

Cookie Program

2026 Juliette IRG Mentor Guide





Cookie Role, Overview and Resources

Your Role

As an IRG Mentor, you're not just supporting your Juliette—you're empowering her to shine! You'll be the acting Troop Cookie Chair (TCC), and your guidance is key to ensuring she has a productive and clear understanding of everything involved. Remember, she'll be using her GSUSA ID in the Smart Cookies System and Digital Cookie (DC26), and together, you'll navigate this journey like pros!

Think of it this way: your Juliette is her own troop, and you get to be her Product Coordinator! Your support, encouragement, and organization will make all the difference as she learns and grows through this experience.

Getting Started

Here's a quick checklist to get you started:

- 1. Membership and Background Check:** Ensure you have an active 2026 membership and a favorable background check. This is super important for moving forward!
- 2. Training:** You'll need to complete the training in gsLearn and attend the TCC Training. Don't worry, it's all designed to set you up for success!
- 3. Discuss the Program:** Chat with your Juliette about the program process. Go over how they earn and use credits, as well as the details on initial orders, reorders, and payments. This will help both of you feel confident as you dive in!
- 4. Parent Permission Form:** You'll need to sign the Parent Permission Microsoft form on the Council Website. Once that's done, your Juliette will be all set to participate in the program!
- You will receive an email from Smart Cookies with a subject line of "**ABC Smart Cookie Registration**" and another registration email from DC26 to register the troop.
- The Juliette will receive a registration email with a subject line of "**It's time to register your Girl Scout for Digital Cookie**". They can also set up their page and pick their recognitions.

During the Program

- You will need to enter your Initial Order into Smart Cookies if you are ordering by the case.
- You will be responsible to pick the Initial Order up at the Mega Drop.
- If you want additional cookies after the Initial Order, you will place a planned order in Smart Cookies every Sunday before 10 pm. These are also in full cases.
- If you want individual boxes, you will need to fill out the Juliette reorder form and email the form to the cupboard manager. You can choose any cupboard that you would like to pick up from.
- Monitor and make sure you are entering your Juliette's orders in Smart Cookies and verifying they entered their recognition choices.
- Council will enter payments as they are received into the Troop.
- Once payments are in Smart Cookies, add the "troop" payments to the girl.
- Transfer any "troop" product to the girl in Smart Cookies.
- Transfer any product in and out of their "troop".
- Any questions that you have, your CCC can answer for you.

End of Program

- Gather the paperwork and verify everything is entered correctly into Smart Cookies.
- Turn all final paperwork into the CCC by the deadline.
- Pick up recognitions from the CCC.

Tools and Resources

Empowering Your Success with Essential Tools and Resources

- Troop Cookie Chair Guide
- Smart Cookies (Troop) DC26 (Girl)
- All guides are located in Girl Scouts of Citrus gsLearn and Council website.
- ABC and DC26 resources in Troop Cookie Guide

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Smart Cookies Website

- Juliettes will be uploaded into Smart Cookies once they have a current 2026 membership beginning December 2, 2025.
- If a Juliette has not been uploaded, please contact your CCC.
- You will have access to both the “troop” and girl page. Make sure your information is updated under the troop so you and your Juliette can see their progress. Girls only have access to their page in DC26.
- Juliette’s can choose their recognitions OR they can opt-out if they are a Junior or above.
- You will need to verify Initial orders and complete recognition choices.

Juliette Troop Numbers

Juliette’s need their GSUSA ID # for 2 reasons:

- It is used as their troop #.
- They need it to pick up their products and recognitions.

To locate your Juliette’s GSUSA ID number, log into your myGS.

- Select My Household
- Scroll to Juliette member
- Select edit profile.
- Under membership details, Member ID is the Juliette’s GSUSA ID number.

Initial Order

- One of your responsibilities is to enter your Juliettes Initial Order into Smart Cookies. Please verify that the order is entered correctly.
- Juliettes will be responsible for picking up their Initial Order (Girl Delivered Orders are included in the Initial Order) from the Mega Drop.
- When a Juliette picks up their Initial Order, they need to:
 - Know their GSUSA ID #
 - Count and Verify all product is accounted for and sign the Dot Sheet. This will hold you financially responsible for all product picked up at Initial Order.

Online and Girl Delivered Order

- Online orders - received and paid for by Credit Card, Paypal or Venmo and shipped directly to customer.
- Girl Delivered Orders - Customers order online and pay online and the girl delivers the orders to the customer. These are for local customers only.

Booths

- Juliettes can participate in booths.
- Juliette’s cannot acquire their own booths.
- Please see Booth Procedures in the Troop Guide.
- We encourage all Juliettes to attend the Community Cookie Booth meeting. Please connect with your CCC to get the meeting dates.
- It is important that every adult working at a booth with non-related girls must have a favorable background check and is a current registered Girl Scout. Additionally, if an adult male is present at the booth, there must be at least one other non- related adult female on-site.
- If you are participating in a booth with your daughter and/or another adult and their daughter, you do not have to be registered, or background checked.
- All girls Junior and below must have 2 adults at any booth.
- All girls Cadette and above can participate in a booth with 1 adult and 1 girl if they are related. If they are not related, they must have 2 unrelated adults. Additionally, if an adult male is present at the booth, there must be at least one other non-related adult female on-site if they are unrelated to any girl at the booth.
- No Tagalongs are allowed.

Planned Orders and Reorders

- All cookies are the responsibilities of the Juliette and her parent. Cookies must be kept in a cool dry place, away from pets. Please do not pick up the cookies and leave them in your vehicle.
- **All cookies ordered on Initial Order, Planned Order or Reorder, must be picked up.**
- If a Juliette places a planned order, they must pay a portion of their first order, before they can place any further orders. Planned orders must be in full cases and entered into Smart Cookies on Sunday evenings before 10 pm.
- If a Juliette needs a reorder that is not in full cases, they will fill out a Juliette reorder form and email it to the cupboard of their choice.
- Just like troops, you will pick up your planned order or reorder, during your scheduled time at the requested cupboard.



Booth Procedures

November	The Council will upload last year's booth locations by Community. Please review these booths and confirm permission for each one prior to January 6th .
January 7	<p>Round 1- Each Troop will choose a maximum of THREE booths within their Community. TWO can be premiums.</p> <ul style="list-style-type: none"> Booth selections will be done in each Service Community during their Service Community Booth Selection meeting. Juliettes can select TWO locations. ONE can be a premium. Round 1 must be entered into Smart Cookies by January 7th (NO EXCEPTIONS). If Communities or troops do not select their booths by January 7th, they will have to wait for Round 2.
January 13	<p>Round 2 - 7 p.m. First Come First Serve Opens (FCFS)</p> <ul style="list-style-type: none"> Troops can select THREE more locations on a FCFS basis. One can be a premium. Juliettes can select TWO locations. ONE can be a premium. These will be available for the entire Council. The FCFS will open on the January 13th at 7:00 p.m. and close January 14th at 11:00 p.m.
January 15	<p>Round 3 - 7 p.m. - First Come First Serve Opens (FCFS)</p> <ul style="list-style-type: none"> Troops can select THREE more locations on a FCFS basis. ONE can be a premium. Juliettes can select ONE location. The ONE can be a premium. These will be available for the entire Council. FCFS opens on January 15th at 7 pm and closes on January 16th at 11 p.m.
January 19	<p>Round 4 - 8 p.m. First Come First Serve Opens (FCFS)</p> <ul style="list-style-type: none"> Troops can select TWO more locations. ONE can be a premium FCFS opens on January 19th and closes on the January 20th at 11:00 p.m.
January 21- March 8	<p>Round 5 - 8 p.m. First Come First Serve Opens (FCFS)</p> <ul style="list-style-type: none"> First Come First Serve-All remaining booths are available for unlimited selections based on availability. This will give all girls an opportunity to reach their individual goals.



Care to Share

- The only donation program we endorse is the Care to Share (CTS) program. All donations will go towards supporting this program.
 - Enter all Care to Share into Smart Cookies.
 - You will transfer the CTS orders to your Juliette in Smart Cookies
- Turn the CTS form in at the end of the program with your final paperwork.

Recognitions

- Juliettes will make their recognition choices in DC26.
- The IRG Mentor will create the recognition in Smart Cookies.
- You will be notified by your Community Cookie Chair on when to pick up the recognitions from them once they have received them.





Payments

- Juliettes need to make payments before placing any additional orders (reorders).
- In Smart Cookies, Council enters payments under the “troop”. Payments need to be moved from troop to girl.
- To make a payment, Juliettes need to contact the Council Shop

Final Paperwork

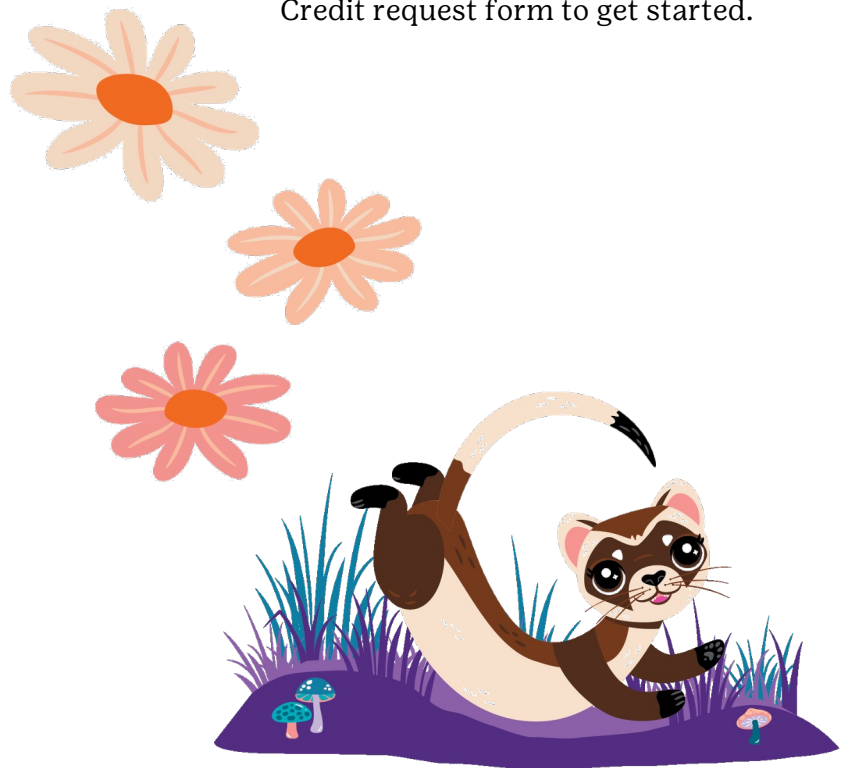
- Set a day and time before the paperwork is due to the CCC, to review final paperwork.
- Verify you have the following forms/papers and check against Smart Cookies for accuracy:
 - Troop Transfers
 - Care to Share Form
 - Turn in your paperwork to your CCC by their deadline.

Juliette Program Credits

- Juliettes are required to pay in full, this includes all donations they receive.
- All cookie money must be paid by March 8, 2026.
- Juliettes do not keep their proceeds instead they earn credits due to IRS guidelines.
- Once balance is paid in full, credits will be applied to your Juliette Exploration card.
- Credits are nontransferable to any troop and cannot be gifted to other Girl Scouts. If a Juliette moves to a traditional troop, she will forfeit her credits.
- Juliettes must have a current, active membership to access credits.

How to Use Juliette’s Credits

1. **Membership Renewal:** You can redeem your credits towards the renewal of your Juliette’s Membership, as well as for the membership of one adult associated with your Juliette.
2. **Girl Scouts of Citrus Programs:** Credits can be applied to various programs, including camps, community events, and camporees. This is an excellent opportunity to engage in enriching experiences. Visit the forms section of our website and fill out the Program Credit request form to get started.
3. **Council Shop/Camp/Community Events:** If you’re planning to participate in any of these events, don’t forget to utilize your credits. Visit the forms section of our website and fill out the Program Credit request form to get started.
4. **Travel/Events:** For those with travel or event plans, remember that your credits can be used for Girl Scout related programming. Visit the forms section of our website and fill out the Program Credit request form to get started.





Juliette Credits

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Boxes Sold	Avg. Earnings With Incentives	Avg. Earnings Without Incentives
50-99	\$48.75	\$52.50
100-149	\$86.63	\$93.13
150-199	\$131.25	\$140.00
200-249	\$178.20	\$189.56
250-299	\$222.92	\$236.25
300-349	\$306.38	\$322.50
350-399	\$392.06	\$411.13
400-449	\$471.00	\$492.00
450+	\$562.50+	\$585.00+



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