

GSHG Juliette/IRM Girl Scouts Product Program Guidelines

Introduction:

These guidelines address participation of the Juliette/IRM Girl Scouts participating in Girl Scouts of Historic Georgia's Product Program, including the Fall Product and the Cookie Programs. It is our hope that Juliette/IRM Girl Scouts will take advantage of this opportunity to participate in the Product Programs and enjoy the program's benefits.

Procedure for Participation:

A Juliette's/IRM's participation in product program is coordinated through the regional Product Program Manager (PPM). Their contact information is available on our website: www.gshg.org.

The Juliette's/IRM's parent/caregiver must submit the online Parent Permission form found on our website before order forms will be given to the Juliette/IRM. Orders will be submitted to the PPM. A Juliette/IRM is eligible to earn any rewards offered to girls who participate in GSHG Product Programs.

Fall Product Program: The Juliette/IRM will obtain her ordering materials from the PPM when the Parent Permission form is received by the PPM. All orders are to be entered into the M2 media system by the parent/caregiver by the parent deadline date. If the parent entry deadline is missed, the order card may be submitted to the PPM. Nut and Candy items will be delivered to, and her order picked up from the Regional Product Program Manager. It is the responsibility of the Juliette/IRM and her parent/caregiver to arrange pick up of the Juliette's/IRM's order.

Cookie Program: The Juliette/IRM will obtain her order form from the PPM when both the Parent Permission JotForm and the Parent Debt Procedure form have been submitted. The Parent Debt Procedure form is a DocuSign form that can be accessed through our website or through your PPM. Cookies will be distributed from the regional cookie cupboard* serving the Juliette's/IRM's community. If the parent/guardian is a registered adult Girl Scout, the cookies may be given on consignment and two weeks will be allowed for payment. Payment will be made to the PPM and further instructions will be available from her/him. If the parent/guardian is not registered, full payment will be required when cookies are picked up.

Reward Items and Patches: Rewards will be delivered to the regional office. The PPM will contact the parent/caregiver when the patches and reward items are available to arrange for pickup. Cookie Program Credits will be emailed directly to the Juliette/IRM parent/caregiver through our membership system. (It is the parent/caregiver's responsibility to confirm they have opted in to receive emails.)

Process Details:

- Registered girls not connected to a troop are identified by the council registrars and a mailing list is compiled.
- Regional meetings are held for parents/caregivers and Juliettes/IRMs (face-to-face or via Teams). At this time, parents/guardians and girls will receive all the necessary information for the product program.
- Regional Product Program Managers will be responsible for managing the program for individual girls and assisting girls and parents/caregivers with process issues - such as inventory distribution, booth sales etc.
- Juliette/IRM Girl Scout's parents/caregivers will pick up products from the cookie cupboard*.
- Juliettes/IRMs will be allowed to participate in scheduled booth sales coordinated by the PPM.
- Funds will be deposited in the council-wide account and proceeds accessed via grant requests through the Juliette Funds Request Committee.
- All established deadlines will be observed.
- If a Juliette/IRM joins a troop during the same membership year of the program, she may request her funds be transferred from the council account to her new troop's account.

Accessing Funding:

- Girls will submit grant applications to access funding.
- Funding applications are reviewed and approved by a Juliette/IRM Funds Request Committee.
- Funding requests may not exceed \$500 per membership year which is the established limits outlined on the Cookie Incentive chart.
- Funding can be used for resident camp, shop purchases and council-sponsored program activities.
- Funds are not given on a dollar-for-dollar basis.
- Juliette funds are put in a pool and not tracked by girl. We have a request form and a volunteer review committee to oversee the disbursement of funds. Once a girl bridges to adult she can no longer request funds from the pool.

Note: *Check with the local product program manager because not all shops have a cookie cupboard.