

2021 Mags & Munchies Fall Product Program Troop Guide

The Mags & Munchies Fall Product Program is easy, fun, and a great way to start off your Girl Scout year. This year's theme is to Rise UP!

- ▶ Girls will learn and develop important skills like goal setting, decision making, money management, people skills, and business ethics to help them grow as leaders.
- ▶ The Mags & Munchies Program is a financial literacy program where girls get to be entrepreneurs. Girls sell nuts, candy, and magazines and learn to how to run their own business.
- ▶ Girls earn rewards and troops earn proceeds to add to their troop funds for activities and adventures throughout the year!

Troop Fall Product Manager (TFPM) Tips:
(Formerly Troop Product Sales Chair)

- ▶ Take the Training, read this guide, and check our website or social media for the most up to date information.
- ▶ Communicate frequently with girls and families.
- ▶ Collect signed Parent/Caregiver Agreements for each participating Girl Scout.
- ▶ Download, save, and print M2OS reports.

Service Unit Fall Product Manager

Service Unit #: _____

Name: _____

Email: _____

Phone/Hours: _____

Questions About Program?

Email customercare@gssc.us
or call (631) 543-6622

Need M2 Technical Support?

M2 Customer Service
support.gsnutsandmags.com
or call (800) 372-8520

Important Dates

| | |
|---------------------------------------------------------------------------|----------------|
| Initial Sale Begins | September 20 |
| Fall into Girl Scouts Rally | September 25 |
| Initial Sale Ends & Entered into M2OS | October 17 |
| Catch-up Order Taking Begins | October 18 |
| Cupboards Open | October 20 |
| Booth Sales Begin | October 22 |
| National Nut Weekend | October 22-24 |
| Delivery of Products Begin | October 29 |
| Girl Scout STRONG Weekend | November 5-7 |
| Half of Initial Sale Money Due and will be pulled from Troop Bank Account | November 8 |
| Girl Scouts Give Back Weekend | November 12-14 |
| Mags & Munchies Sale Ends | November 17 |
| Balance of Sale Money Due and will be pulled from Troop Bank Account | November 29 |
| Allocate Products to Girls in M2OS | November 30 |

[Mags & Munchies Program](#)

Find all of our guides, forms, training, troop activities and more on online on our website.
Scan QR for quick access ▶



girl scouts 
of suffolk county

What's New!

We know it's not always easy to get to the council bank. This year we are making things easier by performing ACH pulls from your troop account to get what your troop owes. You won't have to worry about deposit slips and you won't have to wait for your rebate.

Here are some important notes on the process:

- ▶ Deposit slips will not be handed out this year.
- ▶ Troops must submit a new [ACH Authorization Form](#) that will be added to the M2OS by Council. This must be done at the beginning of every Girl Scout year.
- ▶ SU's will be able to see if troops have submitted their ACH form.
- ▶ All monies collected from families and/or sales from Booth Sales needs to be deposited into the Troop Bank Account. To figure out what is due, please see the table on next page.
- ▶ The week of November 8: Half of the money that is due in the M2OS system will be pulled from the Troop bank account on file.
- ▶ The week of November 29: The balance of what is due from the entire sale will be pulled from the Troop bank account on file.
- ▶ If any changes are made to your banking, we need to be alerted right away and a new ACH form needs to be filled out. Stand-a-Bouts will still be paid for online and will not be entered into the site until payment has been made.

Fun Facts About The Mascot!



The Emperor Penguin is the mascot for this year's Fall Product Program! Share these fun facts with your troop.

- ▶ They are the largest of all living penguin species and breed annually during the Antarctic winter, June through August. During this time, temperatures can drop as low as -76F with winds as high as 124 mph.
- ▶ They can dive to a depth of 1,800 feet and hold their breath for up to 22 minutes! Their aerodynamic bodies and strong flippers make them excellent swimmers, reaching speeds of 7.6 mph.
- ▶ Colonies of adults and chicks work together to huddle for warmth. 5,000 or more tightly packed adults and chicks shuffle around, so each takes a turn on the outside of the huddle where it's cold.

◀ You Can Win This 3.5 ft Giant Penguin Plush!

Follow us on Facebook, Instagram and Twitter to learn how to enter.



[Girl Scouts of Suffolk County](#)



[@girlscouts_sc](#)



Looking to Motivate your Troop? [Check out the Activity Guide](#) ▶

Here are some fun crafts and activities to do together with your Girl Scouts!

Participation Options:

The Mags & Munchies Program can be tailored to fit your needs!

| Product | Sale Type | Money Collection | Delivery | Troop Proceeds |
|------------------------|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| Nuts, Candy/ Chocolate | In-Person, Order Card | <ul style="list-style-type: none"> Girls share order card & collect money from customers Family or Troop enters orders into M2OS by the deadline. <i>(Decided by Troop.)</i> Girls turn in cash to Troop Fall Product Manager or pay for orders through M2OS online storefront. | Delivered by girls to customers Deadlines: Family enters by 10/14 TFPM enters by 10/17 SU access until 10/17 | \$.80 per item sold |
| | Online, Girl Delivered | <ul style="list-style-type: none"> Girls create online storefront in M2OS and send emails to friends & family Customers pay online for girls delivery Orders are automatically credited to the girl in M2OS | Delivered by girls to customers Last Day: October 17 | \$.80 per item sold |
| | Online, Direct Shipped | <ul style="list-style-type: none"> Girls create online storefront in M2OS and send emails to friends & family Customers pay online, including shipping costs Orders are automatically credited to the girl in M2OS | Shipped from vendor to customers ** Care to Share orders ship free ** Last Day: November 17 | 10% of online shipped order |
| | In-Person, Booth Sale | <ul style="list-style-type: none"> Troop sets up a booth outside a store Troop picks up product from Cupboard Troop returns unsold product to Cupboard Troop is charged for only what is sold Troop deposits money collected into Troop Bank Account | Purchased directly from girls by customers Last Day: November 14 | \$.80 per item sold |
| | Catch Up Orders | <ul style="list-style-type: none"> Troop reserves order online by making an appointment Troop disperses items to the girls Troop allocates product to the girls once council has added products into the M2OS system. Troop collects money from girl and deposits into Troop Bank Account | Delivered by girls to customers Last Day: November 12 | \$.80 per item sold |
| | In-Person, Stand-A-Bout | <ul style="list-style-type: none"> Family reserves order online by making an appointment. Family picks up product from Cupboard Family Returns unsold product to Cupboard Family pays for sold products online Once paid in full, the order will be entered and allocated to the girl who sold the products | Purchased directly from girls by customers Last Day: November 14 | \$.80 per item sold |
| Magazines | Online | <ul style="list-style-type: none"> Girls create online storefront in M2OS and send emails to friends & family Customers pay online Orders are automatically credited to the girl in M2OS | Shipped from vendor to customers ** Magazines orders ship free ** Last Day: November 17 | \$1.50 per magazine sold |

Patches & Rewards

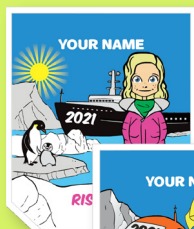
- Patches & Rewards are cumulative. Nut Item = 1 Unit. Magazine Subscription = 2 Units.

[View a complete list here](#)



Reminders:

- Initial Sale has its own set of rewards, such as a themed t-shirt when you sell 50+ units
- Cadettes, seniors, and ambassadors can opt out of rewards-All girls must agree. Troops will earn an additional \$0.15 per item.
- Super Sellers Event-Any girl who sells 150+ units will be invited to an awesome celebration



Earn a personalized patch with your avatar. Here's how:

- Create your avatar
- Choose a background for your avatar.
- Send 18+ emails via M2
- Sell \$350 in combined sales of Fall products

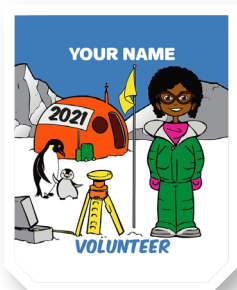
Earn a Girl Scout Cookie Crossover personalized patch Here's how:

- Create your avatar in the Fall
- Send 18 emails in the Fall
- Sell 150 boxes of cookies in the 2022 Girl Scout Cookie Program



Remember to Create Your Volunteer Avatar!

Troop Fall Product Managers qualify for a personalized patch when they create their avatar in the M2OS system, send reminder emails to families, and when the troop sells \$1,500 during the program.



Care to Share



A great way for customers to give back to the community!

- Girls collect donations (in \$7 increments) and council takes care of delivering the product!
- Each donation is credited to the girl's sales and the Troop receives \$.80 in Troop proceeds per unit sold.
- Girls earn the Care to Share patch by receiving 6 or more donations.

At the end of the season all products are donated to Long Island Cares to be distributed to the community.


Troop Fall Product Manager Checklist

Before the Program

New Troops:

- ▶ GSSC policy requires each troop to have a bank account. If your troop leader has not already opened an account, help her to get an account set up. For assistance, please contact us at customercare@gssc.us.

All Troops:

- ☐ Fill out the [ACH Authorization Form online](#). This must be done annually.
- ☐ All Troop Fall Product Managers must complete the online [Troop Product Manager Agreement](#). This must be done annually. You will be sent a link that will invite you to set up the troop's management site for the Fall Program.
 - We recommend creating a new email address to help you manage the Fall Program. This helps emails from getting overlooked in your personal email account.
- ☐ All girls who wish to participate must be registered with GSUSA. Email customercare@gssc.us for help.
- ☐ Meet with your Troop Leader to arrange a date, time & location for training your Girl Scouts & parents/caregivers.
- ☐ Find out first on Facebook—Like/Follow  [Girl Scouts of Suffolk County](#) for the latest information.
 - Check your email often throughout the program for important updates and critical date reminders from your Service Unit Fall Product Manager and Council.

Cadette, Senior, & Ambassador Troops:

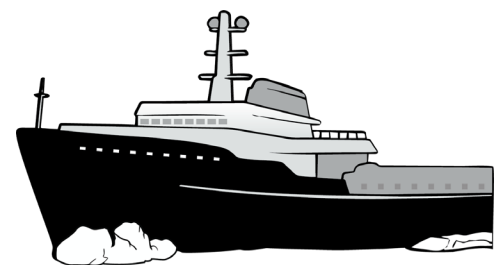
- ▶ Older girl troops have the option of opting out of recognitions & earning an additional \$0.15 per unit. Select the opt out of rewards button on your troop dashboard to let the system know your Girl Scouts would like the extra money.

Initial Sale

Get Started: www.gsnutsandmags.com/gssc

Initial Sale is the first phase of the sale. It runs from September 20 - October 17. Troops that participate in the Initial Sale sell more items, which means they have larger Troop Rebates. Deliveries begin October 29. Please check with your Service Unit Fall Product Manager for more info on your delivery.

- ☐ Each volunteer, with a signed agreement on file, should receive an email invitation to access the system. Click the link & create a password. If you have not received an invitation, please email customercare@gssc.us.
- ☐ Be sure to create your own Me2 Avatar because the girls in your troop will want to see it in the troop photo!
- ☐ DO NOT re-enter orders by parents/guardians or online Promise Orders. Those totals are automatically calculated and added to the M2OS as the orders are placed. Re-entering these orders will result in duplicates. Parents will be locked out from order entry on 10/14. Troops will have from 10/15 - 10/17 to enter any orders that the parents didn't enter.
- ☐ Instead of collecting all the girls order cards, use the new Initial Sale Order Receipt to take their order! It alleviates you from having to add up order cards.
 - From Troop Dashboard, click Paper Order Entry.
 - Choose a girl name from the list by clicking the pink pencil to the left of the girl's name.
 - Enter grand totals of each item sold.
 - Click the pink Update button.
- ☐ If a girl's name does not appear in the list, click the Add Girl Scout button found on the lower left of the screen. Follow the steps listed above to enter the nut items sold using the nut order card.



Catch Up Orders

Catch Up Orders are the second phase of the sale. All orders during this phase need to be picked up at one of our community cupboards. [Make an appointment online.](#)

Order taking begins on October 18. Catch up orders can be picked up beginning the week of November 1.

- ▶ Ask for the Parent/Caregiver's help in keeping things organized. Choose dates that you will go to the cupboard and have the Parent/Caregiver's email you with the additional products that they need. Have them sign receipts. Always keep a record of what is picked up.
- ▶ Be sure to allocate any additional product from the cupboards to the girls so they will receive the proper rewards at the end of the season.

Allocating Product

For Catch Up Orders & Booth Sales

1. Sign into the M2OS.
2. Click on Manage Troops and Girl Scouts link.
3. Choose Move Products.
4. Select direction of move from drop down menu Move to.
5. Select girl name from drop down.
6. Enter units by variety of products you want to move.
7. Click the pink button Move Products to complete the transfer.

Booth Sales: October 22 - November 14

Booth Sales can be held outside of stores or other safe locations.

Set your table up with our delicious products. Make signs showing your troop goals. Remind customers that nuts and candy make great hostess, bus driver, and teacher gifts! Wrap a few cans together with colorful ribbon for display and watch the sales soar!

Please note this aspect of the sale will be dependent on safety regulations from the CDC, state and local officials, as well as GSUSA. We will continue to monitor the situation and make adjustments as needed to ensure the safety of our girls and our community at large. Visit www.gssc.us/covid19 for up-to-date info.

Important Steps:

1. Find a location in your area to have your booth sale. If you are having trouble locating one, call your SU for help. Great locations include banks, supermarkets, and houses of worship.
2. Confirm the date, time & location with your Service Unit Fall Product Manager.
3. [Reserve your Booth online](#) - Product must be picked up and returned to the same location.
4. Have fun! Sell, sell, sell!
5. Return any unsold product to the cupboard no later than the Wednesday following each Booth Sale.
6. After the booth sale has been entered into the system (about 1 week), be sure to go back to www.gsnutsandmags.com/gssc and assign the product sold to all of the girls that attended that day.



*Scan me to
reserve your
booth online.*

Special Booth Weekends

Host a booth sale during these weekends, sell 70+ of nut products, and earn special patches.

- ▶ ***October 22-24,
National Nut***
- ▶ ***November 5-7,
Girl Scout STRONG***
- ▶ ***November 12-14,
Girl Scouts Give Back***

Tips & Tricks For Parent/Caregiver & Girl Scout

To make the most of the Mags & Munchies Fall Product Program you need the support of your Girl Scouts and their families. A great way to build excitement for the program is to have a Training Meeting. Here are some tips and tricks:

- ☐ **Host a Fall Program Training Night for girls and their families:** Explain the purpose of the program as a troop opportunity to generate funds to start the Girl Scout year and hand out program materials. This can also be done at the end of a regularly scheduled troop meeting.
- ☐ **Hand out all materials:** Make sure to let families know that magazines are only sold online. Getting started is easy! There are videos on the M2 website to help you along.
- ☐ **Explain to the families how to help their Girl Scout(s) create their online storefront.**
- ☐ **Collect and hold onto a signed Parent/Caregiver Agreement:** DO NOT give out any product without having this form on file. This is what saves the troop from owing money that a family does not pay.
- ☐ **Inspire! Encourage! Motivate! You are the face of the program:** Your program introduction will have significant effect on the girls' enthusiasm and Parent/Caregiver support. Be sure to share your contact information with the families for any additional questions they may have.
- ☐ **Explain to the families that the rewards are cumulative:** For example, if a girl sells 85 units, she would earn the Rise Up Patch, Penguin Iceberg Patch, the choice between Baby Penguin Plush OR Penguin Charm Bracelet, Tie-Die Kit and the choice between the Large Penguin OR USB Hanging Lights. She earns even more by participating in the Initial Sale and by sending emails.
- ☐ **Review the 5 Skills with the girls:** Goal Setting, Decision Making, Money Management, People Skills and Business Ethics—these valuable skills learned at the heart of every product program will last a lifetime!
- ☐ **Troops & girls should set individual and collective Fall Program goals:** Ask the girls to vote on how they would like to use the program proceeds. Reinforce how individual goals help the troop achieve its overall goal and fund troop activities.
- ☐ **Review all important dates and deadlines:** Meeting deadlines is critical to the success of the program; stress the importance of timeliness to families.
- ☐ **Explain about Care to Share**
- ☐ **Explain about Catch Up Orders** & when they start
- ☐ **Review cash handling procedures:** Set clear expectations for conduct and collection of monies due to the troop.

Host a Stand-A-Bout in Front of Your Home!

For All Girl Scouts: A great way to earn more rewards and rebates for Troop funds.

Please note this aspect of the sale will be dependent on safety regulations from the CDC, state and local officials, as well as GSUSA. Visit www.gssc.us/covid19 for up-to-date info.

How to Participate:

1. [Make an appointment online](#) to request product pick up from the cupboard. You can hold products for 1 week.
2. Have Fun and Sell, Sell, Sell! - Decorate your stand to catch the eye of your friends, family, and passersby.
3. [Make an appointment online](#) to return unsold products to the cupboard. You must return product to the cupboard you picked up from. To limit in-person interaction, you must pay for sold products [online here](#).
4. Council Staff will assign/credit sold product to your Girl Scout for rewards and patches.

Cupboards Open October 20

Closed November 11 for Veteran's Day & November 25-26 for Thanksgiving.

Main Office, Commack

(631) 543-6622 - Habla Español
442 Moreland Road
Commack, NY 11725

Mon/Wed/Fri: 10 AM - 2 PM
Tuesday: 1 PM - 5 PM
Thursday: 1 PM - 6 PM
Sat/Sun: CLOSED

Camp Edey, Bayport

(631) 472-1625
1500 Lakeview Avenue
Bayport, NY 11705

Mon: CLOSED
Tue/Thu: 10 AM - 12 PM
Wed/Fri: 2 - 5 PM
Sat/Sun: CLOSED

East End Office, Riverhead

(631) 369-9757
854 East Main Street
Riverhead, NY 11901

Mon: CLOSED
Tue/Thu: 2 - 5 PM
Wed/Fri: 10 AM - 12 PM
Sat/Sun: CLOSED

Munchies

Customers can select from 16 delicious nut and candy items with prices ranging from \$7.00-\$12.00. These Trophy Nut products are delicious and great for gift giving with three items offered in decorative collectors tins. PLUS, check out our new product—Everything Seasoned Cashews!

