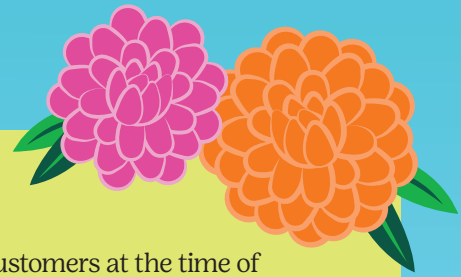


Banking & Finance Information:

- Verify/enter your troop's bank account information in M2OS.
 - For snack order card sales, troops can choose to collect payment from the customers at the time of order or at the time of delivery.
 - Troops can accept payment from families for snack order card sales via cash, check (made payable to Girl Scouts), online payment systems (Venmo/PayPal, etc.), or deposit funds directly into the troop account using deposit slips.
 - Juliettes will be mailed deposit slips to deposit all money for snack order card sales into the River Valleys Wells Fargo bank account.
- Collect final payment for any snack order card sales from families by December 4.
- Deposit all money collected for snack order card sales into the troop bank account. Girl Scouts River Valleys will then withdraw the amount due to council after the sale ends.
 - View the Troop Summary Report in M2OS to see the total sales, payment collected online, proceeds earned, and the total due to Girl Scouts River Valleys. For troops owed proceeds due to high-levels of online payments, proceeds will be transferred to the troop account on December 20.
- The Finance/Inventory Issue Form can be completed to report several issues: if a family owes money to the troop, your troop received an NSF (non-sufficient funds) check(s), or your troop was charged bank fees due to high deposit activity. Find this form at Volunteers.GirlScoutsRV.org/Forms.



Did you know?

Your Service Unit earns proceeds for reaching participation goals in Snacks & Magazines. Your troop could help with that effort! Ask your Service Unit Fall Product Manager for more details about these proceeds.

The funds can be used for service unit programming for Girl Scouts, like a cookie rally.

Care to Share Donation Program:



Girls can tell their customers about the **Care to Share donation program**. Through this program, snack products are donated to Second Harvest Heartland and Channel One food shelves.

Girl Scouts collect donations in \$9 increments. Girl Scouts River Valleys delivers the product. Girl Scouts receive credit for each donation sale and the troop receives \$1 in proceeds. Girl Scouts who sell four or more donations earn a special patch.

Contact Us:

Girl Scouts River Valleys
girlscouts@girlscoutsrv.org
800-845-0787

M2 Customer Service
support.gsnutsandmags.com
800-372-8520

Your **Service Unit Fall Product Manager** is the local volunteer who can assist and support you throughout the program. If you need help connecting with this volunteer, contact Girl Scouts River Valleys.



Troop Guide

Welcome to The Snacks & Magazines Program!

Without volunteers like you, our Girl Scouts wouldn't gain the valuable skills they need to be tomorrow's leaders. Thank you for supporting their participation in this friends & family sale, where they can build on their teamwork, goal setting, and people skills before the annual Cookie Program. Plus, your troop can earn proceeds to fund their activities. We aim to make this easy for you with one order and one product pick-up/distribution. This year, we feature new snack items, holiday tins, and rewards for Girl Scouts that are sure to be a hit! Plus, we have new online offerings that are part of a special pilot which includes Tervis tumblers, a Girl Scout themed mini BarkBox (while supplies last), and a bonus FREE magazine offer for customers that purchase snacks for direct shipment to their home.

This guide serves as a quick reference to your resources, participation options, tasks, and deadlines. Your materials also include snack order cards and family program guides for each Girl Scout. As you kick off your new Girl Scout year, share the opportunity to participate to families in an email, text, or at your troop meeting. Along with your Service Unit Fall Product Manager, our team is here to support you through it all with just-in-time reminders and the answers to your questions.

*Yours in Girl Scouting,
The River Valleys Product Program Team*



Scan the QR code
to access Troop
resources!



Volunteer Resources:

Along with these materials, you'll use a few online resources to manage the program:

M2OS:

www.gsnutsandmags.com/gsrv
M2OS is the online system that you will use to enter/review orders, monitor progress, select girl rewards, and more!

River Valleys Volunteer Website:

Scan the QR code on this page to be directed to the resources for your role on volunteers.girlscoutsrv.org.

In a Nutshell

A bi-weekly blog from River Valleys with helpful tips & reminders. An email will notify you of a new post.

Important Dates:

Go Day! Girl Scouts can launch their online accounts and participate in snack order card sales.	September 25
Snack order card sales end	October 22
Family order entry deadline in M2OS	October 23
Troop order entry deadline in M2OS	October 27
Service unit order entry deadline in M2OS, online sales end, reward choices due in M2OS <i>No exceptions can be made if this date is missed</i>	October 29
Snack deliveries to service units	November 14-17
Reward deliveries to service units	December
All snack order card sale money due in troop account. Finance/Inventory Issue Form due (if needed)	December 7
ACH withdrawal from troop account for money due to River Valleys	December 15

Key Duties:

- Promote the opportunity to participate with Girl Scouts and their families
- Complete training online
- Follow the troop checklist in this guide to stay on top of important tasks
- Distribute materials to Girl Scouts
- Ensure orders are entered on time
- Pick up snacks/rewards and distribute to families
- Deposit payments into troop account for snack order card sales



Rewards & Personalized Patches:

Girl Scouts have the opportunity to earn some awesome rewards and patches. Check out the snack order card for the full list of rewards.

Start the season on the right paw! Girl Scouts who create their avatar in M2OS and send 17 emails between September 25-October 2 Go Day will earn our **Start Paws-itive patch**. Support our friends at the Wildlife Rehabilitation Center through the **Ocelot of Care Program**. At select reward levels, Girl Scouts have the option to make a donation to the center and earn the “Visualize” patch.



Girl Scouts can earn up to two personalized patches in a year. If earned, the patches are sent directly to the Girl Scout.



To earn the Fall Personalized Patch, Girl Scouts must:

- Create her avatar in M2OS
- Send 17+ emails to friends & family using her M2OS account
- Sell at least \$475 in total sales



To earn the Cookie Combo Personalized Patch, Girl Scouts must:

- Create her avatar in M2OS
- Send 17+ emails to friends & family using her M2OS account in the fall
- Participate in the 2024 Cookie Program and sell at least 380 packages of cookies

Mascot: Olive the Ocelot!



Each season, we have a new mascot to lead girls through the program. Meet this season's mascot, **Olive the Ocelot!** She is a spotted wild cat who prefers the tropical, rain-forest habitats common in and south of Central America. Watch for opportunities to learn more about her with your troop in *In a Nutshell!*

Up to two adults per troop can also earn a personalized patch when the troop has sales of \$950 or more during the program. These patches are mailed to the troop volunteer.

Participation Options:

The Snacks & Magazines Program features customizable options for Girl Scouts to run their businesses! They can choose to participate in one or all options. Girl Scouts and families should know and follow internet safety guidelines found at GirlScoutsRV.org.

Type of sale:	How to do it:	How product gets to customers:	How customers pay for items:	Troop Proceeds:
Online Magazine Sales & More**	Girl Scouts use M2OS to email their customers or share their unique sales link	Shipped from vendor	Credit card purchase online	\$3 per order
Online Snack Sales*	Girl Scouts use M2OS to email their customers or share their unique sales link	Customers can choose to either have the snacks shipped directly to their home or have Girl Scouts deliver the snacks	Credit card purchase online	\$1 per item
Snack Order Card Sales*	Girl Scouts contact customers via phone, text, video chat, or in-person and track orders on their snack order card	Delivered by the Girl Scout	Check or cash provided to Girl Scout	\$1 per item

*Includes Care to Share Donation Program sales. **Includes Tervis tumblers & Mini BarkBox sales.

Snacks & Magazines: Your key volunteer duties

This program is a snap! It's as easy as **train, promote, and deliver**.
Follow the steps and dates below to keep on task.

**BEFORE
THE SALE**
(September 4-
September 24):

- Receive troop materials from your Service Unit.
- Set-up your troop M2OS account using the link emailed to you the week of September 18.
 - Watch the short training video when you first log in. Use the M2OS Quick Tips Sheet for tips on using the system.
 - Add or verify troop bank account information.
 - Create and personalize your avatar.
 - View the Girl Scouts in M2OS. Only currently registered Girl Scouts are added to the system. If a Girl Scout is not listed, remind the family to complete registration.
 - Review the parent/guardian emails and add/update if needed. Once you review and approve in M2OS, the emails will be queued up to be sent on Go Day with the parent/guardian email blast.
- Girl Scouts that use M2OS will be prompted to complete the new, online permission form during account set up. If a Girl Scout is only participating in person sales, they will need to complete the online permission form at GirlScoutsRV.org.
- Watch the online Snacks & Magazines troop training.
- Distribute snack order cards and family guides to Girl Scouts/families.
- Instruct families on how to collect money for any snack order card sales.
- Promote the opportunity to view the online, council-sponsored Fall Product Rally.

**DURING
THE SALE**
(September 25-
October 22):

Note: Girl Scouts can join in the program any time during these dates!

- Direct Girl Scouts to access their M2OS online account (gsnutsandmags.com/gsrv) to begin the program on September 25.
- Read *In a Nutshell*, sent to your email on a bi-weekly basis.
- Ensure all families have entered their snack order card sales into M2OS by October 23.

**AFTER THE
SALE:**

- Enter any missing snack order card sales and rewards selections between October 24 and October 27.
 - Note: Nothing needs to be submitted for online snack orders. These orders are credited to the Girl Scout and troop at the time of purchase.
 - Your Service Unit Fall Product Manager will be able to enter late snack order card sales through 11:59 pm on October 29. No late orders will be accepted after this time.
- Pick up the snack orders and rewards from your Service Unit Fall Product Manager.
- Set a time/location for families to pick up snack and rewards items.
- Ensure all money for snack order card sales is deposited in the troop account by December 7. Complete the Finance/Inventory Issue form if needed.
- River Valleys will collect the balance due from the troop with an ACH withdrawal from the bank account on December 15.