



Service Unit MagNut Manager

Overview of the SUMM Role

SUMM should have at least one year experience as a Troop MagNut Manager

What is it?

What is expected?



Benefits of Being a SUMM

- ✓ Make a Difference
- ✓ Network
- ✓ Build Resume





Overview of Responsibilities

- ✓ Training (council and troop)
- ✓ Supporting Troops
- ✓ Distributing Resources, Product, and Rewards



Communication

Council to SUMM

- Email
- MagNut News
- Text

SUMM to Troop Volunteers

- Let troops know your preference





Print Materials

MagNut Program Troop Guide

Girl materials - one per girl registered

MagNut Program Family Guide

Paper order card

M2 online setup flyer

Money envelope



Troop Training - September

- Distribute materials
- Troop MagNut Manager Agreement
- Review the Troop MagNut Manager Guide
- Advocate troop/girl participation



Troop Training - September

- Distribute materials
- Troop MagNut Manager Agreement
- Review the Troop MagNut Manager Guide
- Advocate troop/girl participation
- Review Benefits and ways to participate
- Encourage troop adult engagement
- Encourage goal-setting



Delivery

What makes a good delivery site?





Delivery

What makes a good delivery site?

Location

Maneuverability for Semi-truck

Proximity to street/parking

Forklift?

Room location

Room size





*Delivery
Continued...*

Mid-November

Enter site in M2

Scheduling Conflicts



Delivery in a nutshell...

Before delivery:

1. Secure a location and enter into M2
2. Notify troops and Indie Girl Scout caregivers of the date, time, and location to pick up their order
3. Print 1 copy of the SU's order
4. Print 2 copies of each troop's order



Delivery in a nutshell...

At delivery:

1. Be present!
2. Count SU order BEFORE driver leaves
3. Sort into troop orders BEFORE troops arrive
4. COUNT with each troop
5. Collect signed troop order
6. Clean-up and Thank location



Rewards

Service Unit MagNut Manager Responsibilities

- ✓ Enter Shipping Address
- ✓ Count and Compare BEFORE distributing to troops
- ✓ Count with volunteer BEFORE volunteer leaves
- ✓ Girl Scout Bucks and Troop FUNd Bucks - Digital
- ✓ Avatar and Cookie Crossover Patches – Direct to Girl

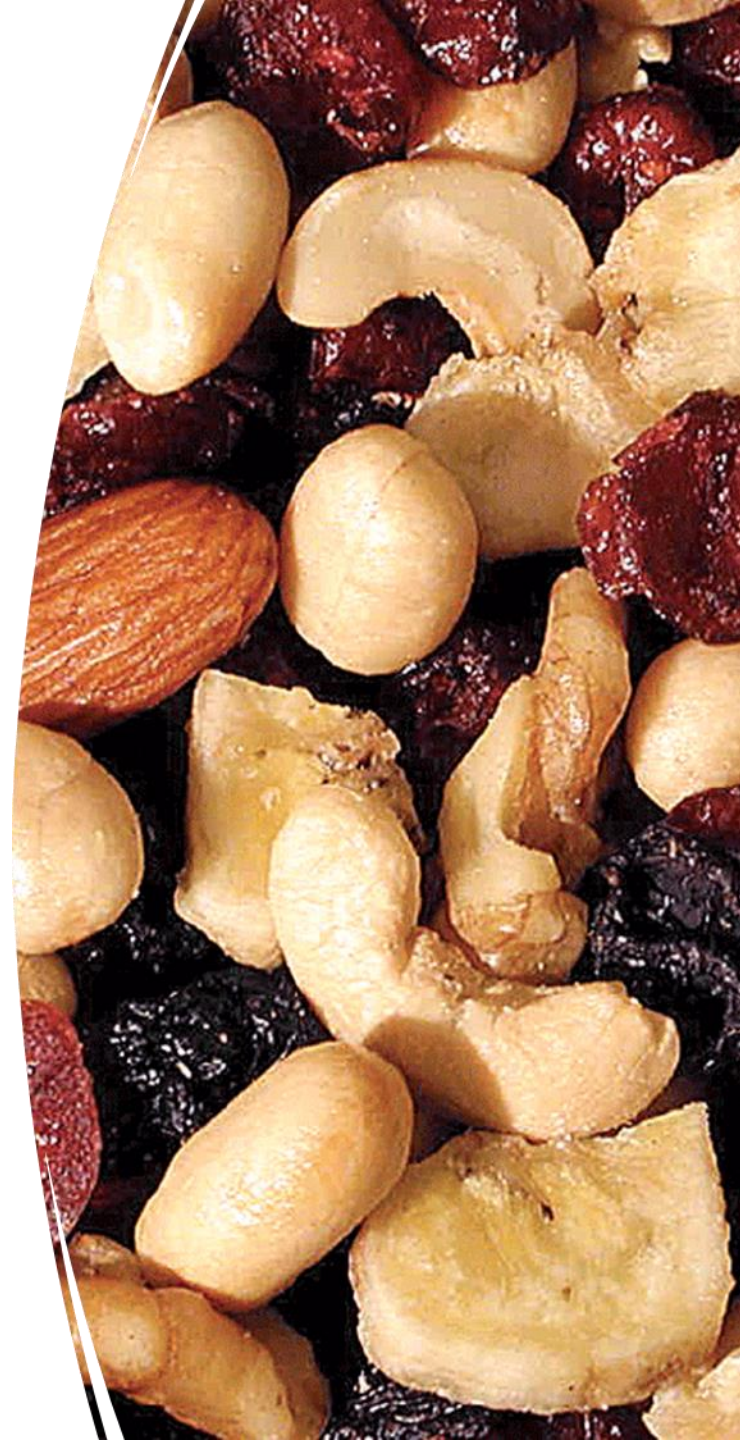


Financials

- Verify all* troops have a bank account displayed in M2.
- Verify successful ACH sweep
- Caregiver delinquency
- Troop outstanding balance and Rewards

Indies

- Indie girls can sell MagNut too!
- Caregiver Training
- Program Materials
- Collect caregiver permission form
- Set-up like a troop in M2
- Caregivers and M2
- Caregiver pays council – no ACH
- Proceeds are handled by council
- Delinquency Form – if needed
- Retain all Indie paperwork





M2 System At-a-Glance

[gsnutsandmags.com \ gswpa](https://gsnutsandmags.com/gswpa)

Visit Admin Site link

Add Users

Reset Passwords





SU

Erin Duffy

👤 Edit Avatar

📍 Your Patch

👤 Change Role



0
Campaigns Launched

Last Year: 0



0
Avatars created

Last Year: 0



0
Emails Sent

Last Year: 0

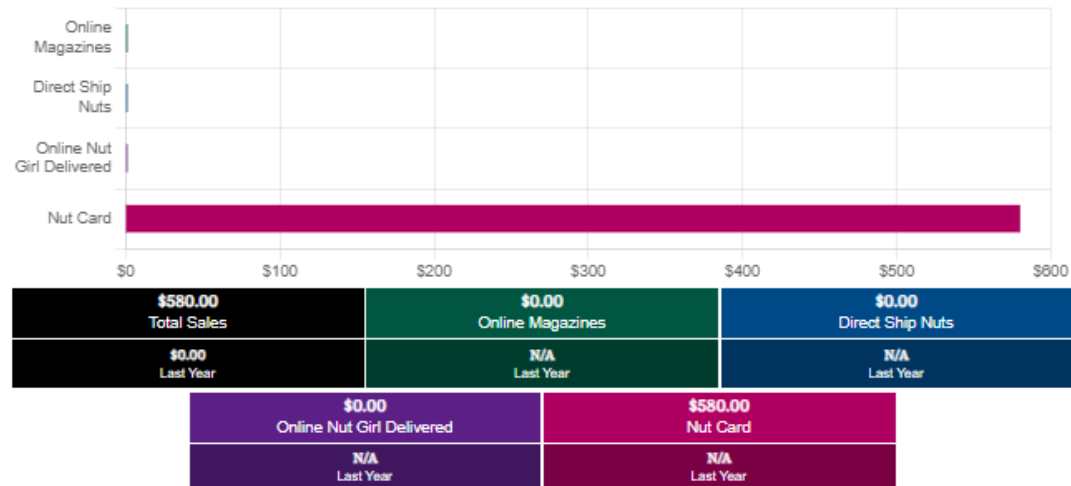


0
Participants with 1+ Shares

Last Year: 0

Stats: Current Campaign

Service Unit: 3333-Edinboro



Sales data is updated every 15-30 minutes.

HIDE CAMPAIGN METRICS

Campaign Setup

📺 Troop Training Video

Manage System Users

✉ Send Messages

📋 Manage Service Unit, Troops & Girl Scouts

👤 Manage Admin Users

Financials and Reporting

📊 Banking & Payments

📄 Reports

📁 Troop Summary / Amount Due Report

Product Management

📄 Delivery Tickets

📄 Paper Order Entry

Rewards & Patches

📄 Personalized Patches



Service Unit 20000

Enter Service Unit information and addresses below:

1 Product Delivery Address:

Products for this Service Unit will be delivered to the address below:

Name

Tracy Tudder-Council

Address 1

4500 Granny White Pike

Address 2

TBD

City

Nashville

State

TN

Zip

37204

Phone [xxx-xxx-xxxx]

615-460-0202

Email

ttudder@gsmidtn.org

2 Special Instructions

Instructions

Getting Started

1) Product Delivery Address(SU 20000)

2) Reward Delivery Address (SU 20000)

Entering in the Delivery Site

If you *Skip Step...*

You can get back to this screen by selecting:

Manage SU, Troops and Girl Scouts

Skip Step

Save And Continue

[Show Quick Dashboard Links ▼](#)

Delivery Tickets

Select your options and print your delivery tickets below:



Product Delivery Tickets

Print Delivery tickets for products

Delivery Site Tickets (as of 11:53 AM on 10/21/2022)

Delivery Site

All ▼

[CREATE TICKET](#)

Troop Tickets by Delivery Site (as of 11:53 AM on 10/21/2022)

Delivery Site Type

Single ▼

Delivery Site

> Choose... ▼

Include Financials ☒[CREATE TICKET](#)

Troop Tickets By Troop (as of 11:53 AM on 10/21/2022)

Troop

Choose... ▼

Include Financials ☒[CREATE TICKET](#)

Girl Scout Tickets by Troop (as of 11:53 AM on 10/21/2022)

Troop

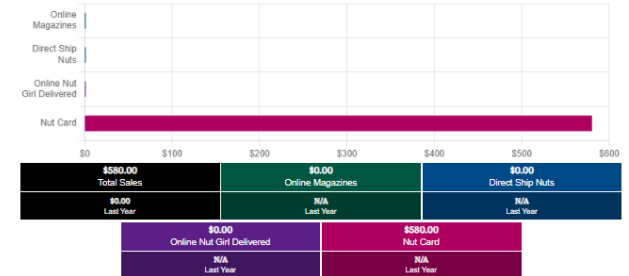
Choose... ▼

Erin Duffy
SU
Edit Avatar
Your Patch
Change Role

0	Campaigns Launched	Last Year: 0
0	Avatars created	Last Year: 0
0	Emails Sent	Last Year: 0
0	Participants with 1+ Shares	Last Year: 0

Stats: Current Campaign

Service Unit: 3333-Bldnboro



Sales data is updated every 15-30 minutes.

[VIEW CAMPAIGN METRICS +](#)

Campaign Setup

[Troop Training Video](#)

Manage System Users

- ☒ Send Messages
 - ☒ Manage Service Unit, Troops & Girl Scouts
 - ☒ Manage Admin Users
- Financials and Reporting**
- ☒ Banking & Payments
 - ☒ Reports
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Product Management

- ☒ Delivery Tickets
 - ☒ Paper Order Entry
- Rewards & Patches**
- ☒ Personalized Patches



Where to Verify Troop Banking

1. Reports
2. Special Reports
3. Troop Products & Financials Special Report
4. Troop Bank Account Added (YES/NO).

The screenshot shows the 'State: Current Campaign' dashboard for Girl Scouts Western Pennsylvania. On the left sidebar, under 'Financials and Reporting', the 'Reports' link is circled in red. The main content area displays a progress bar for the campaign and a table of sales data.

The screenshot shows the 'Reports' page. Under the 'Reports' heading, the 'Special Reports' link is circled in red. The page lists various reports available for download.

The screenshot shows the 'Special Reports' page. Under the 'Service Unit, Troop, and Girl Scout Reports' section, the 'Troop Products & Financials' link is circled in red. The page lists various reports available for download.

