

# Wrapping Up Checklist

## Troop Turn In

Final payments from the troops in your service unit are due at the end of the sale, be sure to check for the accuracy of the following items:

- Verify that all troops have entered their paper nut/candy and Girl Scout rewards into M2. Assist any leaders who may need help with this process. Online orders are automatically included and do not need to be manually added.
- Troops should run their Summary Report to see final payment due amount. This should be done after 11:59pm on November 1<sup>st</sup>. Troops should pay the exact amount listed on the summary report to council.

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

1. Submit amount due from the summary report through our ePayment system.
2. Deposit all funds into their troop bank account, then write a check from the troop account to GSSNE for the amount due on the summary report. Turn in the check with a copy of the summary report.
3. Deposit money directly into GSSNE bank account by using one of our deposit slips. Deposit slips can be obtained from council. Turn in 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 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 payments using methods 2, 3, or 4 above. Please bring troop payments and paperwork separated by troop to turn in. We will have turn-in for those needed on November 2 & 3. Please reach out to Rebecca and Michelle to schedule.

## Product and Reward Distribution

Product will be ready to be delivered/picked up by service units on November 19 and 20 . Sign ups for delivery/pickup times will be sent out once orders are submitted. Distribute candy/nuts to troops upon receipt. Rewards will be shipped in December. Distribute to troops immediately.

