

2021 MagNut Program Service Unit Guide

Important: All existing troops must have a current Bank Account Information and ACH Authorization form on file with GSWPA prior to the start of the 2021 MagNut program. New troops must file the form as soon as their bank account is set up.

Materials Checklist

Troop materials will be shipped directly to the service unit MagNut manager (SUMM). Troops should receive the following materials:

- Troop envelope
- Girl materials for each Girl Scout registered for the 2021-22 year:
 - Family Guide
 - Paper order card
 - M2 online setup flyer
 - Money envelope

Email customer care@gswpa.org for additional materials.

Service Unit and Troop MagNut Managers Can Earn Avatar Patches!

There are numerous options to choose from when creating your avatar. Check the M2 site for more details.

To earn the personalized Avatar patch:

- SUMM must have troops participate in the MagNut program.
- Troop MagNut manager (TMM) must:
 - » create an avatar.
 - » **NEW:** send a launch email blast from the dashboard to the girls in their troop which will send a link with instructions on how to participate.
 - » achieve \$1,000+ in troop total sales.



Troop Proceeds

Troop proceeds are 15 percent of total sales and are automatically calculated in M2.

- Junior, Cadette, Senior, and Ambassador Girl Scout troops can opt out of rewards and earn 20 percent in proceeds.
- Troops can view the total amount earned by selecting the Banking and Payments link from their dashboard.

FUNd Bucks

Troops will receive a \$10 FUNd Bucks certificate when they achieve total sales of \$250+. FUNd Bucks can be used as payment for:

- council-sponsored programs and camps
- purchases at GSWPA shops and camp trading posts
- annual Girl Scout membership

FUNd Bucks are not doubled for camp. No change will be given and will not be replaced if lost.



2021-22 Important Dates:

Aug./Sept.

- Train your troops.
- Collect signed TMM position descriptions. (Retain with service unit.)

Sept. 21

Volunteers have access to M2.

Friday, Oct. 1

MagNut program begins!

- Order taking begins.
- Online storefronts go live!
- Girls send emails to family and friends.
- Enter service unit delivery location/reward shipping address info in M2.



By Monday, Oct. 18

Parents enter in-person nuts and candy by 11:59 p.m.

Tuesday, Oct. 19-Wednesday, Oct. 20

Troops may enter in-person nuts & candy orders starting Oct. 19. Orders must be entered by Oct. 20 at 11:59 p.m.

Wednesday, Oct. 20

Service unit deadline to make additions or edits to troop orders is 11:59 p.m. There is no submit button.

Monday, Nov. 8-Thursday, Nov. 11

Nuts and candy delivered.

Sunday, Nov. 28

Online sales end at 11:59 p.m.

Thursday, Dec. 2

Troops submit ACH Adjustment Form (if needed).

Sunday, Dec. 5

Reward selections close at 11:59 p.m.

Thursday, Dec. 9

ACH sweep processed.

January

- Rewards delivered to service units.
- Service units promptly distribute rewards to troops.

By Monday, Jan. 31

- Deadline to report any reward shortages/errors.
- No merchandise rewards will be available after this date.



M2 customer service representatives are ready and waiting to answer all of your MagNut Program questions!

question@gsnutsandmags.com
(800) 372-8520
We're happy to help!

girlscouts
western pennsylvania

Service Unit MagNut Managers (SUMM) Responsibilities

Troop Training

- » Hold an information session for the TMMs and troop leaders.
- » Pass out the following:
 - *Troop Guide*
 - Troop Agreement to be completed and signed (retain with service unit for one year)
 - For each registered girl:
 - *Family Guide*
 - Paper order card
 - M2 online setup flyer

Getting Started In M2

- » You'll receive an email link on Sept. 21 to access the M2 site.
- » Once account is set up, you can access your SUMM account by going to gsnutsandmags.com/gswpa. Click the volunteer button.
- » Be sure to create your M2 avatar!
- » To add a TMM or update password:
 - Go to your Dashboard.
 - Click on Manage Admin User.
 - Choose Add User.
- » To edit a TMM, click on their name and update information.
- » To send a new password for the TMM, click on the + before their name.



Communications

MagNut News: Weekly news will be posted at gswpa.org/magnutnews, and SUMMs and TMMs will be notified of new postings via email.
Text Messages: Important date reminders will be sent to SUMMs and TMMs via text message when you opt in. For SUMMs, text SUMM21 to 800-248-3355. TMMs can opt in by texting TMM21 to 800-248-3355.

PLEASE NOTE: The information in this guide is as up-to-date as possible at the time of printing. However, please note that as guidelines and information change leading up to and through the program, we will use MagNut News to communicate updates.

Individually Registered (Indie) Girl Scouts

- » When an Indie Girl Scout registers on the M2 site, she'll select "Troop Not Found." GSWPA will then create the Indie Girl Scout's troop number.
- » Indie Girl Scout parents enter their daughter's in-person nuts & candy orders into the M2 site by Monday, Oct. 18.
- » SUMMs can also enter Indie Girl Scout's in-person nuts & candy orders into the M2 site by Wednesday, Oct. 20, by 11:59 p.m.
- » Notify Indie Girl Scout parents of the date, time, and location to pickup their nuts, candy, and reward items.
- » Verify that the Indie Girl Scout has paid the total sale amount, including proceeds, to GSWPA prior to distributing reward items.
- » GSWPA will email Indie Girl Program Rewards directly to Indie Girl Scouts.

Delivery Information For Product And Rewards

Product Delivery Site Information

- » Select and obtain permission for a delivery site location for product. Delivery is Monday, Nov. 8-Thursdays, Nov. 11.
- » Enter delivery site information on the M2 site admin set-up page by Oct. 1 at 11:59 p.m. Council will enter after this time.
- » Once delivery agent completes their schedule, council will enter delivery date and approximate time on M2.
- » Delivery is by the piece, not the case.

Reward Delivery Site Information

- » Enter information on the M2 online site. This can be a different individual/address than the product delivery.
- » Rewards will be shipped to the address entered in M2. Shipments are expected in January.
- » Count all rewards and compare to the shipping list prior to sorting them for troop pickup. For any discrepancies, contact GSWPA Customer Care at 800-248-3355 or customer care@gswpa.org, by Monday, January 31.
- » FUNd Bucks are distributed in January from GSWPA to the SUMM. Girl Scout Bucks will be emailed directly to girls.

Delivery/Distribution Of Nuts & Candy

Service Unit Delivery

- » You or a designated volunteer must be present when delivery agent arrives. Delivery is by the piece, not the case.
- » Girl-delivered orders will be included in the delivery.
- » You and the delivery driver should agree on the count (no extras).
- » Sign copy of delivery ticket confirming that you both agree on the count. You're responsible for all items on the signed order ticket.

Troop Distribution

- » Notify troops of location, date, and pick-up time. (Pro tip: Have alternate time and location available for missed pick-ups.)
- » Print two copies of each troop's/Indie Girl Scout's delivery ticket. Both copies should be signed by the TMM (or parent for Indie Girl Scouts). Retain one copy for your records and give the other to the troop (parent for Indie Girl Scouts) for their records.
- » Agree on the count. TMM (parent for Indie Girl Scouts) is responsible for all items listed on the delivery ticket.

Financials

- » **IMPORTANT:** All existing troops must have a current Bank Account Information and ACH Authorization form on file with GSWPA prior to the start of the MagNut program.
- » All funds collected must be deposited into the troop's bank account.
- » You can find the amount due in M2 under the Banking and Payments link.
- » SUMMs must verify all troops have ACH information submitted to GSWPA. To verify, go to Reports/Troop Products & Financials Special Report. In the last column, see Troop Bank Account Added (YES/NO).
 - If a troop is new or has changed bank accounts/signers since the 2020 cookie program, they must submit a new ACH form by Monday, Nov. 15, 2021 to GSWPA Finance Dept., 503 Martindale St., Suite 500, Pittsburgh, PA 15212.
- » ACH sweep is Thursday, Dec. 9, 2021.
- » SUMMs should contact any troops with outstanding balances due to GSWPA.