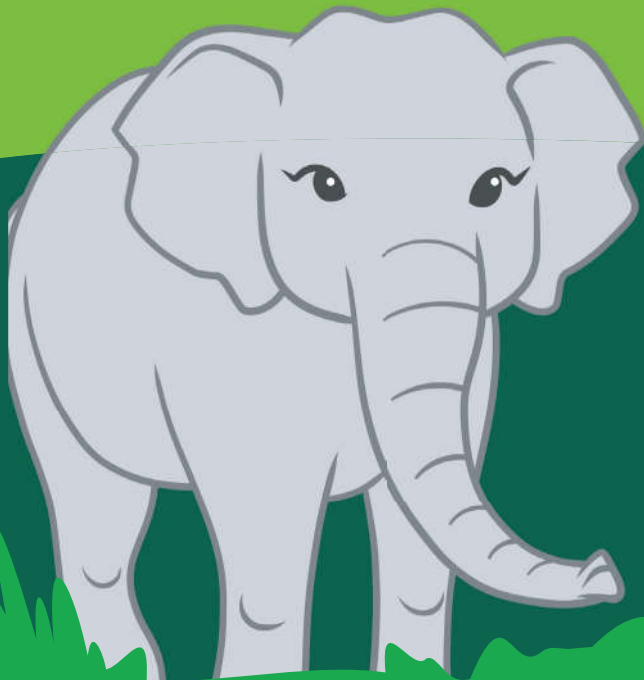


2024-2025

Treats & Reads Program

Troop Guide



Scan here
for useful
Treats & Reads
resources



Back this year!

- BarkBox Online Exclusive.
- Girl Scout Cookie Crossover Personalized Patch.
- Personalized Avatar Patch.
- Tervis Tumbler Online Exclusive.

New this year!

- Personalized Stationery.
- First 25 girls with \$1,250 in sales earn the exclusive wallet wristlet.

We're Here to Help You!

Your Service Unit Product Manager (SUPM) is your first line of support for any questions or concerns you may have regarding the Treats & Reads program.

Girl Scouts Heart of Michigan Council Login: www.gsnutsandmags.com/gshom

Have questions? Need help? helpdesk@gshom.org or 1-800-497-2688 and ask for Help Desk

For a list of Treats & Reads Service Unit Product Managers, please see the Files section in Rallyhood. Haven't joined Rallyhood yet? Join here!



girl scouts 
heart of michigan

Table of Contents

Glossary	3
Participation Options	4
Rewards	5-6
What's in Your Packet	6
Online Sales: Troop Leader Online Experience—Getting Started	7
Online Sales: Caregiver Email Blast, Banking and Payments	8
Online Sales: Accessing M2, Girl Online Experience	9
Online Sales: Girl Campaign Promotion	10
Online Sales: Customer Emails, Reports and Adding Nut/Candy	11
Online Sales: Troop Dashboard, Troop Banking/Payment Info	12
Online Sales: Entering Nut and Candy Orders and Rewards	13
Online Sales: Troop Payment	
Hometown Heroes, Pickup and Distribution	14
Additional Product, Nut Huts, Safety	15
FAQ	16
ACH Information	17-18
Troop Product Manager Agreement	19

Before you Begin: Complete all 5 steps

- Troop Product Managers and girls must be registered for the 2025 Girl Scout membership year.
- Troops must have a MY 2025 ACH agreement on file.
- Attend your Treats & Reads training for 2025.
- Complete the Troop Product Manager Agreement via Formstack.
- Review your Girl Scout roster in M2, to verify all girls are registered and imported. If you find that any members are missing in M2, please email helpdesk@gshom.org with your troop number and information about who is missing.



Scan this QR code to access the ACH Form

Questions?

If you have any questions, feel free to **contact your Service Unit Product Manager** for assistance.

You can also call or email
Help Desk:
helpdesk@gshom.org
 800-497-2688

M2 Help Center:
 800-372-8520



2024 Treats & Reads Schedule

Troop: Troop Product Manager M2 access begins	9/3
Troop: Training dates	Begin 8/26
Girls: Initial order taking	9/16
Girls: Online store email launch	9/16
Girls: Enter initial orders into M2	10/13
Online store shuts off	10/14
Troops: Verify/enter initial orders & rewards into M2	10/15
Service Unit: Confirm orders & rewards in M2	10/17
ACH Payment	11/15
Delivery to troops	11/6-11/8
Delivery to customers	11/7-11/21
Cupboards open	11/8
Nut Huts & Goal Getters Season begin	11/9
ACH Payment (Nut Huts & Goal Getters)	12/15

Our Regional Centers

Ann Arbor Regional Center
 1671 Plymouth Rd., Ann Arbor, MI 48105

Jackson Regional Center
 4403 Francis St., Jackson, MI 49203

Kalamazoo Regional Center
 601 W Maple St., Kalamazoo, MI 49008

Lansing Regional Center
 13287 Wacousta Rd., Grand Ledge, MI 48837

Saginaw Regional Center
 5470 Davis Rd., Saginaw, MI 48604

Glossary



ACH (Automated Clearing House)

An electronic network for financial transactions. This is the process used to facilitate payments/refunds between GSHOM and troops and participation in the Product Programs.

Council-Sponsored Nut Huts

Nut Hut locations are arranged by GSHOM.

Direct Ship

Product shipped directly to the customer. These orders are only collected through the M2 customer ordering screen.

Girl Delivery

Orders of product delivered by the Girl Scout. They can be collected online or with a paper order card.

Girl Scouts Heart of Michigan (GSHOM)

This is your local council that supports your Girl Scout experience.

Goal Getter

Additional orders submitted by a Girl Scout outside of the initial order submit period.

Hometown Heroes/Care to Share (HTH)

The product program community service is a program where Girl Scouts collect donations. On a girl's order card it is displayed as Hometown Heroes whereas online, it is displayed as Care to Share. All items will be available for pick up from Girl Scouts Heart of Michigan.



Drawing!

Send 25+ emails by September 30, 2024 to be entered to win one of ten Embrace Possibility Blankets!

Drawing on October 1.

No sales necessary. Ten winners will be drawn.

Winners will be notified by a Girl Scouts Heart of Michigan representative and posted online.

M2 Media Platform (M2)

The online platform used to participate in the Treats & Reads Program. Utilized by Girl Scouts Heart of Michigan troops, Girl Scouts, and families to order, record and submit the Treats & Reads Program.

NSF (Non-Sufficient Funds)

When a planned payment is returned due to lack of funds or closed account. This can occur because of a scheduled ACH payment or deposited Bank Check.

Nut Hut

Product booth held at local community events and storefronts with prior approval by location and SUPM. Certain restrictions apply.

Product Cupboard/ Nut Cupboard

Location to pick up additional candy and nuts for individual Goal Getters and Nut Huts outside of the traditional Treats & Reads Program.

Product Program

Product Program is a financial literacy program that allows Girl Scouts to earn money and develop skills while selling items to friends and family. Girl Scouts Heart of Michigan offers two Product Program opportunities annually to our members: the Girl Scout Treats & Reads Program and the Girl Scout Cookie Program.

Service Unit (SU)

This is a team of volunteers that helps a specific town or county. The SU consists of all troops in that area.

Service Unit Product Manager (SUPM)

A volunteer in your service unit to support troops with product program questions, trainings, materials, and rewards. *They are your first line of support.*

Troop Product Manager (TPM)

A volunteer in your troop who will support your Girl Scout's Treats & Reads Program. If there is no designated volunteer in this role, it is the responsibility of the Troop Leader.

Troop-Sponsored Nut Huts

Like a council-sponsored Nut Hut, a Troop Product Manager will meet with a local business manager to secure a location for their troop, including date and time. These businesses or opportunities are not considered "Council-Sponsored" but will still need to be submitted to their local Service Unit Product Manager for approval.

For cupboard locations, hours, and information, please check Rallyhood.

Ways to Participate

Choose one, two—or all three! Regardless of how you participate, you'll find Treats & Reads simple, fun, and worthwhile for your troop. This is the easiest way for a troop to earn start-up funds for the year!

Girl Scouts, with adult supervision, can text and share ordering information through social media, inviting their friends and family to support their product program.

1. Take orders in person!

- Girl Scout shares her goals with family and friends and goes over the candy and nut options available.
- Customers write out their contact information and what they would like to order.
- Customer pays at the time of order with cash or check. Checks are made payable to the Girl Scout Troop or Girl Scouts Heart of Michigan (GSHOM).
- At the time of order, Girl Scout informs customer a time frame of when the product will be delivered.
- Once the product has been picked up by the Girl Scout from her Troop Product Manager, she delivers to her customer and thanks them for supporting her.

Treats Products:

Mint Treasures - 2024 Girl Scout Tin*	\$12.00
Deluxe Pecan Clusters in Holiday Tin	\$12.00
Honey Roasted Mixed Nuts*	\$11.00
Whole Cashews w/ Sea Salt*	\$9.00
Deluxe Pecan Clusters	\$8.00
English Butter Toffee	\$8.00
Dark Choc. Caramel Caps w/ Sea Salt	\$8.00
Chocolate Covered Raisins	\$8.00
Peanut Butter Trail Mix	\$8.00
Cheddar Caramel Crunch	\$7.00
Hot Cajun Crunch	\$7.00
Dark Chocolate Mint Penguins*	\$7.00
Dulce de Leche Owls*	\$7.00
Peanut Butter Bears*	\$7.00
Dill Pickle Peanuts*	\$7.00
Fruit Slices*	\$7.00
Care to Share (Hometown Heroes)	\$6.00

Online Exclusives

Gourmet Blend - Tin	\$25.00
Gourmet Caramel Corn w/Almonds & Pecans - Tin*	\$24.00
Chocolate Covered Pretzels - Holiday Tin	\$12.00
Mint Treasures - 22 GS Memory Tin	\$12.00
Mint Treasures - 22 GS Memory Tin	\$12.00
NEW! Vanilla Honey Roasted Pecans*	\$9.00
Dark Choc. Peppermint Pretzels	\$8.00
Chocolate Covered Almonds	\$8.00
Sweet & Salty Mix	\$8.00
Thai Chili Mix	\$8.00
Caramel Apples	\$8.00
Cranberry Nut Mix*	\$7.00
Honey Roasted Peanuts*	\$7.00
Butter Toasted Peanuts*	\$7.00

*Gluten Free

2. Online Store: Treats & Reads and More!

The online store allows girls to sell nuts, candies, Tervis Tumblers, Girl Scout exclusive BarkBox items, personalized stationery, and magazines. Initial order date September 16.

The customer makes their selections and pays online, and the products will be delivered to their home. Treats can be girl-delivered if the caregiver chooses that setting in the girl's online store. Tervis Tumblers and BarkBox items, magazines, and personalized stationery are direct shipped to the customer. No payment to collect by the Girl Scout or the caregiver. It's that easy!

How it works:

- Caregivers of registered Girl Scouts will receive a launch email to the email registered with GSHOM.
- If a launch email was not received, a Girl Scout can still get started by visiting www.gsnutsandmags.com/gshom. Their account will need to be verified by GSHOM for approval to launch; however, they will still be able begin.
- Simply enter 25 or more email addresses to earn the 2024 Patch!
- Once a Girl Scout sends out her customized online link to her family and friends, the customer will be able to order and pay right away! Orders that are selected for shipping will be delivered right to the customer's home. This includes additional online exclusive items and magazines.

3. Nut Huts and Goal Getters

- After the initial order period, girls and troops can continue with in person orders or Nut Huts.
- Simply enter 25 or more email addresses to earn the 2024 Patch!
- Rewards are earned through October 13. After this date, Girl Scouts can still collect orders using their goal getter card, available for download from gshom.org. These forms, along with payment, are turned into the Troop Product Manager who will order and pick up from a local product cupboard. Troops will earn an additional 2% proceeds.

Similar to the Girl Scout Cookie Program, Nut Huts are a fun way for girls to sell product on hand. Nut and candy can be checked out from local product cupboards to sell at events, product booths (Nut Huts) in front of stores, or on a neighborhood walk-about.

Magazines:

Many magazines to choose from, physical and digital copies available. Customers are able to start a new subscription or renew for another year.

New! Personalized Stationery, note pads and photo frames

Customers can be creative and customize colors, fonts, names, favorite slogans and more. These ship quickly and make great gifts!

BarkBox with three boxes to choose from, each box comes with a canister of Berry Trios dog treats and a toys. The Girl Scout BarkBox will be sold exclusively online by girls and shipped directly to customers. This does not impact any BarkBox subscriptions a customer may already have.

Tervis Tumbler options with many options available for everyone, sports team, school, animals, and more in Tumblers and water bottles.

Embrace Possibility!

Exclusive Rewards

Fall Personalized Patch

- Create your Avatar
- Send 25+ emails
- Use the "Share My Site" function in the M2 System
- Sell \$350 in total Online Sales



First 25 Girl Scouts to reach \$1,250 during the Treats & Reads program will earn the official Embrace Possibility Wallet Wristlet.

Embrace Possibility Drawing

10 Girl Scouts will receive the Embrace Possibility Blanket.

- Send 25+ emails by September 30, to be entered to win!

Earn the Cross over Patch!

- Create your Avatar
- Send 25+ emails
- Use the "Share My Site" function in the M2 system
- Sell 225+ packages during the 2025 Treats & Reads Program



Themed Patches

Embrace Possibility: 12+ Nut & Candy Items

Elephant Patch: 5+ Magazine Items

2024 Patch: 25+ Emails

Care to Share: 5+ Donated

Super Seller: 25+ Nut & Candy Items

Super Seller Magazines: 10+ Magazine Items



Cumulative

\$100: Stickers

\$175: Necklace or \$3 Cashew Cash

\$225: Scrunchie or \$4 Cashew Cash

\$300: Bracelet and Charm or \$4 Cashew Cash

\$375: Small Plush or \$5 Cashew Cash

\$475: Diamond Art or \$6 Cashew Cash

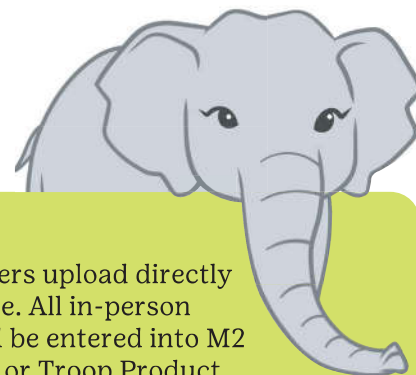
\$600: T-shirt or \$7 Cashew Cash

\$700: Large Plush or \$8 Cashew Cash

\$800: Black Notebook or \$9 Cashew Cash

\$1,000: Felt Board or \$10 Cashew Cash

\$1,250: Stellar Seller Event or \$20 Cashew Cash



All online orders upload directly to a girl's store. All in-person orders should be entered into M2 by caregivers or Troop Product Managers/Leaders by October 15.

Troop Rewards

- Earn 14% of the troop's total sales through direct and online orders placed before October 14, 2024.
- Junior, Cadette, Senior, and Ambassador troops may opt out of girl rewards for an additional 2% proceeds. Troop must have a \$50 per girl selling average prior to rewards selection date. Girls will still earn all patches.
- Troop Product Managers can earn the Fall Personalized Patch too! See pg 9 for details.
- After initial sales all troops get 16%.
- Juliettes will receive \$3.50 for every \$25 sold.



Your girls can use their Cashew Cash to go to camp!



Did you know?

Many troops sell Treats & Reads during their cookie sale in order to provide more gluten-free options to their customers.

Your Treats & Reads Troop Packet

Your Treats & Reads troop packet includes the following materials:

1. Nut and Candy Order Taking Card for in-person sales

- Classic tri-fold order card.
- Remember to collect money as you take orders.
- Total each girl's Treats Order Card by product variety.
- Check that the amount of money turned in is correct.

2. Receipt Booklets

- Any time money or product is exchanged, document this exchange on a receipt booklet and have both parties sign. Each person should retain a copy of the receipt. Troop Product Managers/Leaders should keep all copies with troop paperwork.

3. Money Collection and Envelopes

- Remember! This is a prepaid sale. Money should be collected prior to placing a girl's initial order.
- Money Collection envelopes should be handed out to girls and caregivers. All money should be turned in to Troop Product Managers/Leaders in the envelope.

With guardian permission, Girl Scouts can offer girl delivery through their online store. Customers can pay with credit card online and girls will deliver the product once it is received by the service unit with the order card product orders.

Remember the 5 Skills!



GOAL SETTING

At the information meeting, have girls set their goals as an individual and as a troop. Set a plan for how they will reach those goals. Sell to friends and families or host a Nut Hut.



DECISION MAKING

At the information meeting, have girls vote on what to do with their proceeds. They may want to go on a camping trip, complete a community service project, or purchase uniforms and badges.



MONEY MANAGEMENT

When making a sale, girls may need to count change for a customer. Practice scenarios she might experience selling door to door or at a Nut Hut.



PEOPLE SKILLS

While selling to their customers, girls will talk to many different people. Have girls practice talking to customers about the product and what to say when someone says no.



BUSINESS ETHICS

A Girl Scout is honest and responsible throughout the Treats & Reads Program. Girl Scouts who learn business ethics will gain trust from their customers including family, friends, and teachers.

Welcome to M2 Troop Leader Online Experience

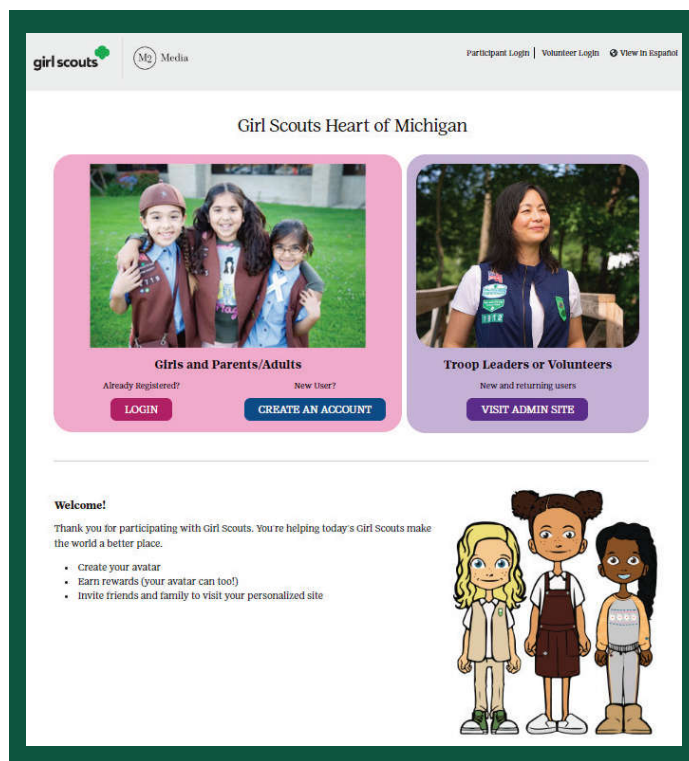
Welcome to Your Campaign

- Prior to Fall Product Program start, volunteers and girls receive email invitation to M2.
- Click link in email to go to the M2 website. Follow prompts to sign on or use "Forgot Password" function to gain access.
- If girls are missing from your troop roster, please contact the Help Desk at helpdesk@gshom.org. Please include your troop number and first/last name of missing girls.

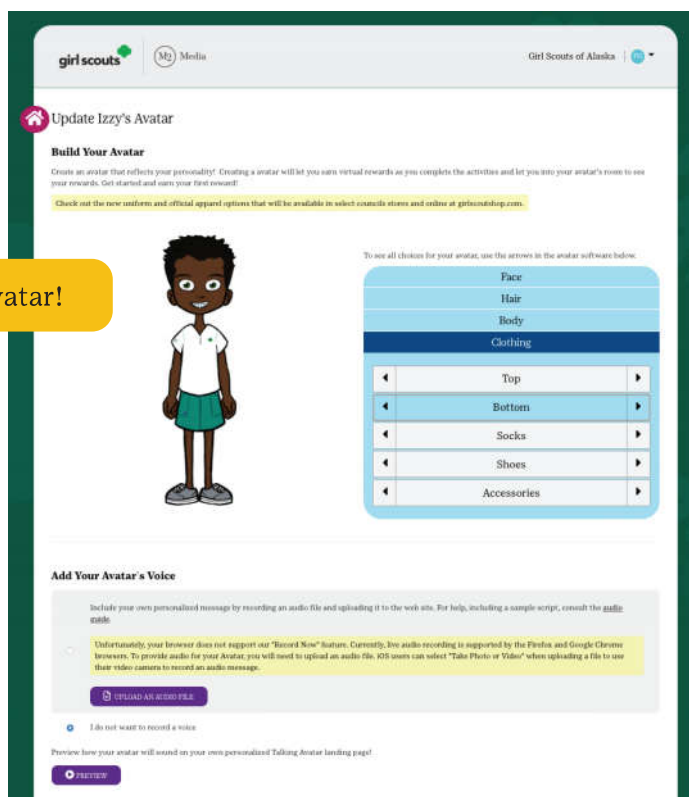
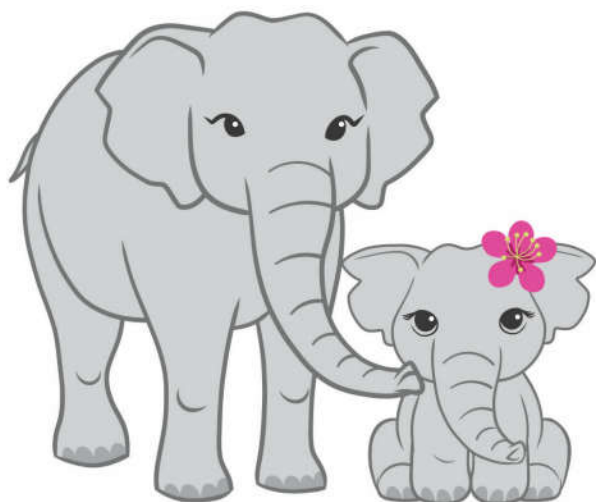
Getting Started

- Watch the M2 training video.
- Create your very own avatar!
- Within M2, launch caregiver email blasts announcing troop participation in the Fall Product Program.

Manage girl nut card orders. Troop Leaders do have the ability to enter physical girl nut and candy orders. We highly encourage that you coach caregivers and girls to sign in and create their account to do this. Troop Leaders can view girl product and reward reports.

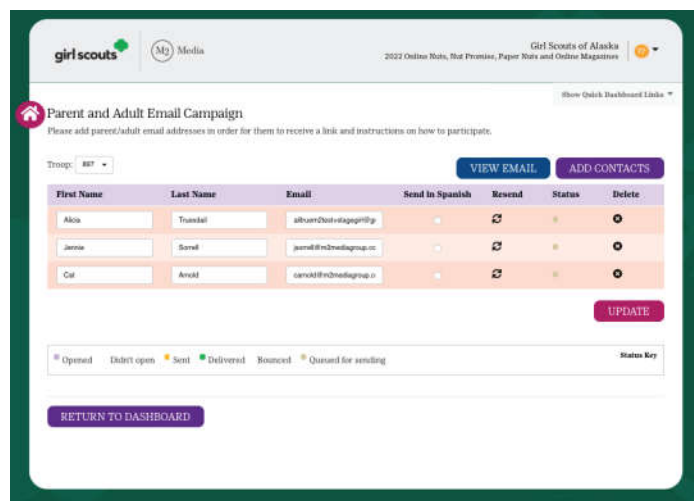


Create your avatar!



Caregiver Email Blast (Parent and Adult Email Campaign)

- Troop leaders can launch an email directly to caregivers with a link and instructions on how to participate.
- Caregivers email addresses will be uploaded by GSHOM.
- Troop Product Managers/Leaders can edit or enter any missing caregiver emails.
- Troops who send the Caregiver Email Campaign will launch their Girl Scout's Online Campaign on September 16th. Troops that do not send out the Parent Adult Email Campaign will launch on September 17th.



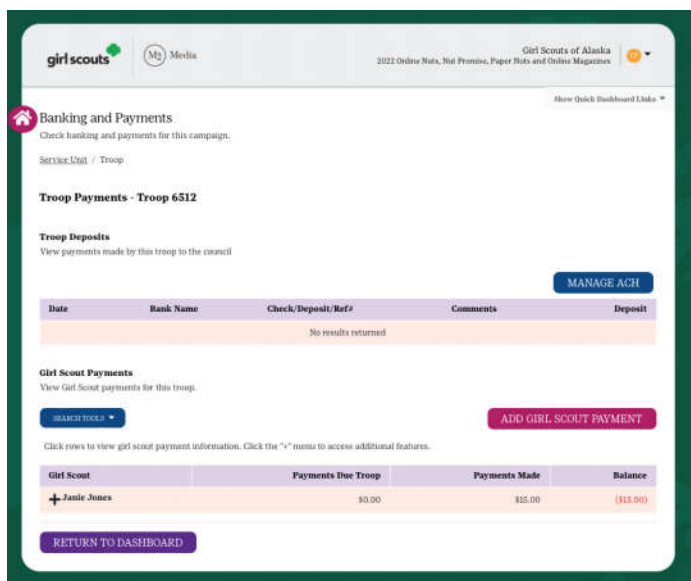
The screenshot shows the 'Parent and Adult Email Campaign' page. It includes a search bar for Troop (set to 887), buttons for 'VIEW EMAIL' and 'ADD CONTACTS', and a table of contacts. The table has columns for First Name, Last Name, Email, Send in Spanish, Resend, Status, and Delete. Below the table is an 'UPDATE' button and a 'RETURN TO DASHBOARD' button. A status key at the bottom indicates Opened, Did not open, Sent, Delivered, Bounced, and Queued for sending.

First Name	Last Name	Email	Send in Spanish	Resend	Status	Delete
Alicia	Truendal	alicia@truetagroup.com				
Jessie	Borrell	jessie@truetagroup.com				
Col	Arnold	carroll@truetagroup.com				

Troop Banking and Payments

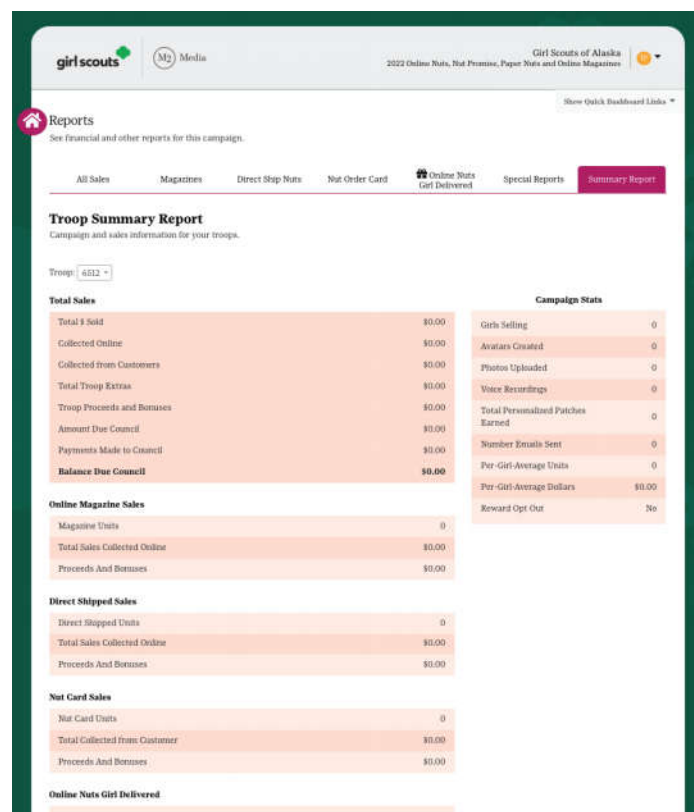
View troop financial information including:

- Total sales.
- Total paid online by customers.
- Total proceeds earned.
- Balance due to GSHOM.
- Payments made to GSHOM will be entered after the ACH pull is completed. One week after the pull has been made, Troop Leaders may choose to track individual girl payments in M2.



The screenshot shows the 'Banking and Payments' page. It includes a search bar for Troop (set to 6512), a 'MANAGE ACH' button, and a table of payments. The table has columns for Date, Bank Name, Check/Deposit/Ref#, Comments, and Deposit. Below the table is a 'RETURN TO DASHBOARD' button. A section for 'Girl Scout Payments' includes a 'SEARCH' button and a table of payments.

Date	Bank Name	Check/Deposit/Ref#	Comments	Deposit
No results returned				



The screenshot shows the 'Reports' page. It includes a search bar for Troop (set to 6512), a 'Summary Report' button, and a table of reports. The table has columns for Report Name, Amount, and Status. Below the table is a 'RETURN TO DASHBOARD' button. A section for 'Troop Summary Report' includes a table of sales and a table of campaign stats.

Report Name	Amount	Status
All Sales		
Magazines		
Direct Ship Sale		
Not Order Card		
Online Nuts Girl Delivered		
Special Reports		
Summary Report		

Volunteer M2 Access—In Depth

Troop Product Managers will begin to receive their troop launch emails starting September 3rd. The Troops that open their troop site and launch Caregiver Email Blast will allow their Girl Scouts to receive their launch emails and begin their online program September 16th. Girl Scouts whose troop does not send out the Guardian Adult Email Campaign will receive their launch emails September 17th.

Girl Online Experience

Getting Started

- Girls log in as a first time participant or as a returning user from last year.
- If a girl is a returning user, previous customers will be listed in M2. New customers can be added before email is sent out.
- Create an email and video for your online store.
- Online orders automatically populate.
- Spanish experience upon request.

Product volunteers won't be able to enter paper orders for girls until the deadline has passed for caregivers to input.



Personalized Campaign

Getting Started

- Upload a photo or video which can be shared on their online storefront.
- Girls who upload photos and/or videos sell more to reach their goals.



Personalized Patch

Fall Personalized Patch

- Create your Avatar.
- Send 25+ emails.
- Use the Share My Site function in the M2 System.
- Sell \$350 in total Online Sales.

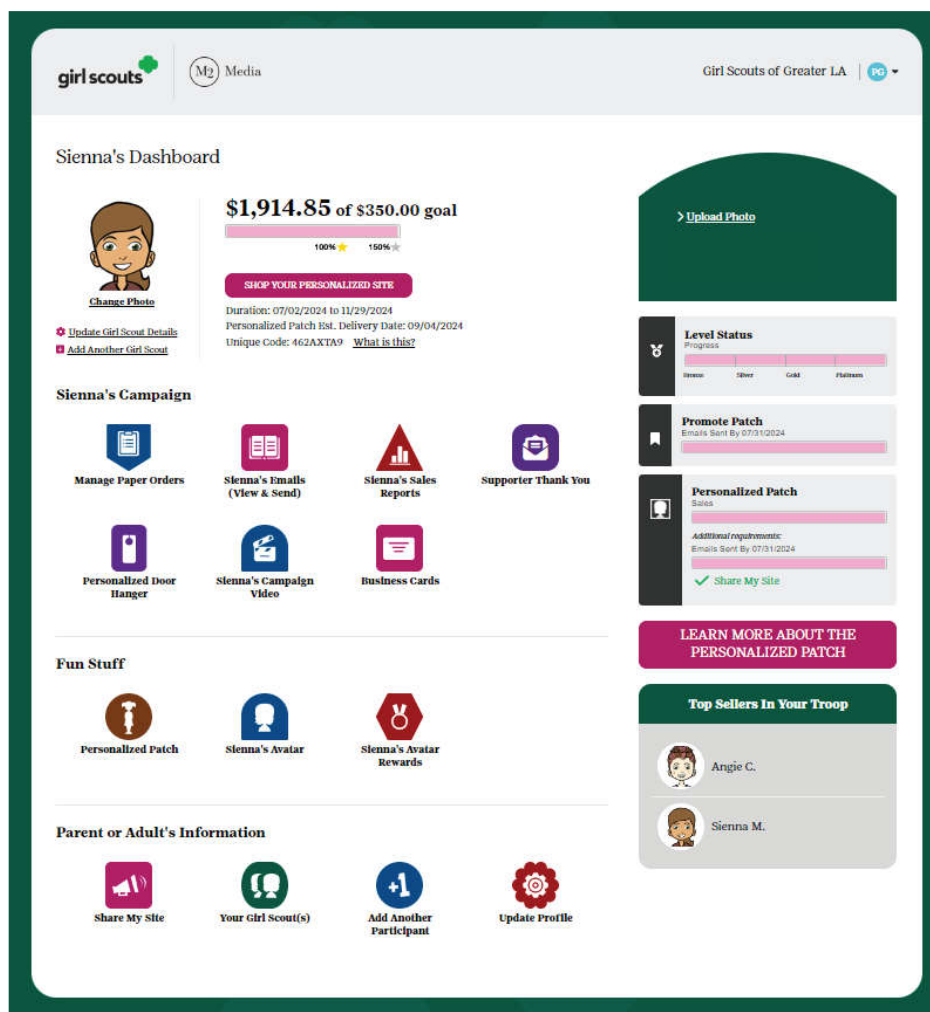
Troop product managers can earn this patch too!

- Troop has \$1200+ in total sales
- Sends the guardian email campaign launch to their troop from M2!



Promoting Her Campaign

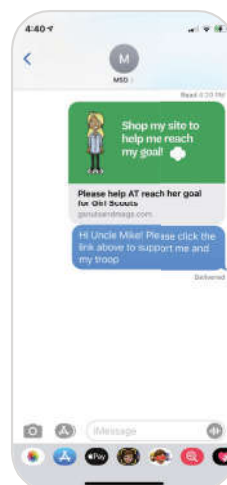
- Girls share their online storefront link with family and friends by sending emails and sharing on social media.
- 27% of online sales come from social media.
- Returning girls will have previous years customer emails listed.
- Option to include last name so friends and family know who is sending the email.



Girl's Campaign HQ

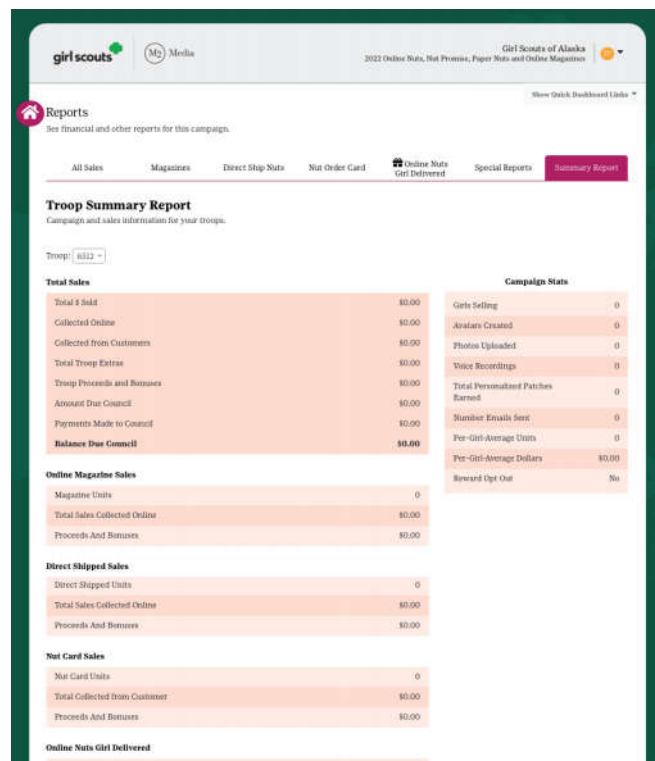
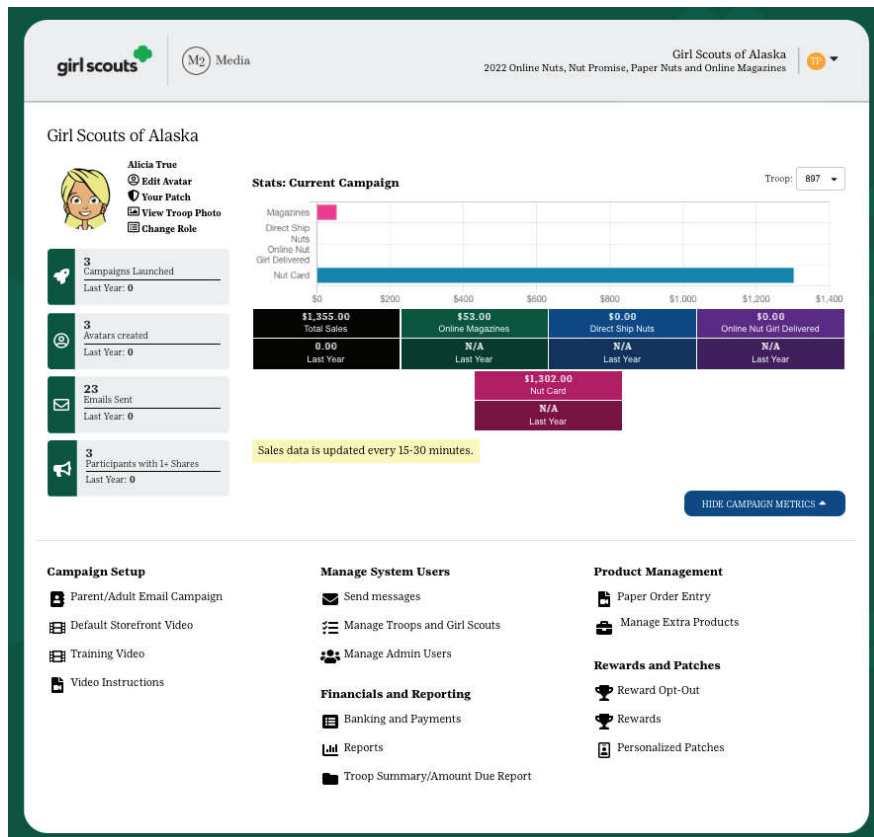
Navigation tools for all aspects of the program

- Emails/Social Media.
- Printable business cards with girl's online store code.
- Manage paper orders (nut card sales entry).
- Rewards earned and actions needed to receive rewards.
- Reports.



Troop Campaign Headquarters

- Headquarters for managing a troop campaign.
- All program management tools on one site.



Reports

- Click the Reports link from the Troop Dashboard to view total sales or sales by product category.
- Click a girl name to view the specific details of individual girls.
- Link on dashboard Troop Summary/Amount Due Report.
- Reports can be broken out by sales categories.
- In-person Nut order card and online sales are totaled in the reports.
- View all girl delivered items sold online by customer to see which products to deliver.
- Report emailed to guardians at end of program.

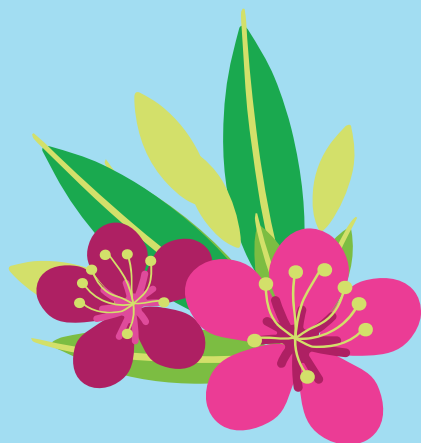
Entering In-Person Nut Order Card Items

- Select the Girl Scout's name to edit her orders.
- Click "+Add Girl Scout" to add orders for any girls missing from the list.
- Message girls directly with questions about items entered.
- Prior to the end of the initial sale period on October 13th, be sure to keep M2 updated with the items sold on the In-person nut order card.
- All in-person nut order card items must be entered into the M2 system to be ordered by GSHOM.
- Online orders are automatically added to a girl's order (if girl-delivered option was used) and do not need to be entered.

Product	Price	Qty	Total
A Fruit Slices	\$6.00	20	\$120.00
B Peanut Butter Monkeys	\$6.00	20	\$120.00
C Dark Chocolate Sea Salt Caramels	\$6.00	20	\$120.00
D Cure To Share	\$6.00	20	\$120.00
Total Sales			\$480.00

Girl Rewards

- Rewards are automatically calculated for girls.
- To view rewards, choose the **Rewards** link from the **Troop Dashboard**.
- If girls didn't make choices, Troop Product Managers/Leaders can make reward selections for them. * The exclamation mark indicates a girl who did not choose rewards.
- Detailed reports of earned rewards available under **Reports** link or through the **Delivery Tickets** link.
- If a reward is not chosen by the deadline, the reward will default to cashew cash.



Service Unit	Troop	Email	Participant Name
Bending Birch	840		Felicia Moreno
Bending Birch	200000		Jane Doe Tester
Concord Hill	355		Athena Rangel
Concord Hill	355		Jennie Sorrell
Concord Hill	897		Celeste Morgan
Concord Hill	897		Izzy Truesdall
Concord Hill	11001		Jennie Sorrell
Washington Square	10000		Rose Bowen4

Paying for Your Troop's Order

All product payments to GSHOM will be through ACH (Automated Clearing House).

- Deposit all girls' payments, including cash and checks, into your troop bank account.
- Never carry large amounts of cash with you. Younger Girl Scouts should let adults accept all money.
- Remind girls and caregivers to turn in money as quickly as possible. Set a date that money **MUST BE** turned in. Creating a specific turn in date at least 7-10 days prior to the order deadlines assures that Troop Product Managers have enough time to collect funds, put money in their troop accounts and allow for any checks to clear in troop account before money owed is due.
- Payment will be electronically debited from the troop bank account via ACH on designated date.
- Juliette Girl Scouts pay in full at a Regional Center, on the same schedule as troops.

Important Requirement

A troop must have submitted their MY 2025 ACH form to Girl Scouts Heart of Michigan. This form is submitted electronically through scanning the QR code below. Troops without an ACH form on file with Girl Scouts Heart of Michigan will not be able to receive product.



Scan for ACH form

Picking up Your Troop's Initial Order and Rewards

Your Service Unit Manager or Product Program staff person, if no SUPM, will schedule a date, time, and place for each troop to pick up their product and rewards.

Be sure to:

- Be on time for your designated troop pick up.
- Count and double-check that all items in your order are there **BEFORE** you sign a receipt, load your vehicle, and leave.
- Divide the orders into girl orders and make certain all items are accounted for.
- Have caregivers sign off on receipt books once they receive their product and rewards.
- Report damaged product to your Product Program Specialist.
- Additional product will be available at your local regional center or local cupboard. Refer to page 15 for more information regarding Goal Getters.

Distribute Orders to Girls

Sort each girl's order prior to pick-up

- Have caregivers and girls count and sign for their product and rewards. **Use receipts for all transactions.**
- Receipt books are distributed with program materials. Extra are available at regional centers.
- Give parents the yellow copy of signed receipt and save the white (original) copy with your troop records.
- Instruct girls to deliver orders as soon as possible. Remind them to deliver all items as ordered.

Hometown Heroes

Treats & Reads is about way more than selling products. Through the Hometown Heroes program, customers have the opportunity to make donations to purchase Girl Scout nut and candy items that will be donated to police officers, fire fighters, emergency medical technicians, assisted living facilities, local military service members, and other community heroes. Service Unit Product Managers can work with Regional Product Specialists to pick up donated nuts and candies for your local Hometown Heroes. This year's item is Honey Roasted Peanuts.




Additional Product and Nuts Huts

Following the initial order period, troops may request additional product for direct sales or for Nut Huts! Similar to a cookie booth, girls gain confidence and apply the Five Skills when having a Nut Hut!

Looking for start-up funds or have **big** plans? During this portion of the sale, troops earn 2% extra proceeds because the rewards deadline has passed!

Additional Product Orders—Goal Getters

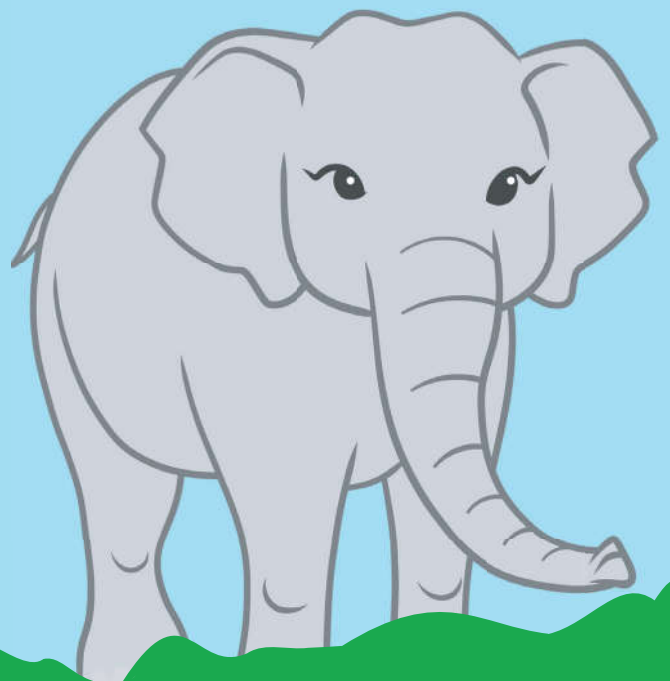
1. Goal Getters, or additional sold product, are available following the initial order period.
2. Place your order by scanning this QR code and filling the form.

3. Look for additional information about cupboard locations & hours on Rallyhood.
4. It is recommended you request your Nut Hut or Goal Getter order at least one week prior to picking up your order to assure product availability.

Nut Huts

1. Simply contact a location where you would like to have a Nut Hut and get approval on a date and time from the business that is allowing you to have a Nut Hut. *Please refer to the Council Organized locations that may not be contacted by troops for contract purposes—this list can be found on Rallyhood.
2. Notify your Girl Scouts of the date and time and provide your caregivers with opportunities to help you run the Nut Hut.
3. Fill out the form, to place an order for nuts and candy for the Nut Hut. *Look for emails and updates regarding Treats and Reads Cupboard Hours, locations and other details.
4. Orders must be placed at least one week prior to your Nut Hut to assure product availability.

Safety Tips

- Adults must monitor, supervise and guide girls through product activities.
- Always use the buddy system; never sell alone.
- Girl Scout Daisies, Brownies and Juniors must always be supervised by an adult.
- Sell only in areas of your neighborhood that are familiar to you.
- Never carry large amounts of cash with you. Girl Scout Daisies should let adults accept all money.
- Never enter a home without the guardian permission and knowledge.
- Never sell to people in cars or in other areas away from public access.
- Girl Scouts, with adult supervision, can text and share ordering information through social media such as Facebook, Instagram and Twitter, inviting their friends and family to place orders. Individual Girl Scouts and their guardians may not sell product or post invites on sites such as Facebook Marketplace, eBay, Craigslist, etc. GSUSA strictly prohibits individual Girl Scouts to sell direct orders to customers who are not friends and family, through social media.
- Additionally, product listed on any site that may imply the possibility of “bargaining” for the price is also prohibited.



Frequently Asked Questions

Who can participate in Treats and Reads?

All registered Girl Scouts Heart of Michigan girl members may participate in the Product Program. Girls in troops, school programs, series and individual-ly registered girl members are welcomed to join in on the fun.

Can I order or renew subscriptions not listed in the brochure?

No, unfortunately, only the magazines listed in the brochure can be purchased or renewed.

Can a business order magazines?

Yes, however the subscription must be sent to a specific individual.

Where can girls sell products?

Girl Scouts in Heart of Michigan may sell products within their council's regional boundaries. There are no restrictions on where a girl can sell within her region. No girl, troop, or service unit has exclusive rights to any neighborhood, town, area or street. Safety Activity Checkpoints should be followed at all times.

Can products be returned or exchanged?

Once products have been delivered to a girl and signed for by her guardian, no product is eligible for return or exchange. Should you find damaged product after signing for it, please contact your Regional Product Program Specialist immediately for a replacement. Should additional product be needed after the initial order is placed, contact your Regional Product Program Specialist.

Can a customer write a check for product?

Yes, but girls should only take checks from customers with whom they are familiar. Make sure all contact information is correct, the customer phone number is on the check, and the check is signed and made payable to GSHOM.

When do Girl Scouts collect money?

All money is collected when the items are ordered. Any item not paid for at time of order placement should not be processed through the M2 system or through the product cupboard.

What is done with the information sent to M2?

M2 does not rent or sell any addresses or use them for any other purpose.

Where does the money go?

All proceeds stay within Girl Scouts Heart of Michigan to support all girls. Troop proceeds belong to the troop and may be used for uniforms, books, badges, trips, camp or events, etc. Girl Scouts Heart of Michigan proceeds support camps, properties, and financial aid.

Are rewards cumulative?

Yes! A girl will earn rewards at each level for which she qualifies.

What if a girl turns in orders with no payment collected?

Call the girl's guardian, reminding them that payment is due when products are ordered or the order cannot be submitted.

What if there is a problem with a customer's magazine subscription?

It takes 12-14 weeks for a subscription to begin. If a subscription is entered just after an issue of the magazine comes out, the subscription may take longer to arrive.

If you have any questions, feel free to **contact the M2 Help Center:**
800-372-8520



2024-2025 Product Program Automated Clearing House (ACH) Payments Troop Instructions

ACH Definition

ACH, or Automated Clearing House, is an electronic network for financial transactions in the United States. These transactions include debit and credit entries, also known as sweeps, and are common to facilitate payment such as utility bills, mortgage or car payments. ACH works by allowing a troop to grant Girl Scouts Heart of Michigan (GSHOM) authorization to issue ACH debits and refunds from an account. Before any transaction can be processed, we require a signer on a troop account to complete an online only Authorization Agreement for Automatic Deposit Form. A new Troop and Account Authorization (ACH) form must be filled out every year even if there haven't been any changes since the last summer.

ACH in Product Program

In order to facilitate payments from the troop to GSHOM for the Treats & Reads and Cookie Programs, GSHOM has established a sweep schedule to transfer funds from a troop's bank account.

Troop leaders will be notified via emails the amount that will be withdrawn from their troop account for each of these sweeps. **This email will be sent to the email address provided on the Authorization Form.**

Troops are responsible for depositing sufficient funds to cover these debits, and will be responsible for any resulting non-sufficient funds fees (NSF). These fees differ depending on your bank's policy. Failure to notify GSHOM by deadline given that results with a NSF Return will be assessed a \$37 NSF fee which will be added to the Troop's overall amount due.

If the troop will not have funds available on the date of the scheduled sweep, it is the troop's responsibility to notify our ACH Team by emailing helpdesk@gshom.org no less than five business days prior to the scheduled sweep. Troops authorize GSHOM to repeat the debit one time for a returned transaction due to insufficient funds. GSHOM will contact the troop before this second attempt occurs using the contact information provided on the Authorization Form.

Important!

In order for a troop to participate in Girl Scouts Heart of Michigan product programs, a troop **must** have a troop bank account and complete the Online ACH Electronic form.

Troops that do not provide ACH information will not be able to submit initial orders or receive product.

ACH Sweep Dates		
Schedule	Sweep Payment Date	Deadline for changes
Initial Order	11/15/2024	11/8/2024
Nut Hut Sales	12/15/2024	12/8/2024

Subsequent sweeps take place the 15th of each month.

Contact Information:

Please contact the Help Desk Team at helpdesk@gshom.org or 800-497-2688 for all ACH needs, including inquiries regarding Treats & Reads and Cookie Programs.

Important Forms:

Authorization Agreement for Automatic Deposit (ACH Deposit):

This online secure form is filled out by an authorized check signer for the troop account. This authorizes GSHOM to conduct ACH sweeps. This form must be completed for a troop to participate in Girl Scouts Heart of Michigan Product Programs.

By scanning the QR code below, you will be able to complete or update your troop's banking information for electronic banking purposes. The online form must be completed by a signer of the Girl Scout troop.

Troops that do not have an ACH form on file with Girl Scouts Heart of Michigan will not be permitted to participate in Product Program opportunities.

Outstanding Money Report (OMR Form):

This form is filled out by the Troop Leader or Troop Product Manager when a caregiver has not turned in the monies due for the Product Program. This form must be completed in its entirety and include appropriate documentation before it is submitted.

Credit will only be given to the troop when the following are received:

1. Completed Outstanding Money Report (OMR Form)
2. Signed caregiver permission and responsibility form
3. Any and all signed receipts

The Outstanding Money Report form is available at www.gshom.org/forms-documents under troop finances.

Scan the QR code to access the online Authorization Agreement for Automatic Deposit (ACH).



Treats & Reads Program Troop Product Manager Position Description and Responsibility Agreement

Troop Product Manager is appointed by and accountable to the Girl Scout troop leader and area product manager. Coordinate and implement a well rounded Treats & Reads program for the troop; is primary contact for parents and troop members.

Term of appointment: One year term with annual evaluation and option for reappointment.

Responsibilities:

- Attend required trainings.
- Work with the Girl Scout troop leader and area product manager to insure a successful program.
- Interpret and support in a positive manner Girl Scout Promise and Law, Girl Scouts Heart of Michigan policies, standards, procedures and decisions.
- Coordinate Treats & Reads training for parents/guardians and distribute necessary materials so they are aware of what the girls will learn from participating in the program, reward items, and collection procedures.
- Present the Treats & Reads program materials to meet the needs and interest of the troop.
- Keep accurate records of transactions with troop monies and product.
- Make necessary arrangements with the Delivery Station to pick up troop product.
- Distribute product to girls/parents.
- Input troop information into the M-2 system. Compile accurate reports, orders and submit as required.
- Accountable for all product & monies received by troop.
- Provide information to assist Girl Scouts Heart of Michigan in collecting delinquent accounts.
- Responsible to ensure that payments due are made in full. Returned payments will be subject to a \$37 NSF charge.

Qualifications:

- Meets requirements for membership in GSUSA and must be a registered member.
- Understand and accept policies and standards of GSUSA and Girl Scout Heart of Michigan.
- Serves as a positive role model for girls and adults.
- Has well developed listening, communication and problem solving skills.
- Excellent written and oral communication skills.
- Has basic knowledge of or is willing to learn Girl Scout Treats & Reads program and is willing to take necessary training.
- Strong organizational and planning skills.
- Knowledge and access to a computer and internet.
- Ability to guide girls and adults through the program.
- Motivate and work harmoniously with others without regard to race, creed, nationality, socioeconomic factors or disabilities.
- Recognizes, encourages and values pluralism in all its forms.
- Must undergo a background check.

Benefits to volunteers: Volunteers in this position will gain experience: (1) supervising and supporting girls; (2) setting goals, planning and implementing actions to meet troop goals; and (3) team building and marketing skills.

Agreement: I understand and agree to abide by the responsibilities and qualifications of this position.

You will receive a link to the Troop Product Manager Agreement once you complete training.

