MUNChies & Mags girl scouts of southern alabama

2023 FALL PRODUCT TROOP GUIDE





Program Begins!



in•person orders end*

*Girls can still continue to sell online.



Troop Deadline to enter missing **NUT CAPD OPDERS**



service unit deadline to enter Missing nut card orders



Online girl.Delivered orders end

*Girls can still sell on-line for direct-ship



Online Direct. Ship & magazine ends



Troop reward entry deadline



NUT/Candy orders delivered TO Service Units



Troop account debited by gssa





- Troops earn 15% on every item sold.
- Troops that opt out of girl rewards earn an additional 3% on every item sold.



- Troop Munchies & Mags Coordinator is registered and approved.
- Troop has a minimum of five girls registered and selling.
- Troop has minimum of \$250 in sales.
- Troop ACH withdrawal was successful on November 28.

THE Casy Way TO KICK+STAPT YOUP TPOOP FUNDS.
If you can send an email, you can raise money for your troop!

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2023 FALL PRODUCT CHECKLIST

AUGUST/SEPTEMBER

- Troop Banking Up to date banking info is required for participation in the Fall Product Program.
- O Training Complete program overview training If you missed the Munchies & Mags Volunteer Rally, please reach out to customercare@girlscoutssa.org.
- O September 4 M2 Account Set-Up You will receive an email to set up your M2 account. Login and follow the instructions for setup. During setup you will create your avatar and activate the Parent Adult Email Campaign (PAEC) with one click of the mouse!
 - This will authorize our system to send an email on your behalf to the caregivers in your troop announcing the start of the Fall Product Program and providing a link for caregivers and girls to get started. This email will be sent on day one of the sale, Sept. 11.
- O Distribute selling materials to girls and encourage them to participate.
- O Instruct families if girls should collect money when taking orders or when delivering.



SEPTEMBER 11 - OCTOBER 26

- O September 11 Registered girls will receive an email invitation to access M2, or they can use the link on our website to create their account.
- O Girls can begin taking orders online and inperson.
- Remind girls to begin sending emails to their friends and families. Don't forget-your troop can start this sale anytime on or after September 11.
- Keep Families Up to Date Final days for girls to take orders in-person and online are listed in "Key Dates to Remember."
- October 18th by 11:59 pm (CST) Troops must verify that all in-person orders are in M2.
- October 26 Sale Ends



OCTOBER 26 - NOVEMBER 6

- Troop Banking Deposit all money collected to-date into your troop's bank account.
- October 29 by 11:59 pm (CST) Confirm that rewards have been entered into M2 by all families.

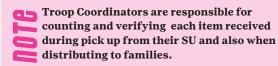


All online orders are credited to the girl and troop at time of purchase. Only in-person/nut card orders need to be manually added into M2.

• No late orders can be honored.

NOVEMBER 6-9 | PRODUCT DELIVERIES TO SU

- O Service Units coordinate with Troops to pick up the ordered Fall Product, Troop Munchies & Mags Coordinators should print their troop order summary from M2 and bring it to pick up.
- Troop Munchies & Mags Coordinators should set up a time/location for families to pick up Fall Product.
- Troops should print the girl delivery tickets for product and recognition orders. Orders will be delivered to Service Unit in early November.



NOVEMBER 28 | TROOP BANKING

- O BEFORE November 28 Deposit all money collected into your troop's bank account and be sure to keep all receipts. This is important to ensure that all funds are processed in time for the Automated Clearing House (ACH) withdrawal.
- November 28 Girl Scouts of Southern Alabama will collect the balance due from the product sale via ACH from the troop bank account.



Money for all online orders shows as already paid to Girl Scouts of Southern Alabama, and final ACH will be adjusted for the troop to earn proceeds on these sales.

CIRL SCOUTS OF SOUTHERN ALABAMA

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