

**girl scouts**  
of citrus

# FALL PRODUCT SWEETS 'N' TREATS

2024 Juliette Product Coordinator Guide





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

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## Your Role

As a Juliette Product Coordinator (JPC) you will support your Juliette to ensure she has a productive and clear understanding of the Fall Product Sweets 'N' Treats Program. You will be the acting Troop Fall Product Chair (TFPC) for your Juliette. They will be using their GSUSA ID in the M2 Fall Product System. They are essentially their own troop, with you as their Product Coordinator.

## Getting Started

- You will need to have a current 2025 membership and a favorable background check.
- Take training in gsLearn and attend the TFPC Training.
- Discuss with your Juliette the Fall Product Sweets 'N' Treats 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. Once this is signed, they will be eligible to participate in the program.
- Send the "Launch Email" in M2 to your Juliette, located on your dashboard, under Campaign setup, click Parent/ Adult Email Campaign or PAEC.
- The email will contain a link to set up their personal online page. They can also set up their page from this email.

## During the Sale

- Monitor the M2 system and make sure you are entering your Juliette's orders and verifying they entered their recognition choices.

## **IMPORTANT**

- Council will enter payments as they are received. Once payments are in M2, move "troop" payments to the girl.
- Transfer any "troop" product to the girl in M2.
- Send all reorders to your CFPC. CFPC's will not accept reorders from Juliettes until they have made payments for product they already received.
- Transfer any product in and out of their "troop".
- Any questions that you have, your CFPC can answer for you.

## End of Sale

- Gather the paperwork and verify everything is entered correctly into M2.
- Turn all final paperwork into the CFPC.
- Pick up recognitions from the CFPC.

## Tools and Resources

- Juliette Coordinator Guide
- Troop Fall Product Chair Guide
- M2 Media
- All guides are located in Girl Scouts of Citrus gsLearn and Council website
- Patricia Goss - Staff Juliette Liaison:  
Contact at 407-228-1654 or email  
Patricia@citrus-gs.org.

## Customer Support for M2/Product or Questions

girl scouts | M2 Media

Hi!  
Our friendly customer service representatives are ready and waiting to answer all of your Fall Product Program questions!

[support.gsnutsandmags.com](https://support.gsnutsandmags.com)  
(800)-372-8520

We're happy to help!





## M2 Website

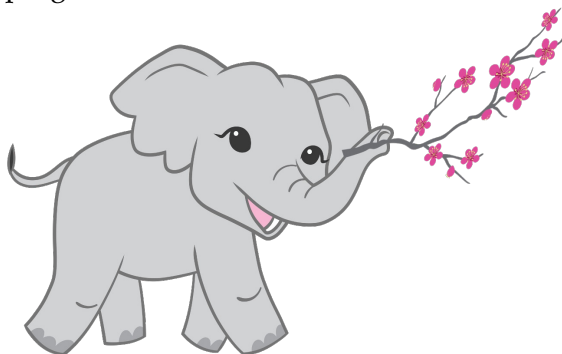
- Juliette's will be uploaded in the M2 system/website once they have a current 2025 membership.
- If a Juliette has not been uploaded, please contact your CFPC.
- You will have access to both the "troop" and girl page. Make sure your information is updated under the troop so you and your Juliette can see their progress. Girls only have access to their page.
- Juliette's can choose their recognitions OR they can opt-out if 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:
  - 1. It is used as their troop #.
  - 2. They need it to pick up their products and recognitions.

## Initial Order

- It is the Juliette's responsibility to enter their Initial Order in the M2 system. One of your responsibilities is to verify that the order is entered correctly.
- Juliette's will be responsible for picking up their Initial Order / girl delivered and any reorders from the CFPC.
- When a Juliette picks up their Initial Order, they need to:
  - Know their GSUSA ID #
  - Sign a Statement of Responsibility provided by the CFPC.
  - Count and Sign for all the product they receive. A copy will be provided to them to turn into you at the end of the program.



## Booths

- Juliettes can participate in booths.
- If there is a Community Fall Product Booth meeting, please attend so you can choose booths and/or connect with other Juliettes to work at a booth that the community provides.
- Juliette's cannot acquire their own booths.
- 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.

## Reorders

- Reorders are when a Juliette sells all her Initial Orders or receives more orders after the Initial Order deadline.
- If a Juliette places a reorder, they must pay a portion of their first order, before they can place any further orders.
- If a Juliette needs a reorder, you will fill out the Troop Reorder Form and include the Care to Share and send the reorder form to the CFPC based on Community deadlines.
- For reorders, they will be required to count and verify their reorder and sign a Troop Transfer Form.

## Care to Share

- The only donation program we endorse is the Care to Share (CTS) program. All donations will go towards supporting this program.
- Send each Juliette's Care to Share (after Initial Order) totals on the Troop Reorder form.
- Send the Troop Reorder form to the CFPC.
- The CFPC will enter the order into each "Juliettes Troop" in M2.
- You will transfer the CTS to your Juliette in M2
- Turn the CTS form in at the end of the program with your final paperwork.



## Payments

- Juliettes need to make payments before placing any additional orders (reorders).
- In M2, 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](mailto:mgomez@citrus-gs.org) or 407-228-1614.

## Final Paperwork

- Set a day and time before the paperwork is due to the CFPC, to review final paperwork.
- Verify you have the following forms/papers and **check against M2 for accuracy**:
  - Troop Summary Report
  - Statement of Responsibility
  - Troop Transfers
  - Care to Share Form
  - Turn in your paperwork to your CFPC by their deadline.

## Juliette Fall Product Program Credits

- Juliette’s are required to pay in full, this includes all donations they receive.
- Juliette’s do not keep their proceeds instead they earn credits.
- Juliette’s 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.
- Juliette’s 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.

