

2019 MagNut Program

SERVICE UNIT GUIDE

IMPORTANT: All existing troops must submit the Bank Account Information and ACH Authorization form prior to the start of the MagNut Program.

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 registered 2019-2020 girl:
 - *Family Guide*
 - Paper order card
 - M2 online setup flyer
 - Money envelope

Email customer care@gswpa.org if you need additional materials.

Service Unit MagNut Managers and Troop MagNut Managers Can Earn Avatar Patches!

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

To earn the Avatar patch:

- SUMM must have troops participate in the 2019 MagNut Program.
- TMM must have \$850 in total sales for the 2019 MagNut Program.



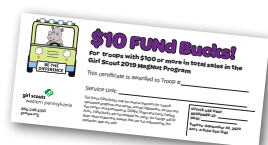
TROOP PROCEEDS

- Troop proceeds are 15 percent of total sales and are automatically calculated in M2.
- Junior, Cadette, Senior, and Ambassador Girl Scout troops who opt out of recognitions can 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 with a total sale of \$100 or more will receive a \$10 FUNd Bucks certificate.

- FUNd Bucks can be used as payment for council-sponsored programs and camps, service unit day camps, purchases at GSWPA Shops and camp Trading Posts, and for annual Girl Scout membership.
- FUNd Bucks are not doubled for camp.
- No change will be given and FUNd Bucks are not replaced if lost.



Important Dates:

Aug./Sept.

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

Tuesday, Oct. 1, 2019

MagNut Program begins!

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

By Monday, Oct. 21, 2019

Parent in-person nuts & candy entry due by 11:59 p.m.

Tuesday, Oct. 22-Wednesday, Oct. 23, 2019

Troops may enter in-person nuts & candy orders starting Oct. 22. Must be complete by Oct. 23 at 11:59 p.m.

Wednesday, Oct. 23, 2019

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

Nov. 11-14, 2019

Nuts & candy delivered.

Sunday, Dec. 1, 2019

Online sales end at 11:59 p.m.

By Tuesday, Dec. 3, 2019

- Recognition choices close at 11:59 p.m.
- Troops submit ACH Adjustment Form (if needed).

Thursday, Dec. 12, 2019

ACH Sweep

Week of Jan. 6, 2020

- Recognitions delivered to service units.
- Service units promptly distribute recognitions to troops.

By Jan. 24, 2020

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

Hi!
Our friendly customer service representatives are ready and waiting to answer all of your Fall Product Sale questions!

question@gsnutsandmags.com
(800)-372-8520

We're happy to help!

girl scouts
western pennsylvania

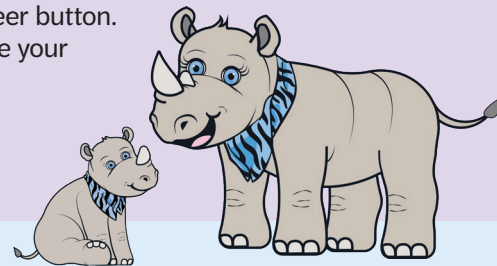
SERVICE UNIT MAGNUT MANAGERS (SUMM) RESPONSIBILITIES

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

SET UP IN M2

- » Receive an email link to access the M2 site.
- » Once account is set up, you can access your SUMM account by going to www.gsnutsandmags.com/gswpa. Click the volunteer button.
- » Be sure to create your M2 avatar!



INDIES

- » When an Indie Girl Scout registers on the M2 site, she'll select "Troop Not Found." ONLY GSWPA can 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. 21, 2019.
- » SUMMs can also enter Indie Girl Scout's in-person nuts & candy orders into the M2 site by Wednesday, Oct. 23, 2019, by 11:59 p.m.
- » Notify Indie Girl Scout parents of the date, time, and location for the nuts & candy and recognitions pick-ups.
- » Verify that the Indie Girl Scout has paid the total sale amount, including proceeds, to GSWPA prior to distributing recognitions.
- » GSWPA will send program rewards directly to Indie Girl Scouts.

DELIVERY INFORMATION FOR PRODUCT AND RECOGNITIONS

Product Delivery Site Information

- » Select and obtain permission for a delivery site location for product. Delivery is Nov. 11-14.
- » Enter 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.
- » Recognitions will be shipped to the address entered in M2. Shipments (both UPS and FedEx) are expected the week of Jan. 6.

DELIVERY/DISTRIBUTION OF NUTS & CANDY

Service Unit Delivery

- » You 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. (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.

Recognitions

- » Parents/girls and TMMs enter their recognition choices in M2.
- » Recognition choices close on Dec. 3 at 11:59 p.m.
- » Girl Scout Bucks and FUNd Bucks are mailed from GSWPA to the SUMM.

FINANCIALS

- » **IMPORTANT: All existing troops are required to submit the Bank Account Information and ACH Authorization form prior to the start of the MagNut Program.**
- » All funds collected must be deposited into the troop's bank account.
- » All MagNut Program payments will be handled through ACH. You can find the amount due in M2 under the Banking and Payments link.
- » Service unit must verify all troops have ACH information submitted to GSWPA.
 - If a troop is new or has changed bank accounts/signers since the 2019 Cookie Program, they must submit a new ACH form by Nov. 18, 2019 to GSWPA Finance Dept., 30 Isabella St., Suite 107, Pittsburgh, PA 15212.
- » SUMMs should contact any troops with outstanding balances due to GSWPA.
- » ACH sweep is Dec. 12, 2019.