

# munchies & mags

girl scouts  
of southern alabama

## 2023 FALL PRODUCT TROOP GUIDE



### KEY DATES TO REMEMBER

- Sept. 11** **Program Begins!**
- Oct. 16** **in-person orders end\***  
*\*Girls can still continue to sell online.*
- Oct. 18** **TROOP DEADLINE TO ENTER MISSING NUT CARD ORDERS**
- Oct. 19** **SERVICE UNIT DEADLINE TO ENTER MISSING NUT CARD ORDERS**
- Oct. 19** **ONLINE GIRL-DELIVERED ORDERS END\***  
*\*Girls can still sell on-line for direct-ship*
- Oct. 26** **ONLINE DIRECT-SHIP & MAGAZINE ENDS**
- Oct. 29** **TROOP REWARD ENTRY DEADLINE**
- Nov. 6-9** **NUT/CANDY ORDERS DELIVERED TO SERVICE UNITS**
- Nov. 28** **TROOP ACCOUNT DEBITED BY GSSA**

### 2023 MASCOT & THEME



meet the adorable ocelot!

### OWN YOUR magic

### TROOP PROCEEDS

- Troops earn 15% on every item sold.
- Troops that opt out of girl rewards earn an additional 3% on every item sold.

### EARN A TROOP COOKIE BONUS

- Troop Munchies & Mags Coordinator is registered and approved.
- Troop has a minimum of five girls registered and selling.
- Troop has minimum of \$250 in sales.
- Troop ACH withdrawal was successful on November 28.

**THE EASY WAY TO KICK-START YOUR TROOP FUNDS.**  
*If you can send an email, you can raise money for your troop!*

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## 2023 FALL PRODUCT CHECKLIST

### Before THE SALE

#### AUGUST/SEPTEMBER

- **Troop Banking** • Up to date banking info is required for participation in the Fall Product Program.
- **Training • Complete program overview training** If you missed the Munchies & Mags Volunteer Rally, please reach out to [customercare@girlscoutssa.org](mailto:customercare@girlscoutssa.org).
- **September 4 • M2 Account Set-Up** You will receive an email to set up your M2 account. Log-in and follow the instructions for setup. During setup you will create your avatar and activate the **Parent Adult Email Campaign (PAEC)** with one click of the mouse!

*This will authorize our system to send an email on your behalf to the caregivers in your troop announcing the start of the Fall Product Program and providing a link for caregivers and girls to get started. This email will be sent on day one of the sale, Sept. 11.*

- **Distribute selling materials** to girls and encourage them to participate.
- **Instruct families** if girls should collect money when taking orders or when delivering.

### During THE SALE

#### SEPTEMBER 11 – OCTOBER 26

- **September 11 • Registered girls will receive an email invitation** to access M2, or they can use the link on our website to create their account.
- **Girls can begin taking orders online and in-person.**
- **Remind girls** to begin sending emails to their friends and families. Don't forget—your troop can start this sale anytime on or after September 11.
- **Keep Families Up to Date • Final days** for girls to take orders in-person and online are listed in “Key Dates to Remember.”
- **October 18th by 11:59 pm (CST) • Troops must verify** that all in-person orders are in M2.
- **October 26 • Sale Ends**

### after THE SALE

#### OCTOBER 26 – NOVEMBER 6

- **Troop Banking • Deposit all money collected** to-date into your troop's bank account.
- **October 29 by 11:59 pm (CST) • Confirm that rewards have been entered** into M2 by all families.

#### NOTE

All online orders are credited to the girl and troop at time of purchase. Only in-person/nut card orders need to be manually added into M2.  
• No late orders can be honored.

#### NOVEMBER 6-9 | PRODUCT DELIVERIES TO SU

- **Service Units coordinate with Troops** to pick up the ordered Fall Product. Troop Munchies & Mags Coordinators should print their troop order summary from M2 and bring it to pick up.
- **Troop Munchies & Mags Coordinators should set up a time/location** for families to pick up Fall Product.
- Troops should **print the girl delivery tickets** for product and recognition orders. Orders will be delivered to Service Unit in early November.

#### NOTE

Troop Coordinators are responsible for counting and verifying each item received during pick up from their SU and also when distributing to families.

#### NOVEMBER 28 | TROOP BANKING

- **BEFORE November 28 • Deposit all money collected** into your troop's bank account and be sure to keep all receipts. This is important to ensure that all funds are processed in time for the Automated Clearing House (ACH) withdrawal.
- **November 28 • Girl Scouts of Southern Alabama will collect the balance due** from the product sale via ACH from the troop bank account.

#### NOTE

Money for all online orders shows as already paid to Girl Scouts of Southern Alabama, and final ACH will be adjusted for the troop to earn proceeds on these sales.

**GIRL SCOUTS OF  
SOUTHERN ALABAMA**  
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