



2023 MagNut Program Indie Girl Scout Family Guide

This guide provides information you need to know as your individually-registered Girl Scout (Indie Girl Scout) works toward funding her fun adventures while learning entrepreneurial and business skills through the MagNut program.

Stay Connected:

Your Service Unit MagNut Manager (SUMM) is:

Your Indie Girl Scout troop # is:

Your SUMM is your first contact to answer questions and to assist with navigating the M2 site (the MagNut program online ordering system). Council customer care is available to answer questions by phone at 800-248-3355 or by email at magnut@gswpa.org, or you can also contact M2's customer service representatives.

Be Prepared

Review the *MagNut Program Family Guide* for more information on the program, ways to participate, caregiver responsibilities, and MagNut program rewards.

Additional resources are available at gswpa.org/magnut.

Your SUMM provides training for troops and Indie Girl Scout caregivers. Please reach out to your SUMM for training details.

You can also join our Indie Girl Scout Rally at rallyhood.com, a place where you can connect with other Indie Girl Scout caregivers and share information and ideas.

- Go to rallyhood.com/23412.
- Enter your email address and requested information and click "REQUEST TO JOIN."
- Once you are approved to join by our staff, you will receive an email confirmation.

Get Started

You'll receive an email invitation from M2 on **Oct. 1**. Check your inbox, junk, spam, and promotion boxes for your access link, or visit gswpa.org/magnut and click on "GET STARTED," or go to gsnutsandmags.com/gswpa.

Using the M2 Site:

Create your Indie Girl Scout's online MagNut account using your email and follow the prompts.

- If this is your first time using the M2 site, click "CREATE AN ACCOUNT."
- If you are a returning user, click "LOGIN."

If your Indie Girl Scout's name and troop number provided on this guide are not listed, you can continue to set up her site. Contact council's customer care at 800-248-3355 or magnut@gswpa.org after her site is set up to verify her membership information.

Getting started with your girl:

- Help your Indie Girl Scout create her avatar—a virtual likeness or fun, online personality!
- Your Indie Girl Scout can then build her storefront using a personalized message or video.
- Enter or upload a list of friends and family email addresses. Include your personal email to receive a link to use on social media.

2023 Important Dates:

- ❑ **Aug./Sept.**
 - Review *MagNut Program Family Guide*.
 - Attend Indie Girl Scout MagNut training.
 - Submit Caregiver Responsibility and Permission Form to your SUMM before your Indie Girl Scout starts to sell.
 - Join Rallyhood (see *Be Prepared* section).
 - Attend Virtual MagNut Program Rally on Sept. 28.
- ❑ **Oct. 1, 2023**
MagNut program begins!
 - Order taking begins.
 - Online storefront goes live.
 - Send emails to friends and family (See *Get Started* section).
- ❑ **By Oct. 16, 2023**
Caregiver enters in-person nut and candy orders into M2 online site by 11:59 p.m. Contact your SUMM for assistance if needed (see *Entering your in-person nut and candy orders* section).
- ❑ **Nov. 6-9, 2023**
Nut and candy items are delivered to SUMM (See *Delivery and Pick-Up* section).
- ❑ **Nov. 26, 2023**
Online sales end at 11:59 p.m.
- ❑ **Dec. 3, 2023**
Finalize reward choices by 11:59 p.m. (See *Girl Rewards* section).
- ❑ **Dec. 7, 2023**
Payment due to council (See *Financial Procedures* section).
- ❑ **Jan. 2024**
Reward distribution (See *Girl Rewards* section). Your SUMM will contact you for pick-up.
- ❑ **By end of January**
Earned Indie Girl Scout Program Rewards emailed to caregivers.



M2 customer service representatives are ready and waiting to answer your MagNut program questions!

question@gsnutsandmags.com
(800) 372-8520
We're happy to help!

girl scouts
western pennsylvania

Nut and Candy Items

Entering your in-person nut and candy orders

1. Log into the M2 site.
2. Click on 'Paper Order Entry' from the Dashboard.
3. Select your Indie Girl Scout's name from the drop-down menu.
4. Enter the quantities from her paper order card only (do NOT include online orders) and click "Update." If needed, quantities can be edited until the lock-out on **Oct. 16 at 11:59 p.m.**



Delivery and pick-up

- Your SUMM will provide the date, time, and location to pick up the nut and candy items.
- Count and verify the accuracy of nut and candy items before signing delivery receipts. **You are financially responsible for what you sign for on the receipt! Request receipts for all product received.**
- Check for damaged and missing products in each case before leaving the delivery site. Report any discrepancies or damages to your SUMM immediately.
- Additional product: A limited supply of nut and candy items will be available at select council offices after all deliveries are made. Please complete the online MagNut Additional Product Request Form or contact council's customer care at 800-248-3355 or magnut@gswpa.org for availability.
- **As a caregiver, you're financially responsible for all product ordered. Product cannot be returned or exchanged.**

Girl Rewards

- Girl rewards are automatically calculated in the M2 system. Select levels require choices, and these selections must be made by **Monday, Dec. 3 at 11:59 p.m** on the M2 site. Indie Girl Scouts can view the reward levels and choices in the *MagNut Program Family Guide*.
- Girl rewards will ship in January to your SUMM. Your SUMM will contact you for pick-up.
- Junior, Cadette, Senior, and Ambassador Indie Girl Scouts can choose to opt out of girl rewards to receive additional Indie Girl Scout Program Rewards.



What Are Indie Girl Scout Program Rewards?

Due to IRS regulations, Indie Girl Scouts cannot receive a direct financial benefit. Indie Girl Scout Program Rewards are earned based on a range of total sales for all MagNut product. Indie Girl Scouts begin to earn Indie Girl Scout Program Rewards when they reach \$40.00 in total sales. Indie Girl Scout Program Rewards are earned in \$5.00 increments but can be used in any amount. Indie Girl Scout Program Rewards are digital, and you'll be emailed her total amount earned and redemption instructions at the end of the program.

Indie Girl Scout Program Rewards can be used for:

- annual membership registration,
- council shop purchases,
- any council-sponsored camp or program registration fees, (Indie Girl Scout Program Rewards are not doubled for council-sponsored camps like Girl Scout Bucks.)
- service unit day camps and events,
- Bronze, Silver, and Gold Award project fees, and
- GSUSA Destinations.

Program Reward Snapshot:

\$40.00 sold = 1 Indie Girl Scout Program Reward
\$100.00 sold = 3 Indie Girl Scout Program Rewards
\$250.00 sold = 7 Indie Girl Scout Program Rewards
\$500.00 sold = 15 Indie Girl Scout Program Rewards

If your Indie Girl Scout is a Junior, Cadette, Senior, or Ambassador Girl Scout, she can choose the *Additional Proceeds Option* to opt out of girl rewards and receive additional Indie Girl Scout Program Rewards. Contact your SUMM or council prior to Oct. 16 if your Indie Girl Scout chooses this option. **Please note:** Once this option is selected, it cannot be changed.

Financial Procedures

- Be sure to review the caregiver responsibilities in the *MagNut Program Family Guide*.
- For orders placed on her paper order card, money is collected from the customer at the time of delivery unless the customer donates to Operation: Sweet Appreciation (OSA). Information on the OSA program is found in the *MagNut Program Family Guide* or at gswpa.org/magnut. All online customer payments will automatically be credited to the girl in M2.
- It's the caregiver's decision whether to accept customer checks. Customer checks must be made out to the caregiver; **council does not accept customer checks.**
- **Indie Girl Scouts pay the full amount for products received and do not retain proceeds for sales.** To find your total balance due to council, select the *Sales Report* icon on your Dashboard. The amount due will be under the *Nut Order Card* section. If you need assistance with the correct balance due, contact council's customer care at 800-248-3355 or email magnut@gswpa.org. Send check or money order to: Girl Scouts Western Pennsylvania, Attn: Product Program, 612 Locust Street, Johnstown, PA 15901.
- Caregivers will receive an email in January with the amount of Indie Girl Scout Program Rewards earned and redemption instructions.
- If you have an outstanding balance, you'll be ineligible to be appointed as a volunteer or participate in any volunteer/program/camp positions until the debt is paid. In addition, your Girl Scout's participation in future product programs will be limited and financial assistance won't be approved until the debt is paid.