

## MATERIALS CHECKLIST

Please notify the Product Sales Department if you need additional materials. You should receive the following materials the week of

### August 13:

- ✓ Troop Guide
- ✓ Girl Materials (each participating girl should receive one of each)
  - Nut order card
  - M2 Girl Flyer
  - Money envelope
  - Parent permission form

## Girls Can Earn Avatar Patches!

In the fall, each girl who creates an avatar, sends 15 emails and sells \$300 in total sales will earn a patch with her very own virtual likeness on it! She has billions of options to choose from to create her avatar including her avatar's uniform or a G.I.R.L. t-shirt and her patch's background. Check for more details on the online site [www.gsnutsandmags.com/gsnca](http://www.gsnutsandmags.com/gsnca) or the nut/chocolate order card.

To earn the fall & cookie crossover patch:

1. In the fall, girls simply create their Me2 avatars and send 15 emails
2. Sell 300 packages of cookies during the 2019 cookie program

## DATES TO REMEMBER

### September 14

- Email invitation sent to SUFM and TFM to access the M2 online system

### September 21

- Fall Product Program begins

### October 15 by 10:59 pm

- Girl delivered online nuts and order card nut/chocolate sales end
- Last day for parents to enter nut/chocolate order card sales into the M2 online system

### October 17 by 10:59 pm

- Troop deadline to enter any nut/chocolate order card sales that haven't been previously entered by parents

### October 22 by 10:59 pm

- All online sales end: direct ship nuts/chocolates and magazines
- Last day for girl reward choices to be made in the M2 site

### November 6-9

- Nuts/chocolates delivered to SU Fall Product Managers

### Mid-November

- Rewards delivered to SU Fall Product Managers who will count and distribute to troops

### November 30

- Deadline for all payments to be deposited into troop account

### December 4

- Withdrawal from troop bank accounts for balance due via ACH debit



Fall Patch Choices



Fall & Cookie Crossover Patch

## TROOP PROCEEDS

Troop proceeds are automatically calculated by the M2 system. Troops can view the total amount earned by selecting the **Banking and Payments** link from their troop dashboards.

Troop proceeds are 15% of total sales. Older girls troops – Cadettes and up – may elect to opt out of rewards to earn an additional 5%. **This is a girl-led decision – not adult.**

## REWARDS

Rewards are automatically calculated in the M2 system and will be visible to girls. Girls will make choices in the system for levels where two items are offered. If a girl does not make a choice by October 18, the TFPM can indicate which item the girl would like to receive. SU managers will not need to make reward choices for girls.

Rewards will be delivered via UPS in early November to the address provided. Count all rewards and compare to shipping list prior to sorting rewards by troop for pickup. Log into [www.gsnutsandmags.com/gsnca](http://www.gsnutsandmags.com/gsnca) and click **Delivery Tickets** from the dashboard menu or choose the **Reports** link to get the information you need to sort and pack rewards for your troops. Have troops double check their rewards order and sign the receipt at pickup.

## SERVICE UNIT RESPONSIBILITIES

### Step 1: Set Up in M2

As a Service Unit Fall Product Sale Manager, you will receive an email invitation to set up your administrative level access to the M2 online system. Click the link included in the email to gain access and set up your password. Once you set up your account, you can access it by going to [www.gsnutsandmags.com/gsci](http://www.gsnutsandmags.com/gsci) and clicking the volunteer button. Be sure to create your Me2 avatar!

### Step 2: Provide Delivery Information for Products and Rewards

- Be certain to enter your service unit's location for nut/chocolate and reward delivery.
- Product can be delivered wherever you like as long as you have approval to receive items at the location. You must be present to receive and sign for nut/chocolate items. **Post Office Boxes are not an acceptable delivery address.**
- Nut/chocolate items will be delivered November 6-9. You must be present to accept this order. Times will be set up by the delivery agent and you will be notified by phone and/or email of your delivery time window.
- Be certain to include any information that will be helpful to the delivery agent such as the name of the business, if applicable, or if there is a preferred entrance for the location.
- Rewards will ship to the address you enter into the M2 system and will be delivered in mid-November. Note your rewards address and delivery address can be different than product delivery address. Unlike with products, you do not need to be present for the reward delivery.

### Step 3: Delivery of Nuts and Chocolates

- Log into [www.gsnutsandmags.com/gsnca](http://www.gsnutsandmags.com/gsnca) and click Delivery Tickets from your SU dashboard.
- Print two copies of each troop's delivery ticket. Use this when sorting orders. Have troops sign one copy at pick-up and retain for your records. Give unsigned copy to troop for their records.
- When reading the delivery ticket, be mindful of cases versus units since troops purchase to the unit and shipments will be packaged both in cases and units. Also remind troops that the delivery ticket will include any product that was ordered online by customers as a girl delivered/promised item.
- When the delivery agent arrives, review the delivery ticket provided. Count the product carefully and then count again to ensure that you have received exactly the right quantities of each product as shown on the delivery ticket. You should not receive any extras.
- Sign the delivery ticket to agree that you have received the products listed. The agent will give you a copy for your records.
- Sort products into troop orders and attach the appropriate Delivery Ticket to each troop's order. Give yourself plenty of time to sort the items before scheduling troops pick-ups.
- When the troops arrive to pick up their products, instruct each troop to count and recount their order before signing the delivery ticket. By signing the Delivery Ticket, the troop agrees to the quantities received as listed on the ticket and will be financially responsible for those products.

### Step 4: Payment

- Customer payment for nut/chocolate order card sales is collected at time of delivery.
- Troops should decide if they will accept checks as payment. Share this information with girls/parents.
- All funds collected must be deposited into the troop's bank account by November 30, 2018.
- Council will electronically withdraw from the troop's bank account the amount owed to the council via the ACH (Automatic Clearing House) bank network on December 4, 2018. Each troop's balance due will be displayed in the M2 system under the "Banking and Payments" link.