

Juliette Coordinator Guide for the Fall Product Program

Have you ever been a Troop Leader or Troop Fall Product Chair? If yes, your responsibility is the same. Juliette Coordinators are the Troop Fall Product Chair for all Juliette's in your community. The exception for products is that each Juliette has a unique 20,000 troop # but is still considered a girl in your "Troop". In this guide you will have all the information needed to help you learn about your responsibilities as the Juliette Coordinator. After reading this guide if you still have questions, your Community Fall Product Chair (CFPC) will be your first point of contact. They will be able to guide you with any questions you might have.

Primary Responsibilities

- Communication is the most important responsibility you will have. For Juliette's to succeed in the Product Program they will need your support and guidance throughout the program.
- Attend Troop Fall Product Chair training.
- Keep in regular contact with the CFPC to receive an updated weekly list of all new Juliette's in your Community.
- Invite all of your registered Juliette's to a (virtual or face to face) training.
- Continually reach out to Juliette parents as they register. Once trained their Juliette can participate in the Fall Product program. Encourage all Juliette's to participate.
- Ensure all Juliette's have filled out the Parent Permission Wufoo form online before they begin selling.
- Send out the "Launch Email" in (M2) to all Juliette's. They can set up their page from this email.
- Monitor (M2) to make sure Juliette's are participating in all the activities, entering their orders and entering their recognitions into the system.
- Make sure payments are being made by checking M2 report. Council will enter payments as they are received.
- Support the Juliette's parents/guardian to ensure a productive and clear understanding of the Product Program.
- Help Juliette's transfer product in and out of their "troop".
- Transfer product from troop to girl in M2.
- Transfer/enter girl payments from troop payments in M2
- Collect paperwork from each Juliette and verify everything is entered correctly into M2.
- Pick up recognitions from the Community Fall Product chair.
- Distribute recognitions to each Juliette.

Juliette Troop Numbers

- Juliette's will be assigned a 20,000 troop #.
- These numbers are only for Juliette's and only associated with Product Programs.
- Please let your Juliette Parents/Guardians know their 20,000 troop #. This number will help identify the Juliette when she goes to pick up from the cupboard / CFPC.

Training

- Train your Juliette Parent(s). All Juliette parents are required to be trained.
- Juliette parents must sign the online parent permission WuFoo form before their Juliette can sell.
- Show or have them watch the trainings posted by Citrus.

Booths

- Just like Troops, Juliette's have an option to participate in Fall Product booths.
- You will invite the Juliette(s) parent to the Community Fall Product Booth selection meeting.
- Parents can choose booths and/or connect with other Juliette(s) to work at a booth that the community provides.
- **Juliette parents just like troops cannot acquire their own booths.**
- A minimum of 2 registered and background checked 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 nonrelated female adult present at this booth.

Fall Product Website

- Juliette Troop/Girls will be uploaded into the M2 website only if they have a current membership.
- Juliette Coordinator will launch the participate email to all Juliette's in your community. There will be a link in this email to set up their online page, set their goals and send emails to their family and friends.
- Non-registered Juliette's can search their name and set up their page. Their emails will be held until she registers.
- If a Juliette has not been uploaded, please check with your CFPC to see if the Juliette is registered.
- Juliette coordinators will have access to both the troop and girl page.
- Juliette's will only have access to the girl page and not have access to the troop page.
- Juliette's can choose their recognitions OR Juliette's can Opt Out of recognitions **only** if they are **Juniors** and above.
- Juliette Coordinators will verify the Juliette's entered their Initial Order and completed choices for their recognitions.

Initial Order

- It is the Juliette's responsibility to enter their Initial Order from their order cards into the M2 system.
- Juliette's will be responsible for picking up their Initial Order from the Community Fall Product Chair.
- When the Juliette Parent picks up their initial order they will do 3 things:
 - Juliette Parents will need to know their Juliette 20,000 # when picking up their products.
 - They will be asked to complete a **Statement of Responsibility (SOR)** before receiving their product.
 - They will be asked to count and sign for all product they receive. They will receive a yellow copy of the SOR to turn into you at the end of the program.

Reorders

- If they have a reorder they will need to email you the order. Be sure to check to see that the she has sold her Initial product prior to reordering. Reorders need to be sent to you on the designated day and time you set up for the Juliette parents. You will send the order to your Community Fall Product Chair based on the Communities deadlines.
- If a Juliette places a reorder, they must pay a portion of their first order, before they can place any further orders.
- They will be required to count and verify their reorder and sign a **Troop Transfer Form**.

Payments

- Payments need to be made before placing any additional orders.
- As the Juliette Coordinator, you will be responsible for checking the M2 system report to see if the Juliette is making payments. If they are not making payments you should not place additional orders for the Juliette.
- Payments are sent to Millie Gomez at Council. (mgomez@citrus-gs.org or 407-228-1614)

Final Paperwork

- Set a day & time to review the final paperwork. This date should be prior to your deadline to turn into your CFPC.
- Verify you have the following forms/papers and check against M2 for accuracy:
 - Statement of Responsibility (Initial Order or first order)
 - Troop Transfers
 - Care to Share form if they sold any items for the Care to Share Program
- 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. Contact Millie Gomez for credit amount.
- Juliette's may use the Juliette Credits for Council approved GS events/activities and the Council shop. The form to use credits is located in the forms section of our Citrus Council website www.citrus-gs.org.
- Credits are nontransferable to any troop and cannot be gifted to other Girl Scouts.
- Juliette's must have a current, active membership to access credits.
- If a Juliette moves to a traditional Troop, she will forfeit her credits.

M2/Product Questions Customers can visit question@gsnutsandmags.com or call 800-372-8520