girl scouts of citrus

# FALL PRODUCT
# SWEETS 'N' TREATS

## 2026 Juliette IRG Mentor Guide



# Fall Product Sweets ‘N’ Treats Role, Overview and Resources



## Getting Started

**Here’s a quick checklist to get you started:**

1. **Membership and Background Check:** Ensure you have an active 2027 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 TFPC 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!

## Your Role

**Let's Rock the Fall Product Sweets ‘N’ Treats Program!**
We wanted to take a moment to share some encouraging words about your important role as an IRG Mentor for the Fall Product Sweets ‘N’ Treats Program.

As an IRG Mentor, you’re not just supporting your Juliette, you’re empowering her to shine! You’ll be the acting Troop Fall Product Chair (TFPC), 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 M2 Fall Product System, 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.



# Fall Product Sweets 'N' Treats Role, Overview and Resources



## During the Sale

**Keep Up the Great Work During the Sale!**

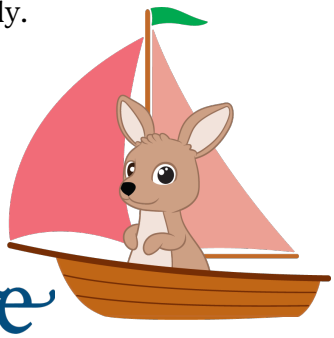
As we navigate through this busy sales period, we want to take a moment to encourage each of you to stay focused and proactive.

Please remember to monitor the M2 system closely. It's essential that you enter Juliette orders accurately and verify that their recognition choices have been recorded. Your attention to detail is crucial in ensuring a smooth process for our customers and for our team.

## IMPORTANT

**Important Updates on Payment and Product Management**

1. Payment Processing: IRG Mentor will make the payment in the Council shop. The council will enter payments as they are received. Once payments are recorded in M2, please ensure that "troop" payments are promptly moved to the respective Juliette account.
2. Product Transfers: It is essential to transfer any "troop" product directly to the girl in M2 to maintain accurate records and inventory.
3. Reorders: For any reorders, please send these directly to your Community Fall Product Chair (CFPC). Please note that CFPCs will not be able to accept recorders from Juliettes until they have made payments for the product they have already received.
4. Troop Inventory Management: Make sure to transfer any product in and out of their "troop" as needed. This helps in keeping our inventory organized.
5. If you have any questions or need clarification on any of these processes, please don't hesitate to reach out to your CFPC. They are there to assist you and ensure we navigate these changes smoothly.



READY TO explore

## End of Sale

**End of Sale Checklist**

As we approach the end of the program, we want to take a moment to commend each of you for your hard work and dedication.

To ensure a smooth wrap-up, please remember to complete the following tasks:

1. **Gather the Paperwork:** Make sure all relevant documents are collected and organized. This will help us maintain clarity and accuracy in our records.
2. **Verify Entries in M2:** Double-check that all information has been entered correctly into our M2 system. Accuracy is key, and your attention to detail is greatly appreciated.
3. **Submit Final Paperwork:** Once everything is verified, please turn in all final paperwork to the CFPC. Timely submission is crucial for a seamless transition.
4. **Collect Recognitions:** Don't forget to pick up your well-deserved recognitions from the CFPC. It's important to celebrate your achievements!

Your hard work and commitment have brought us to this point, and we are excited to see the results of our collective efforts.

## Tools and Resources

**Empowering Your Success with Essential Tools and Resources**

As we embark on another exciting season with the Girl Scouts, we want to take a moment to remind you of the valuable tools and resources available to support your efforts.

For those involved with Juliette programs, the IRG Mentor Guide is an excellent resource that provides insights and best practices to help you navigate your role effectively. Similarly, our Troop Fall Product Chair Guide is designed to equip you with the necessary tools to ensure a successful product program experience.

Both guides, along with many other helpful materials, can be found on the Girl Scouts of Citrus gsLearn platform and our Council website. We encourage you to explore these resources, as they are designed to empower you and enhance your experience within our community.

Should you have any questions or need further assistance, please don't hesitate to reach out to the CFPC.

## M2 Website

**M2 Website for Juliette Members**

As we prepare for the upcoming year, please remember that Juliette profiles will be uploaded to the M2 system once they have a current 2027 membership. If you notice that a Juliette has not yet been uploaded, don't hesitate to reach out to your CFPC for assistance. We want to ensure that every Juliette has access to their information and can fully engage with the platform.

You will have access to both the "troop" and girl pages on the M2 website. It's essential to keep your "troop" information updated so that both you and your Juliette can track her progress seamlessly. Remember, girls will only have access to their pages, so it's crucial to ensure everything is up to date.

Additionally, we want to remind you that Juliette's have the option to choose their recognition, or they can opt-out if they are Junior or above. Please take the time to verify the initial orders and complete recognition choices as we move forward.

## Juliette Troop Numbers

**Important Information About Juliette Troop Numbers**

We wanted to take a moment to highlight the importance of ensuring that each Juliette has their GSUSA ID number. This number serves two crucial purposes:

1. **Troop Identification:** The GSUSA ID number is used as their troop number, which helps us keep track of individual Juliette troops and ensures they are recognized and supported in our system.
2. **Product and Recognition Pickup:** It is also essential for Juliette members to have their GSUSA ID when picking up their products and recognitions. Having this number readily available will streamline the process and ensure that they receive everything they've earned.

To locate your Juliette's GSUSA ID number, log in to your myAccount. Select My Household, scroll to Juliette member, and select edit profile. Under membership details, Member ID is the Juliette's GSUSA ID number.

## Initial Order

**Important Information About Your Initial Order**

We wanted to take a moment to remind you about the process for entering and picking up your Initial Order in the M2 system. This is an important step in ensuring that you have everything you need for a successful program.

**Your Responsibilities:**

1. **Entering the Initial Order:** It's your responsibility to enter your Initial Order in the M2 system. Accuracy is key, so please take a moment to double-check your entries.
2. **Picking Up Your Order:** Once your order is ready, you will need to pick it up from the CFPC. Remember to bring along your GSUSA ID #, as you will need it for the pickup process.
3. **Signing the Statement of Responsibility:** Upon arrival, you will be required to sign a Statement of Responsibility. This is a simple step that ensures you understand your commitment to the products you are receiving.
4. **Counting and Signing for Your Products:** It's important to count and verify all the products you receive. After confirming the quantities, you will sign for them, and a copy of this document will be provided to you to submit to CFPC at the end of the program.

## Booths

We're excited to share some fantastic opportunities for our Juliettes to participate in Community Fall Product Booths. This is a wonderful chance for our girls to connect, gain valuable skills, and contribute to our community. Please note that Juliettes cannot acquire their own booths, so it's important to participate in the community-provided options.

We encourage all Juliettes to attend any upcoming Community Fall Product Booth meetings. Please connect with your CFPC to get the meeting dates. These meetings will provide a chance to choose booths and collaborate with fellow Juliettes on working at booths that the community provides.

**Safety is our top priority!** Please remember to adhere to the Girl Scout Safety Guidelines Check Points. Ensuring the safety of our girls and the security of our funds is essential for a successful Product Program.

- 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 Brownie and below must have 2 adults at any booth.
- All girls Junior 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.

## Reorders

Reorders occur when you've sold all your Initial Orders or if you receive additional requests after the Initial Order deadline. If you find yourself in need of a reorder, here are a few important steps to remember:

1. **Initial Payment:** To place a reorder, you will need to pay a portion of your first order.
2. **Troop Reorder Form:** When you're ready to reorder, simply fill out the Troop Reorder Form. Don't forget to include the Care to Share program information. This initiative is a fantastic way to give back.
3. **Submission to CFPC:** Once your form is complete, send it to the CFPC based on your community's deadlines.
4. **Verification:** For reorders, it's essential to count and verify your items. You'll also need to sign a Troop Transfer Form to finalize the process.



## Care to Share

The Care to Share program is the only donation initiative we endorse, and we are thrilled to share that all donations received will directly benefit this valuable program. Your contributions not only help our Juliette participants but also create lasting impacts in our community.

As we move forward, please remember to add each Juliette's Care to Share totals (after their Initial Order) on the Troop Reorder form. This step is crucial, as it ensures that the donations are accurately recorded and allocated. Once you have completed the Troop Reorder form, please forward it to the CFPC, who will enter the order into each "Juliette's Troop" in M2.

Additionally, it's important to remember that you will need to transfer the Care to Share amounts to your Juliette in M2. Finally, please make sure to turn in the Care to Share form along with your final paperwork at the end of the program.

## Payments

**Important Payment Reminder for Continued Ordering**
Before placing any additional orders (including reorders), Juliettes need to make their payments. In our M2 system, payments are initially entered under the "troop." To ensure accurate tracking and management, we need to move these payments from the troop level to the individual girl level.

To access your balance owed, please see the steps below:

- Login to M2
- Under Financials and Reporting, click on Reports
- Scroll over to the right and click on Summary Reports
- Scroll to the bottom and click on Download PDF
- Once downloaded, you will see the top line on your left: Total $ Sold. This is the balance owed to Council.

Payment Processing: IRG Mentor will make the payment in the Council shop.

## Final Paperwork

**Final Paperwork Review and Submission Reminder**
As we approach the deadline for submitting our final paperwork to the CFPC, we want to encourage everyone to stay organized and proactive in this process.

To ensure everything is in order, please set aside a day and time before the submission deadline to review your final paperwork.

Please verify that you have the following forms ready and check them against M2 for accuracy:
- Troop Summary Report
- Statement of Responsibility
- Troop Transfers
- Care to Share Form

Remember to turn in your completed paperwork to your CFPC by their deadline. Your diligence during this process is greatly appreciated and will contribute to our collective success.

## Juliette Fall Product Program Credits

Participating in this program is a fantastic opportunity not only to support your goals but also to make a positive impact within our community. Remember, all Juliette members are required to pay in full, which includes any donations you receive. Because of IRS guidelines, Juliette's do not earn direct proceeds from their sales. However, they do earn program credits.

Once your balance is paid in full, your credits will be applied to your Juliette Exploration card. Please keep in mind that these credits are nontransferable and cannot be gifted to other Girl Scouts or troops. If you decide to transition to a traditional troop, your credits will be forfeited, so it's essential to stay connected with us and make the most of your Juliette experience.

Lastly, to access your credits, please ensure that you maintain an active membership. This will help you unlock all the benefits of the program and continue your journey as a valued Juliette.

# How to Use Juliette Credits



**Make the Most of Your Juliette Credits!**

As we approach the new membership year, we wanted to take a moment to remind you of the fantastic opportunities available through your Juliette's Credits. Your commitment to the Girl Scouts community is invaluable, and we want to ensure you can fully benefit from your credits.

**Here's how you can make the most of your 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. It's a great way to continue your journey with us!
2. **Girl Scouts of Citrus Programs:** Credits can also 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.

You will be able to access your Juliette balance through your Juliette Exploration card. The card and the instructions will be mailed to your mailing address in your myAccount.

We're excited to see how you'll use your credits to enhance your Girl Scouts experience! If you have any questions or need assistance with the process, please don't hesitate to reach out.



# Notes