

# 2022 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 Go Bright Ahead!**

- ▶ 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:**

- ▶ All Troop Fall Product Managers will be required to take Mags & Munchies Training on gsLearn. Once complete the system will bring you to the Troop Product Manager Agreement.
- ▶ Read this guide and check our website/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.

## **Mags & Munchies Program**

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



**girlscouts**  
of suffolk county

## **Important Dates**

<b><u>Fall into Girl Scouts</u></b>	September 17
Initial Sale Begins	September 19
Initial Sale Ends & Entered into M2OS	October 16
Catch-up Order Taking Begins	October 17
<b><u>Cupboards Open</u></b>	October 20
Booth Sales Begin	October 21
National Nut Weekend	October 21-23
Delivery of Products Begin	October 28
Girl Scout Seal of Approval Weekend	November 4-6
Girl Scouts Shine Bright Weekend	November 11-13
Fall Product Program Ends	November 16
Allocate Products to Girls in M2OS	November 30

## **Service Unit Fall Product Manager**

Service Unit #: \_\_\_\_\_

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone/Hours: \_\_\_\_\_

## **Questions About Program?**

Email [customercare@gssc.us](mailto:customercare@gssc.us)  
or call (631) 543-6622

## **M2 Technical Support?**

M2 Customer Service  
[support.gsnutsandmags.com](http://support.gsnutsandmags.com)  
or call (800) 372-8520



## What's New!



### Payments and Rebates

- ▶ Troop will deposit all money due into their Troop bank account.
- ▶ They will then pay what is owed council less their rebate via online with their Troop Debit Card. (See *M2OS Troop Summary / Amount Due Report*).
- ▶ If outstanding money is not paid by November 30, council will automatically pull the money owed from the troop bank account.

### Pay Troop Bill Online



### Here are some important notes on the process:

- ▶ Service Unit's Treasurer will be submitting all Troop's banking information. Troops will be contacted by the Council directly for any issues that occur.
- ▶ 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, refer to Troop Summary/Amount Due Report.
- ▶ 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 Hawaiian Monk Seal is the mascot for this year's Fall Product Program! Share these fun facts with your troop.**

- ▶ They are an endangered species of earless seal with approximately only 1,570 left.
- ▶ The seal's common name comes from the thick fold of skin around the neck that resembles the hood of a monk's robe.
- ▶ They live in the Northwestern Hawaiian Islands.
- ▶ Monk Seals are not aggressive toward people, unless they feel threatened.
- ▶ Their weight is between 500-600 pounds.
- ▶ They are primarily marine animals but haul out on land to rest and give birth.

### ***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"> <li>Girls share order card &amp; collect money from customers</li> <li>Family or Troop enters orders into M2OS by the deadline. <i>(Decided by Troop.)</i></li> <li>Girls turn in cash to Troop Fall Product Manager or pay for orders through M2OS online storefront.</li> </ul>	Delivered by girls to customers <b>Deadlines:</b> Family enters by 10/14 TFPM enters by 10/16 SU access until 10/16	\$.80 per item sold
	Online, Girl Delivered	<ul style="list-style-type: none"> <li>Girls create online storefront in M2OS and send emails to friends &amp; family</li> <li>Customers pay online for girls delivery</li> <li>Orders are automatically credited to the girl in M2OS</li> </ul>	Delivered by girls to customers <b>Last Day: October 16</b>	\$.80 per item sold
	Online, Direct Shipped	<ul style="list-style-type: none"> <li>Girls create online storefront in M2OS and send emails to friends &amp; family</li> <li>Customers pay online, including shipping costs</li> <li>Orders are automatically credited to the girl in M2OS</li> </ul>	Shipped from vendor to customers <b>** Care to Share orders ship free **</b> <b>Last Day: November 16</b>	10% of online shipped order
	In-Person, Booth Sale	<ul style="list-style-type: none"> <li>Troop sets up a booth outside a store</li> <li>Troop picks up product from Cupboard (<a href="#">Reserve order online</a>)</li> <li>Troop returns unsold product to Cupboard</li> <li>Troop is charged for only what is sold</li> <li>Troop deposits money collected into Troop Bank Account</li> </ul>	Purchased directly from girls by customers <b>Last Day: November 16</b>	\$.80 per item sold
	Catch Up Orders	<ul style="list-style-type: none"> <li>Troop <a href="#">reserves order online</a> by making an appointment</li> <li>Troop disperses items to the girls</li> <li>Troop allocates product to the girls once council has added products into the M2OS system.</li> <li>Troop collects money from girl and deposits into Troop Bank Account</li> </ul>	Delivered by girls to customers <b>Last Day: November 16</b>	\$.80 per item sold
	In-Person, Stand-A-Bout	<ul style="list-style-type: none"> <li>Family <a href="#">reserves order online</a> by making an appointment.</li> <li>Family picks up product from Cupboard</li> <li>Family Returns unsold product to Cupboard</li> <li>Family <a href="#">pays for sold products online</a></li> <li>Once paid in full, the order will be entered and allocated to the girl who sold the products</li> </ul>	Purchased directly from girls by customers <b>Last Day: November 16</b>	\$.80 per item sold
Magazines	Online	<ul style="list-style-type: none"> <li>Girls create online storefront in M2OS and send emails to friends &amp; family</li> <li>Customers pay online</li> <li>Orders are automatically credited to the girl in M2OS</li> </ul>	Shipped from vendor to customers <b>** Magazines orders ship free **</b> <b>Last Day: November 16</b>	\$1.50 per magazine sold

# Cupboards Open October 20

Closed November 11 for Veteran's Day & November 24-25 for Thanksgiving.

## Main Office, Commack

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

Monday/Friday: 10 AM - 2 PM  
Tuesday: 1 PM - 5 PM  
Thursday: 1 PM - 6 PM  
Wed/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

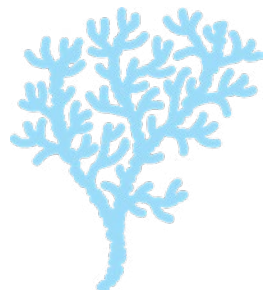
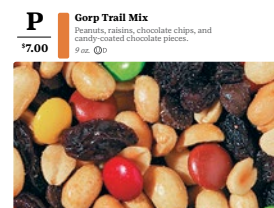
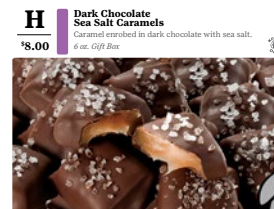
Mon: CLOSED  
Tue/Thu: 2 - 5 PM  
Wed/Fri: 10 AM - 12 PM  
Sat/Sun: CLOSED



# 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!




# 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](mailto:customercare@gssc.us).

### All Troops:

- ☐ Fill out the [ACH Authorization Form online](#). This must be done annually.
- ☐ All Troop Fall Product Managers will be required to take Mags & Munchies Training on gsLearn. Once complete the system will bring you to the Troop Product Manager Agreement.
- ☐ All Troop Fall Product Managers must complete the 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](mailto: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](http://www.gsnutsandmags.com/gssc)

Initial Sale is the first phase of the sale. It runs from September 19 - October 16. Troops that participate in the Initial Sale sell more items, which means they have larger Troop Rebates. Deliveries begin October 28. 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](mailto: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 - 10/16 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 17. Catch up orders can be picked up beginning the week of October 31. These orders end November 16.

- 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 by November 30.

## 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 21 - November 13

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!

### 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](http://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 21-23,  
National Nut  
Weekend*



- *November 4-6,  
Girl Scout Seal  
of Approval*



- *November 11-13,  
Girl Scouts  
Shine Bright*



## 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:**

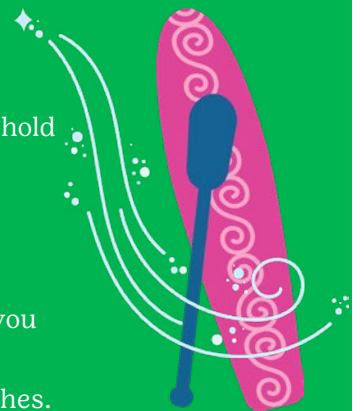
- ☐ **Host a Fall Program Training Night for girls and their families:** Explain the purpose of the program as a troop opportunity to generate funds to start the Girl Scout year and hand out program materials. This can also be done at the end of a regularly scheduled troop meeting.
- ☐ **Hand out all 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 Go Bright Ahead patch, Swimming Seal patch, the choice between Baby Seal Plush or Seal Charm Bracelet, Diamond Art Sticker Craft and the choice between the Large Seal Plush or LED Strip 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!

**A great way to earn more rewards and rebates for Troop funds.**

### **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.



## 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 these 2 special patches with your name and avatar

**Here's how to earn a Fall personalized patch:**

- ▶ Create your avatar
- ▶ Send 18+ emails via M2
- ▶ Use the "Share My Site" function in the M2 system to ask friends/family for support
- ▶ Sell \$350 in total Fall products

*Personalize your patch by choosing from 2 scenes—paddle boarding or snorkeling. You have the option to select from swim outfits or Girl Scout attire for your avatar.*



## 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.*



## 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.



**Here's how to earn a Girl Scout Cookie Crossover personalized patch:**

- ▶ Create your avatar in M2 system
- ▶ Send 18 emails during the Fall Product Program
- ▶ Use the "Share My Site" function in the M2 system during the Fall Product Program
- ▶ Sell 150 boxes of cookies in the 2023 Girl Scout Cookie Program

