

# Juliette Product Coordinator Guide

## for the **FALL PRODUCT SWEETS 'N' TREATS PROGRAM**

### Your Role

As a Juliette Product Coordinator (JPC) you will support the Juliette's parents/guardian to ensure a productive and clear understanding of the Product Program. You will be the acting Troop Fall Product Chair for the Juliette's in your Community.

Each Juliette is in the M2 Fall Product System by their GSUSA ID. They are essentially their own troop with you as their Product Coordinator.

### Getting Started

- Complete the Troop Fall Product Chair Training through gsLearn.
- Work with your Community Fall Product Chair (CFPC) to receive an updated weekly list of all new Juliette's in your Community.
- Communicate to your Juliette's! Reach out to them - Invite all your Juliette's and their parents to a virtual or face-to-face parent meeting. In this meeting, go over the Fall Product Program process, how they earn/use credits (see last section regarding credits and their usage), Initial orders, reorders, and payments. Once they have attended the parent meeting & signed the Parent Permission WuFoo form (paper or online), they are eligible to participate in the Fall Product Program.
- Send out the "Launch Email" in M2 to all Juliette's. They can set up their page from this email.

### During the Sale

- Monitor the M2 system and make sure Juliette's are participating, entering their orders and verifying they entered recognition choices in the system.
- Make sure payments are being made by checking M2. Council will enter payments as they are received. Once payments are in the system, move "troop" payments to the girl.
- Transfer any "troop" product to the girl in the M2 system.



- Help Juliette's transfer any product in and out of their "troop".
- Answer any questions that your Juliette's may have. If you need assistance, contact your CFPC.

### End of Sale

- Collect paperwork from each Juliette and verify everything is entered correctly into M2.
- Turn any final paperwork for each Juliette into the CFPC.
- Pick up recognitions from the CFPC and distribute recognitions to each Juliette.

### Tools and Resources

- Juliette Coordinator Guide
- Troop Fall Product Chair Guide
- Juliette Girl Guide
- M2 Media
- Girl Scouts of Citrus gsLearn and Council website

## **Customer Support For:**

**M2/Product or Questions, visit  
support@gsnutsandmags.com or call 800-372-8520**

## **Training**

- All JPCs must complete the JPC and TFPC training on gsLearn.
- Juliette's and their parents must attend a parent meeting (virtual or in person) and sign the Parent Permission form before they can sell. This meeting is set up by you, the JPC.

## **Fall Product Website**

- You will launch the participant email in M2 to all your Juliette's within your community. This email will contain a link to set up their personal online page.
- Juliette's will be uploaded in the M2 system/ website once they have a current 2022-2023 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 to update the information under the troop so the Juliette and her parent can see their progress, as they can only see the girl 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 use their GSUSA ID # as their troop #.
- When a Juliette picks up product, they will need their GSUSA ID #.

## **Initial Order**

- It is the Juliette's responsibility to enter their Initial Order in the M2 system. It is your responsibility to double check and make sure it 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**

- Juliette's can participate in Booths.
- If there is a Community Fall Product Booth meeting, please invite all Juliette's.
- Parents 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 for when a Juliette sells all of 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, they need to email you with their order. You will send the reorder 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.

## Payments

- Juliettes need to make payments before placing any additional orders (reorders).
- As the JPC, you are responsible for checking the M2 system to see if the Juliette is making payments. If they are not making payments, do not place additional orders.
- In M2, council enters payments under the “troop”. You need to move these payments from the troop to the girl.
- To make a payment, Juliettes need to contact Customer Care at Council to connect them with someone from finance. Email [customercare@citrus-gs.org](mailto:customercare@citrus-gs.org) or call 407-896-4475.

## Final Paperwork

- Set a Day & Time before the deadline to the CFPC to review final paperwork.
- Verify you have the following forms/papers and check against M2 for accuracy:
  - ◆ Troop Summary Report
  - ◆ Parent Permission Form (is they used paper form)
  - ◆ Statement of Responsibility
  - ◆ Troop Transfers
  - ◆ Care to Share Form
- Turn in all Juliette’s paperwork to your CFPC by their deadline.

## Juliette Fall Product Program Credits

- All Juliette’s are required to pay in full. 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.

## Juliette’s: How to Use Credits

- **Membership Renewal:** Credits can be redeemed towards the renewal of the Juliette’s Membership and the Membership of one adult per Juliette. Log onto MyGS to process renewals. Please select Program Credits as payment type.
- **Girl Scouts of Citrus Programs:** Credits can be used towards GSC Program events. Log onto MyGS to register for the event. Please select Program Credits as payment type.
- **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.

