

GSHG Juliette/IRG Girl Scouts

Product Program Guidelines



Introduction:

These guidelines address participation of a Juliette/IRGs (Independently Registered Girls) in Girl Scouts of Historic Georgia's Product Program, including the Fall Product and the Cookie Programs. It is our hope that Juliettes/IRGs will take advantage of this opportunity to participate in these product programs and enjoy the program's benefits.

Procedure for Participation:

A Juliette's/IRG's participation in product program is coordinated through the regional product program manager (RPPM). Their contact information is available on our website: www.gshg.org.

The Juliette's/IRG's parent/caregiver must submit the online Product Program Parent Permission Jotform for Juliettes/IRGs found on our website before materials will be given to the girl. This permission form can be submitted for both the Fall Product Program and Cookie Program if the Juliette/IRG will participate in both programs. Orders will be submitted to the RPPM. A Juliette/IRG is eligible to earn any rewards offered to Girl Scouts who participate in GSHG Product Programs.

Fall Product Program: The Juliette/IRG will obtain her ordering materials from the RPPM when the Product Program Parent Permission form is received. All orders are to be entered into the M2 media system by the parent/caregiver by the parent deadline. If the parent entry deadline is missed, the order card may be submitted to the RPPM. The Juliette/IRG will pick up her nut and candy items up from the regional product program manager. It is the responsibility of the Girl Scout and her parent/caregiver to arrange pick up of this order.

Cookie Program: The Juliette/IRG will obtain her ordering materials from the RPPM when both the Product Program Parent Permission Jotform and the Parent Debt Procedure Jotforms have been submitted. The Parent Debt Procedure Jotform can be accessed through our website or through your RPPM. Cookies will be distributed from the regional cookie cupboard* serving the Juliette's/IRG's community. If the parent/caregiver is a registered adult Girl Scout, the cookies may be given on consignment, with a two-week allowance for payment. Payment will be made to the council shop and further instructions will be available from the RPPM. If the parent/guardian is not registered, full payment will be required when cookies are picked up.

Rewards: Rewards will be delivered to the regional office. The RPPM will contact the parent/caregiver when the rewards are available to arrange for pickup. Cookie Program Credits will be emailed directly to the 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 Girl Scouts 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/IRGs (face-to-face or via Teams). At this time, parent/caregivers and girls will receive all the necessary information for the product program.
- Regional product program managers (RPPM) will be responsible for managing the program for individually registered Girl Scouts and assisting girls and parents/caregivers with process issues - such as inventory distribution, booth sales, etc.
- Juliette/IRG parents/caregivers will pick up products from the cookie cupboard*.
- Juliettes/IRGs will be allowed to participate in scheduled booth sales coordinated by the RPPM.
- Funds will be deposited in the council-wide account and proceeds will be accessed via grant requests through the Juliette Funds Request Committee.
- All established deadlines will be observed.
- If a Juliette/IRG 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:

- Girl Scouts will submit a Juliette Funds Request Application to access funding.
- Funding applications are reviewed and approved by a Juliette/IRG Funds Request Committee.
- Funding requests may not exceed \$500 per membership year, which is the established limit.
- Funding can be used for resident camps, 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. A request form must be submitted, and the volunteer review committee will oversee the disbursement of funds. Once a girl bridges to adult she can no longer request funds from the pool.

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