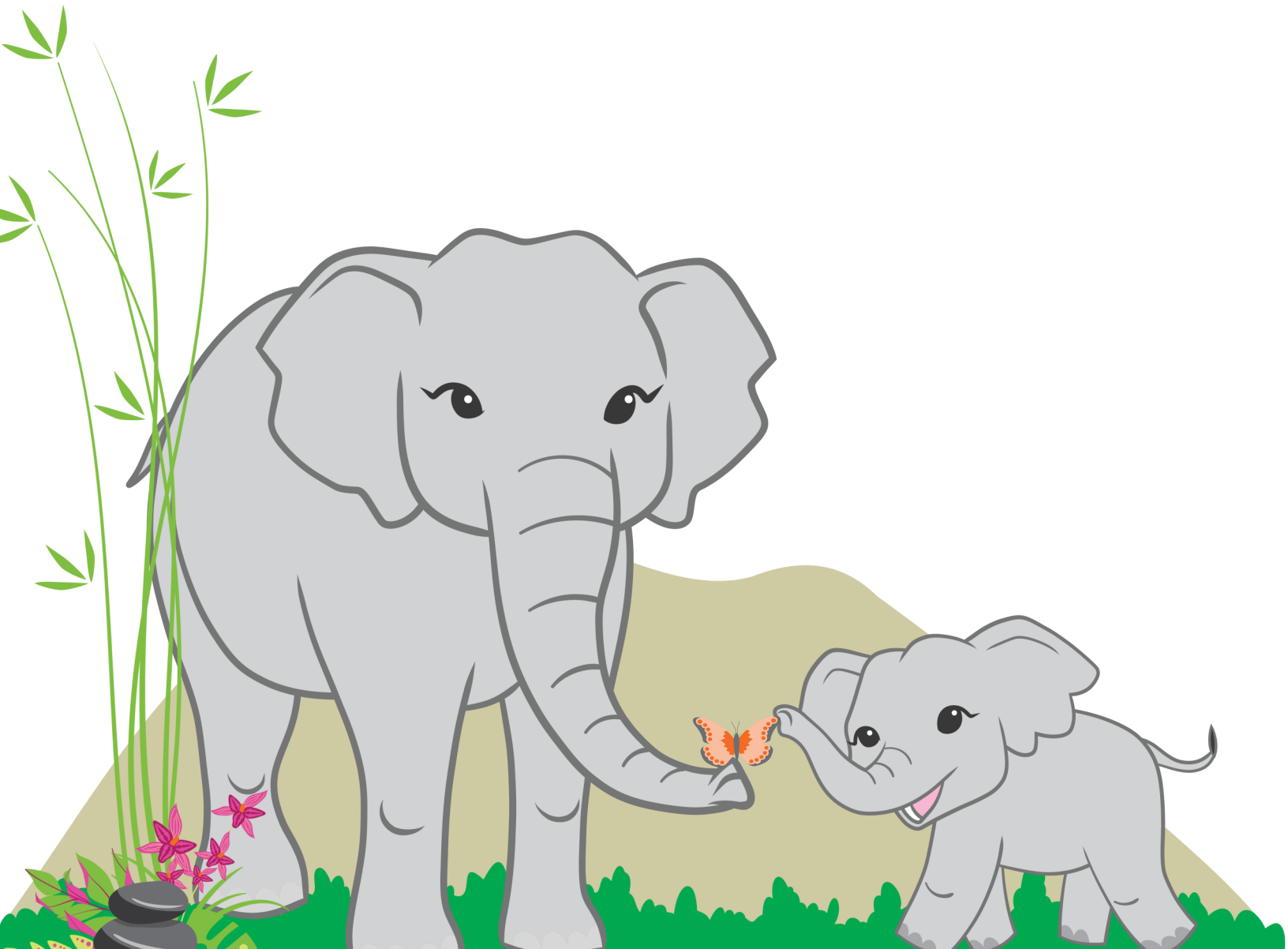
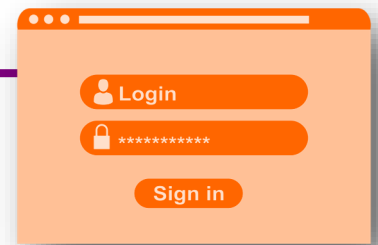


Treats & Keeps Service Unit Guide

EMBRACE POSSIBILITY



Mark Your Calendar



September 23

Beginning at 10 a.m., Service Unit and Troop Volunteers can access M2 via the automated email sent to you. Can't locate your email? Visit gsnutsandmags.com/gsgatl and use *forgot your password* to get started.

October 1

Order taking begins—Online and In-person. M2 launch emails to girls begin and/or girls self launch at: www.gsnutsandmags.com/gsgatl. Service Units also gain full access to M2 to edit orders and rewards.

October 18

Deadline to for troops to enter banking information in M2.

October 26

Deadline for SUTKMs to enter Delivery Site information in M2.

October 31

Last day for girls to enter order card totals and rewards in M2:

- Note: All online orders are automatically accounted for.
- Customers can still order online until November 3.

Last day for troops to Opt-out of rewards for additional proceeds *IF* they are Girl Scout Cadette, Senior and Ambassador troops.

November 1

Troop volunteer access opens to **BEGIN** updating and editing orders & reward choices in M2 as needed.

November 2

Troop volunteer access **CLOSES** to enter/edit orders and rewards in M2 (by 11:59 p.m.) Note: All orders paid for online are automatically accounted for.

November 3

Last day for Service Unit Treats & Keeps Managers (SUTKMs) to:

- Adjust orders/rewards in M2, making all edits by 11:59 p.m.
- Enter delivery site location/contact info into M2 for product & rewards
- Notify the Product Programs team of any delivery conflicts

**November
16, 18, 19**

Service Unit product delivery

November 30

Last day for SUTKMs to report MISSING or DAMAGED PRODUCT items to treatsandkeeps@gsgatl.org

**Week of
December 2**

Rewards begin shipping to SUTKMs from multiple vendors

December 6

Electronic withdrawal for balance due GSGATL processed

December 20

Last Day for SUTKM to report MISSING or DAMAGED REWARD items to treatsandkeeps@gsgatl.org.

Troop Training Guide



Your role as a SUTKM is to train and support troop volunteers through navigating the Treats & Keeps Program. Below is an outline for training your troops and providing guidance on primary program topics.

- **Program Highlights & Important Dates**

- **Who Can Participate**

- Troops with at least one co-leader and three girls registered for 2024-25 are automatically eligible. Troops with less than 3 girls should make a request for participation at helpline@gsgatl.org.
- Co-leaders and Troop Treats & Keeps Managers registered as members of GSUSA for 2024-25 and approved/cleared background check via GSGATL.
- All age level girls registered as members of GSUSA for 2024-25.

- **Products & Proceeds**

- **Using M2 to Manage the Program**

- Access is granted by GSGATL to girls and volunteers who are members of a troop with a minimum of 1 co-leader and 3 girls who are registered for the 2024-25 Girl Scout year. Volunteer emails for site access are automated to send on Mondays and Thursdays of each week after the initial invite on September 23.

- **Ways Girls Can Participate—(online, paper or both)**

- Online via M2 (ALL products are paid for online—shipped & girl-delivered)
 - b. All girls need an M2 account to enter and submit paper orders to the troop.
 - a. Girl email invitations begin October 1. GSGATL will continue to upload girls with launch emails being sent Mondays and Thursdays of each week.

- **What to Collect from Girls/Parents to Place the Troop Order**

- **NOTHING! Girls/Parents are entering their own order card totals (for in-person orders) and making reward selections in M2 by the October 31.** All quantities and money for online orders (shipped and girl-delivery) are automatically accounted for when the order is placed. If girls/parents receive online orders for girl-delivery that they cannot accommodate, they should contact M2 customer service at (800) 372-8520 by October 31. Note: Volunteers can make manual edits to quantities and rewards if needed November 1 and 2.

- **Troop Order & Rewards Pickup**

- Give troops the details of how you will distribute product & rewards as soon as your plans have been finalized.

- **Troop Finances & Collecting Money from Girls/Parents**

- Submit troop banking information in M2 by **October 18.**
- **ISSUE RECEIPTS** for all transactions with girls/parents (pick-ups and money collection) obtaining a signature to transfer financial responsibility. M2 has built-in delivery tickets for products and rewards that can be used for this purpose.
- **Use the Unpaid Parent Account Form when needed.**

M2 Service Unit Access

Visit: www.gsnutsandmags.com/gsgatl

- Activate your account by visiting M2 directly or via your email invitation from **GSGATL Treats & Keeps**
- Follow the instructions to set up your account
- The first time you log on, click on PROFILE and enter a cell phone or day-time number where you can be reached

Dashboard Overview

Send Messages

Compose emails for troops in your service unit.

Manage Service Unit, Troops & Girl Scouts

Use this section to update your Service Unit delivery information, view the troops in your area and the participation status of their girls.

Manage Admin Users

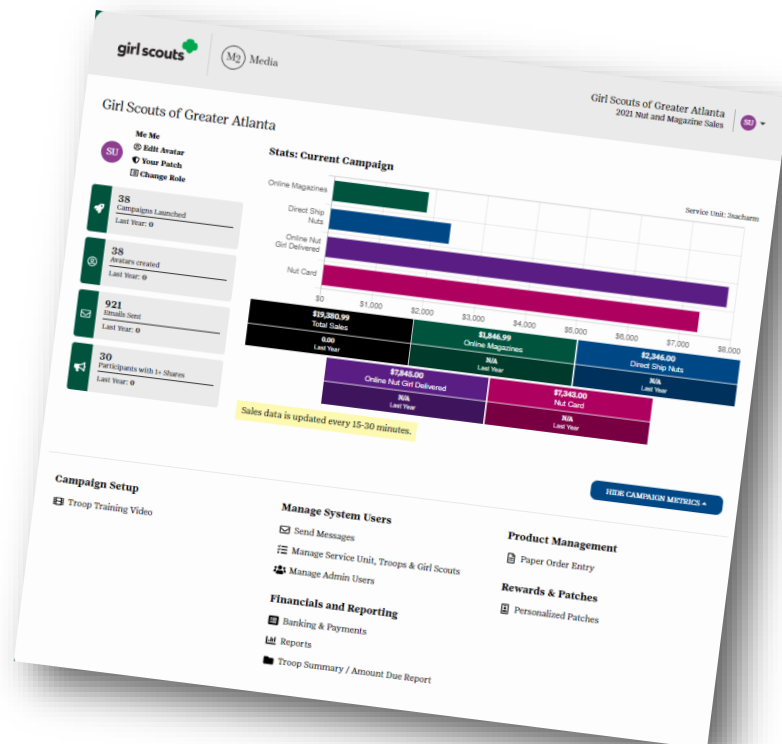
GSGATL will add troop users based on meeting membership and “active” troop status criteria for upload. SUTKMs can view the contacts for all troop and girls under their respective tabs. **Do Not** add troop contacts.

Delivery Tickets

Use to view and print product/rewards distribution receipts for signatures and financial responsibility.

Paper Order Entry

Use to update/edit individual girl paper orders.



M2 Service Unit Access



Banking & Payments

Access a full listing of troops with their overall sales, proceeds, payments and balance due amounts.



Reports

Access Service Unit, troop and girl level reports with multiple view options for various report types.

Service Unit Report

All Sales : Current Campaign
Service Unit Report - 3sacharm

SEARCH TOOLS

Sales data is updated every 15-30 minutes.

Select rows to drill down report.

Troop	Online Magazines		Nuts		Total
	Qty	Sales	Qty	Sales	
3820	8	\$192.00	46	\$370.00	\$562.00
11724	5	\$127.00	148	\$1,291.00	\$1,143.00
15052	0	\$0.00	24	\$210.00	\$210.00

Summary Report

	Qty	Total
Online Magazines	82	\$1,846.99
Direct Ship Nuts	257	\$2,346.00
Nut Order Card	871	\$7,343.00
Online Nuts Girl Delivered	932	\$7,845.00
Total Sales	2,142	\$19,380.99



Troop Summary/Amount Due Report

Access to a full breakdown of total sales and participation levels for any individual troop.



Edit Avatar

Girl Scouts of Greater Atlanta

Me Me
⊕ Edit Avatar
⊕ Your Patch
⊕ Change Role

Create your Avatar

Create an avatar that reflects your personality! Use the arrows to see all the choices for creating your avatar.

To see all choices for your avatar, use the arrows in the avatar software below.

Face

←	Skin Tone	→
←	Eyes	→
←	Eye Color	→
←	Face / Masks	→

Hair

Body

Clothing

SAVE

Use this link to create/update an avatar in your likeness. If earned, this is the image used to create your personalized patch.



M2 Service Unit Access

Viewing Troop/Girl Users

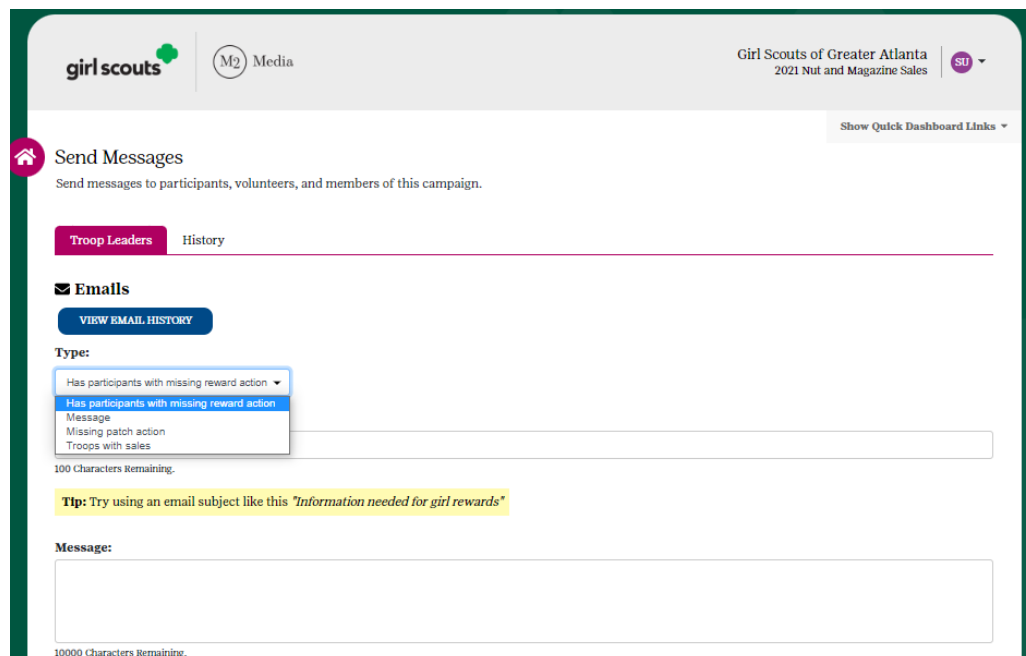
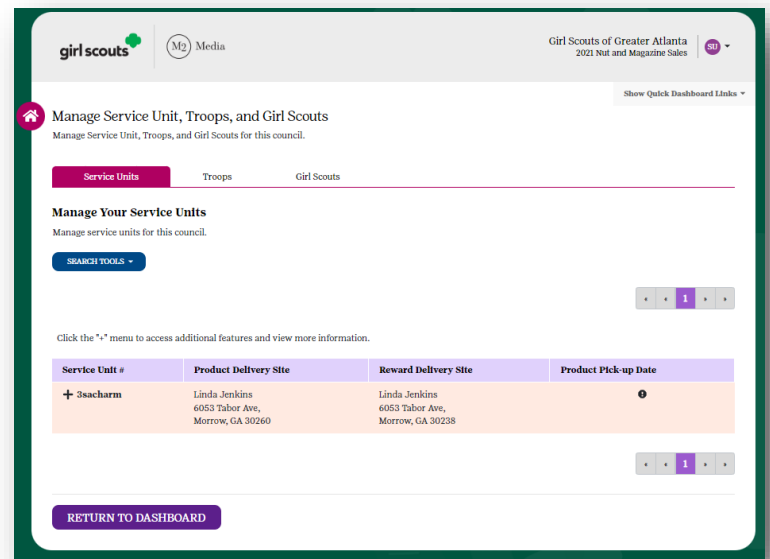
From your dashboard:

- Click **Manage Service Unit, Troops, & Girl Scouts**
- Click on the Troops tab
- All volunteers attached to a troop will be shown here

Sending Messages

From your dashboard:

- Click **"Send Messages"**
- Select your audience
 - Message (everyone in your SU)
 - Logged in
 - Not logged in
 - Missing patch action
 - Troops with sales
 - Has participants with missing reward action
- Compose your message and send

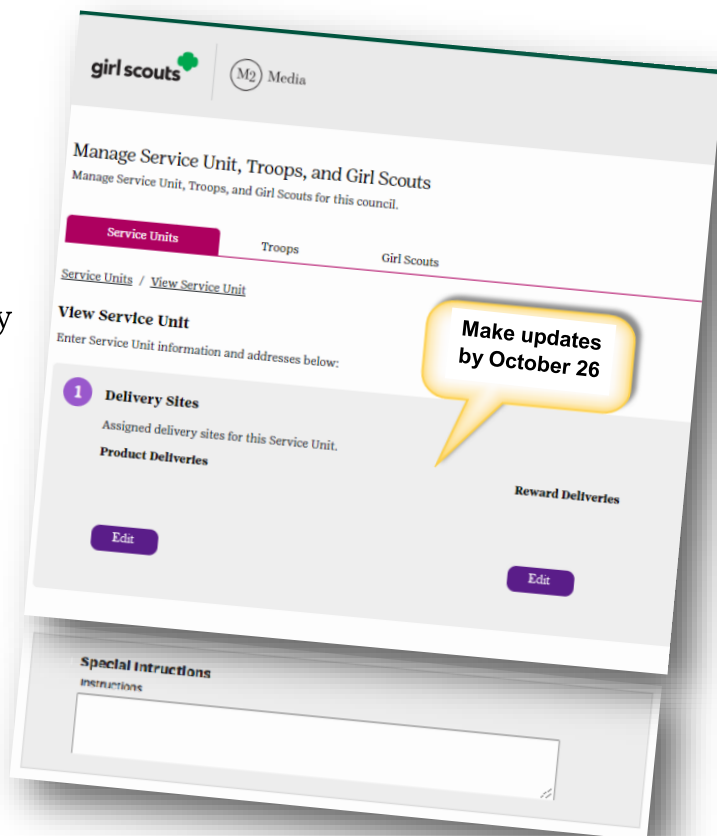


M2 Service Unit Access

Updating Delivery Site

- Click on **Manage Service Unit, Troops, & Girl Scouts**
- Click on your service unit's name
- To update the Product and/or Reward delivery contact and location, click **edit** under the respective category. Be sure to complete sections 1 and 2; full address, cell phone number and special instructions for your site and/or date considerations. (equipment needed, driveway limitations, etc.)
- Click **"save"**

Need a little more detail?
[Watch the video](#)
 for entering your delivery
 site information



Updating/Editing Girl Orders

From your dashboard:

- Click **Paper Orders**
- Search for troop from dropdown menu
- Select girl's name
- Update/change quantities of products needed
- Click **"update"** to save

Paper Orders
 Manage paper orders for this campaign.

1 Select the Troop you will be making paper order entries for:

Troop
 11724

2 Paper Order Results:

Click the "+" menu to access additional features and edit the Girl Scout's paper orders. If you don't see a particular girl below, please contact your council to have her added.

Girl Scout	GSUSA Number	Email	Nut Sales		
			Qty	Sales	Total Sales
+ Erin	110808121		7	\$58.00	\$58.00
+ Lallani	104345975		0	\$0.00	\$0.00
+ Savannah	110458124		0	\$0.00	\$0.00
+ Katya	105391613		0	\$0.00	\$0.00

M	Dulce Daisies	\$7.00	0	\$0.00
N	Peanut Butter Penguins	\$7.00	0	\$0.00
O	Fruit Slices	\$7.00	0	\$0.00
P	Treats4Good	\$7.00	0	\$0.00
Total Sales				\$0.00

UPDATE

Product Delivery

Before Your Delivery




- Leave your calendar open for the three possible days that deliveries take place. Deliveries will take place on November 16, 18 and 19.
- Delivery Agent will call days before delivery.
- DO NOT schedule troop pickups on the same day as your delivery
 - Delivery agents will confirm your delivery date and time, however to avoid conflicting schedules in case of a delay, it is best not to schedule troop pickups on the same day.
- Have a back up plan
 - In the event you are not able to be on site the day of the delivery, you'll need a trusted adult available to fill-in for you.
- Print your Service Unit Delivery Ticket ahead of time so you know exactly what you are receiving (total quantities of each variety)

Know exactly what your agent is delivering to you

Create the Service Unit Product Delivery ticket below

Delivery Tickets

From your dashboard:

- Click **Delivery Ticket**  (visible once council order has been placed)
- For Products, use the Product Delivery Tickets section
- Delivery Site: Use drop-down to *select your Service Unit name*
- Click “Create Ticket”

Delivery Tickets

Select your options and print your delivery tickets below:

Product Delivery Tickets
Print Delivery tickets for products

Delivery Site Tickets

1) Select your Delivery Agent → Delivery Agent: Barnes Moving & St... >

2) Choose Single → Delivery Site Type: Single >

3) Select your Service Unit Name → Delivery Site: Sandra G (SU GSGA... >

Create Ticket

Product Delivery

On Delivery Day

- BE ON TIME!
- Allow your driver to unload the entire order
- Count by the flat/case one variety at a time
- Sign the delivery receipt provided by the agent and KEEP A COPY
 - If there are shortages, mark the ticket with the specified shortage and acquire a copy with your signature and the driver's signature.
 - Notify TreatsandKeeps@gsgatl.org by **November 30** and include a picture of the ticket showing the shortages captured.



Remember **ALWAYS** request a signed copy or e-Signature from the Troop Leader/Troop Treats & Keeps Manager when delivering product or rewards, to transfer financial responsibility

Delivery Site Ticket		Adrianne Gilmer (SU Sugar Creek) Service Unit Sugar Creek			
Girl Scouts of Greater Atlanta — 2020 Nut and Magazine Sales					
Delivery Agent	Delivery Site	Comments			
Berger Transfer & Storage	Adrianne Gilmer (SU Sugar Creek)	N/A			
Delivery Date	N/A				
Service Unit	Sugar Creek				

Product	Full Cases	Cases Short	Single Pieces	Pieces Short
Peppermint Bark Rounds -Snowman Tin	0		0	
Mint Trefols Vintage Compass Tin	0		0	
Chocolate Pretzels City Scape Tin	0		5	
Whole Cashews	0		4	
Chocolate Covered Almonds	0		6	
Dark Chocolate Sea Salt Caramels	0		3	
English Butter Toffee	0		5	
Honey BBQ Snack Mix	0		3	
Pecan Supremes	1	0	5	
Cranberry Trail Mix	0		4	
Dark Chocolate Mint Trefols	0		0	
Dulse Daisies	0		3	
Peanut Butter Monkeys	0		3	
Spicy Cajun Mix	0		2	0
Fruit Slices	0		6	
Total	1	0	49	47

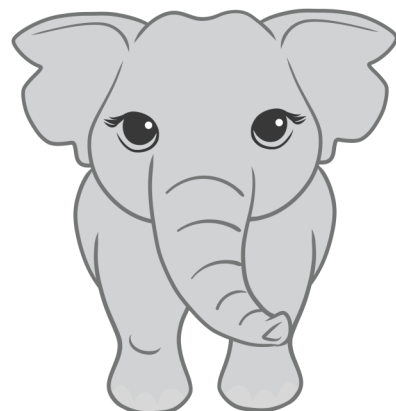
Notice: Perform a total count of inventory delivered. Do not accept damaged merchandise. Once you sign for this ticket, you are responsible for all quantities listed.

Received By: a.g. Delivery Agent Driver: d. agent Date: 11-14-20

Distributing Products

Before You Distribute to Troops

- Choose your preferred distribution method. Options for distribution can be a garage walk-up, a drive-thru or front porch pick-up.
- To coordinate pickups, consider coordinating troops by time slots using platforms like Signup Genius, Google Forms, etc.
- Sort/pack products and rewards by troop—use the Troop Delivery Tickets in M2.
- Gather your supplies: pen/clipboard, makers/highlighters, table, chairs, scissors, etc.
- Troops should sign for the items they pickup. If you are able, print the Troop Delivery Tickets and use them to obtain signatures and serve as receipts for pickups. You can also consider paperless receipting, such as emailing or texting the delivery ticket and request confirmation of pickups (product varieties and quantities).




Product Distribution Tickets for Troops

To know exactly what products to distribute to troops—create the tickets below



Delivery Tickets

From your dashboard:

- Click **Delivery Ticket** 
- For Products, use the Product Delivery Tickets section
- To view/print tickets **for all troops**, use the **Troop Tickets by Delivery Site**
 - Delivery Type: Single
 - Delivery Site: *Select your Service Unit name*
 - Click “Create Ticket”
- To view/print tickets **for a specific troop**, use the **Troop Tickets by Troop**
 - Troop: *Enter troop number*
 - Click “Create Ticket”

Receive/Distribute Rewards

Know exactly what is being shipped to you

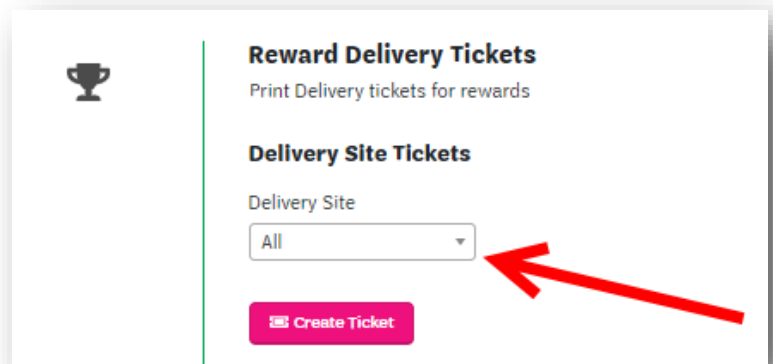
Create the Service Unit Rewards Delivery ticket below

- Rewards will be shipped by multiple vendors beginning the week of December 2.
- Report any missing or damaged items to treatsandkeeps@gsgatl.org by **December 20**
- As rewards arrive Count, Count, Count! To verify total quantities by item, use your Reward Delivery Ticket

Delivery Tickets

From your dashboard:

- Click **Delivery Ticket**
- Use the Reward Delivery Tickets section
- Delivery Site: Use drop-down to *select your Service Unit name*
- Click “Create Ticket”




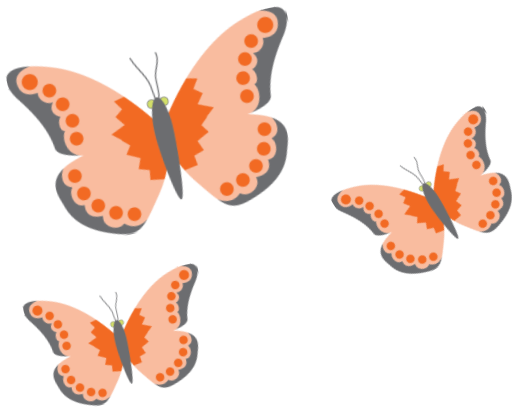
Reward Distribution Tickets for Troops

To know exactly what rewards to distribute to troops—create the tickets below

Delivery Tickets

From your dashboard:

- Click **Delivery Ticket** 
- For Rewards, use the Reward Delivery Tickets section
- To view/print tickets **for all troops**, use the **Troop Tickets by Delivery Site**
 - Delivery Type: Single
 - Delivery Site: *Select your Service Unit name*
 - Click “Create Ticket”
- To view/print tickets **for a specific troop**, use the **Troop Tickets by Troop**
 - Troop: *Enter troop number*
 - Click “Create Ticket”



Need Additional Help?

M2 Customer Service & Tech Support

(800)372-8520

question@gsnutsandmags.com

General Treats & Keeps Questions

770-702-9100

helpline@gsgatl.org

TK.GirlScoutsATL.org

