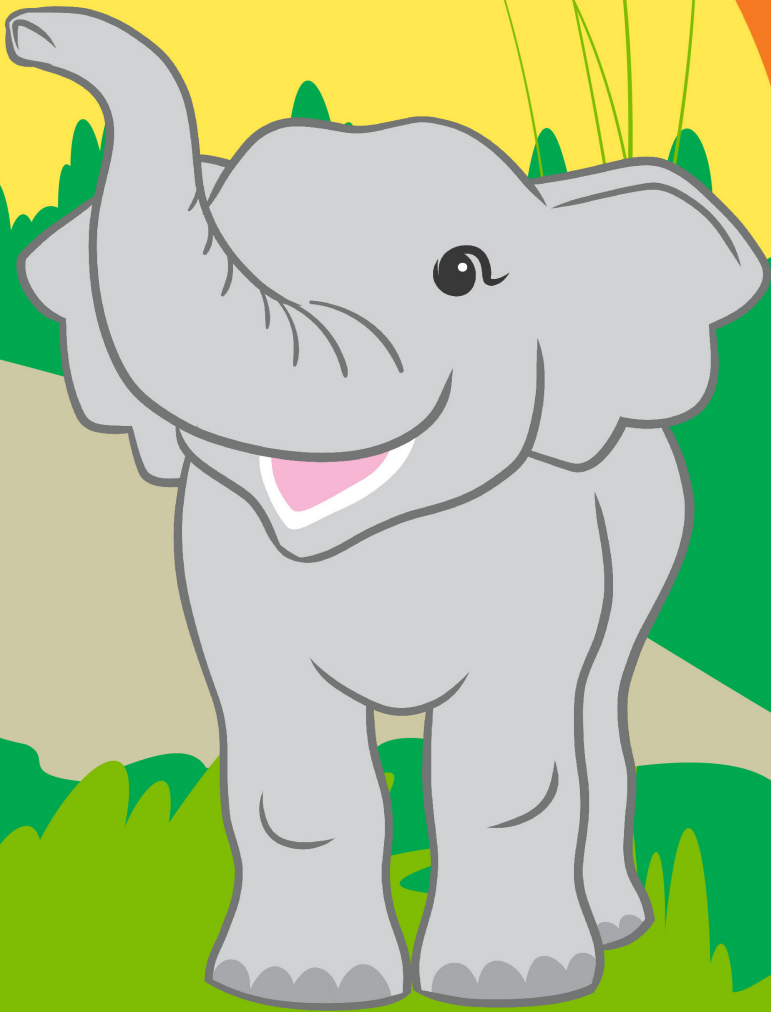
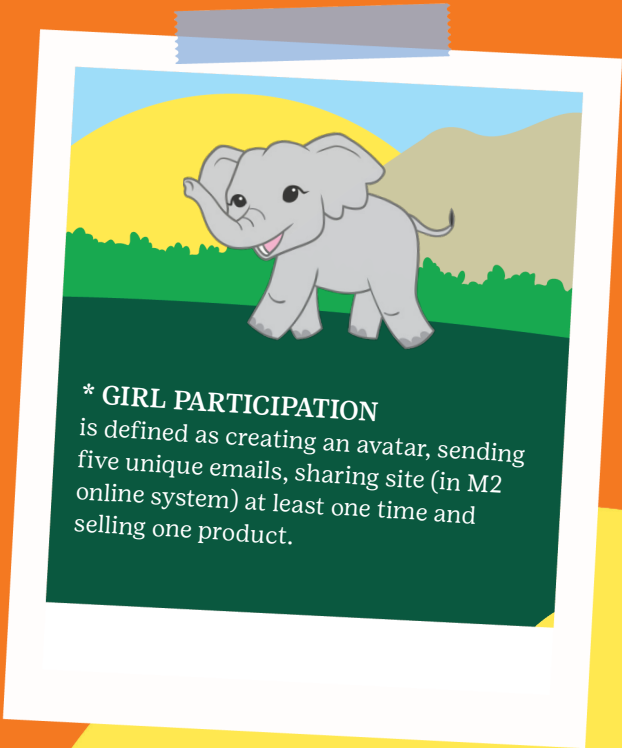
To Earn:

Troop has 100% of girl participation*



Girl 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!



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 phone numbers and driver's license number on check.
- **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 the amount due for your troop's fall product. The transfer will be initiated on 10.16.2024 through a bank transfer (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/caregivers.
 - Final payments are due to GSGC on 10/16/2024. During this ACH transaction any money owed to troop 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
 - Click Report Link → Troop Orders Report or download your troop's delivery ticket with financials

Order Card Entry

- Girls/caregivers have until 10/13/2024 to enter order card items.
- Troop Product Managers can review and correct entries from 10/14/2024 until 10/15/2024.
- After 11:59 PM EST / 10:59 CT on 10/15/2024 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 & 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 10/17/24 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.

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 \$8 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.

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

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

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

2025 Cookie Program Crossover Patch



To Earn:

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 and more items)

2025 Cookie Involvement:

- Participate in the 2025 Cookie Program
- Send 30+ emails in Digital Order Card (DOC)
- 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.

CARE TO
SHARE