

Wrapping Up Checklist

Troop Turn-In

Troops should turn in their final payments and paperwork by Sunday, October 29. When you collect orders and payments from the troops in your service unit at the end of the sale, be sure to check for accuracy of the following items:

- Verify that all troops have entered their paper nut/candy and girl rewards into M2OS. Assist any leaders who may need help with this process. Online orders are automatically included and do not need to be manually entered.
- Final payment amount. Troops should turn in their **Summary Report** with their final payment to check for accuracy.
 1. **To prevent overpaying what is owed, troops should wait until online sales end at 11:59 pm on October 27 to pull this report for their final payment.** Even if a troop stops taking in -person orders before this date, online sales can still come in until October 27. Additional online sales will increase proceeds and will change the final amount due to council.
 2. Troops should pay the exact amount listed in the summary report to council.

Ways for troops to pay their balance due council at the sale end

1. Submit amount due from the summary report as an ACH deposit through the ePayment system. They will need to print a copy of their confirmation email to turn in with their summary report at the end of the sale.
2. Deposit all funds into their troop account, then write a check from their troop account to GSSNE for the amount due from their summary report. Turn in their troop check with a copy of the summary report.
3. Deposit money directly to GSSNE at a bank by using one of the GSSNE deposit slips. GSSNE deposit slips can be obtained from council. Turn in the summary report and a copy of the deposit receipt from the bank.
4. Hand in cash, checks and a copy of the summary report. The amount handed in should match the amount due on the troop's summary report.

Service Unit Turn-In

Please note that if all troops used the ePayment system, you do not need to come in. You only have to come in for turn-in if you have any troops who made their final payment using methods 2, 3, or 4 above. Please bring the following items to the council office for the Service Unit Turn-In. Council will have service unit and troop reports printed for you at turn-in. Turn-in days will be October 30th and 31st. Reach out to Rebecca/Michelle to schedule.

- Troop payments. **Please have all payments and paperwork separated by troop.** This allows for easier reconciliation should there be any errors.

Product & Reward Distribution

Product will be ready to be delivered/picked up by service units on November 16th and 17th. Sign ups for delivery/pickup times will be available online.

- Distribute all nut/candy items to troops upon receiving them.
- Rewards will be shipped in late November/early December. Distribute to troops immediately.