



# 2025 Juliette Cookie Coordinator Guide





# Cookies Role, Overview and Resources

## Your Role As A Juliette Coordinator

As a Juliette Product Coordinator (JPC) you will support your Juliette to ensure she has a productive and clear understanding of the Cookie Program. You will be the acting Troop Cookie Chair (TCC) for your Juliette. Juliettes will be using their GSUSA ID# as their Troop # in DC25. The Troop will be in both Smart Cookies and DC25 under the Juliettes GSUSA ID#. Juliettes are essentially their own troop, with you as their Product Coordinator. The Community Cookie Chair will be your first point of contact. Communicating with the CCC is very important.

### Getting Started

- You will need to have a current 2025 membership, marked as the TCC and a favorable background check.
- Take training in gsLearn and attend the TCC Training.
- Discuss with your Juliette the Cookie Program process, how they earn/use credits, Initial orders, reorders and payments.
- You and your Juliette will need to sign the Parent Permission WuFoo form found in gsLearn. Once this is signed, they will be eligible 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 DC25 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 Sale

- 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.

### End of Sale

- 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

- Juliette Coordinator Guide
- Troop Cookie Chair Chair Guide
- Smart Cookies (Troop) DC25 (Girl)
- All guides are located in Girl Scouts of Citrus gsLearn and Council website
- ABC and DC25 resources in Troop Cookie Guide
- Patricia Goss - Staff Juliette Liason: Contact at 407-228-1654 or email [Patricia@citrus-gs.org](mailto:Patricia@citrus-gs.org).



- 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.
- Send all reorders (if not in full cases, you can order full cases on the planned order) to the cupboard of your choice. Remember you must make payments before reordering any cookies.
- Transfer any product in and out of their "troop".
- Any questions that you have, your CCC can answer for you.



# Ordering , Booths and Recognitions 3

## Smart Cookies Website

- Juliettes will be uploaded into Smart Cookies once they have a current 2025 membership beginning December 3, 2024.
- 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 DC25.
- 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 completed 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.

## 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.
- A minimum of 2 registered and background check adults & 2 registered girls MUST be present at each booth. If 2 non-related Juliette’s are working at a booth together, there must be 2 non-related adults present at the booth.
- If an adult male is working the booth, there must be 1 other non-related female adult present at this booth.
- No Tagalongs 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 sells all her Initial Orders and receives additional orders after the Initial Order deadline, they can get additional cookies.
- 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.

## 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 DC 25.
- You, the Juliette Coordinator, 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 and Credits

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## 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 Millie Gomez at **mgomez@citrus-gs.org** or **407-228-1614**.

## 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 4, 2024.
- Juliettes do not keep their proceeds instead they earn credits.
- Juliettes may request their credits after their balance is paid in full.
- 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

- **Membership Renewal:** Credits can be redeemed towards the renewal of the Juliette’s Membership and the Membership of one adult per Juliette.
- **Girl Scouts of Citrus Programs:** Credits can be used towards camp and/or events including community events and camporees.
- **Council Shop/Camp/Community Events:** Credits can also be used towards the above listed items by going to the forms section of the website and filling out the Program Credit request form.
- **Travel/Events:** Travel/Event credits must adhere to Girl Scout related programming. All expenses will be paid directly by the Council to the vendor. Covered expenses would include all pre-approved accommodations, experiences, rental or cost of transportation and pre-paid meals for the Juliette/s and one chaperone. You must complete the Program Credit request form a minimum of 6 weeks prior to your planned activity.





# Juliette Credits



Juliette Credits			
Cookie Credits Earned			
		With	Without
Bands (in boxes)		Incentives	Incentives
1	50	20.71	22.38
51	100	61.31	66.26
101	150	101.91	110.13
151	200	142.51	154.01
201	250	183.11	197.88
251	300	223.71	241.76
301	350	264.31	285.63
351	400	304.91	329.51
401	450	345.51	373.38
451	500	386.11	417.26
501	550	426.71	461.13
551	600	467.31	505.01
601	650	507.91	548.88
651	700	548.52	592.76
701	750	589.12	636.63
751	800	629.72	680.51
801	850	670.32	724.38
851	900	710.92	768.26
901	950	751.52	812.13
951	1000	792.12	856.01
1001	1050	832.72	899.89
1051	1100	873.32	943.77
1101	1150	913.92	987.65
1151	1200	954.52	1,031.53
1201	1250	995.12	1,075.41
1251	1300	1,035.72	1,119.29
1301	1350	1,076.32	1,163.17
1351	1400	1,116.92	1,207.05
1401	1450	1,157.52	1,250.93
1451	1500	1,198.12	1,294.81
1501	1550	1,238.72	1,338.69
1551	1600	1,279.32	1,382.57
1601	1650	1,319.92	1,426.45
1651	1700	1,360.52	1,470.33
1701	1750	1,401.12	1,514.21
1751	1800	1,441.72	1,558.09
1801	1850	1,482.32	1,601.97
1851	1900	1,522.92	1,645.85
1901	1950	1,563.52	1,689.73
1951	2000	1,604.12	1,733.61
2001	2050	1,644.72	1,777.49
2051	2100	1,685.32	1,821.37
2101	2150	1,725.92	1,865.25
2151	2200	1,766.52	1,909.13
2201	2250	1,807.12	1,953.01
2251	2300	1,847.72	1,996.89
2301	2350	1,888.32	2,040.77
2351	2400	1,928.92	2,084.65

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