

girl scouts
of southeastern
michigan



2023 Fall Product Program Juliette Handbook



What is the Fall Product Program?

This program is an integral part of a Girl Scout's journey toward leadership, learning and developing **Goal Setting, Teamwork, and Financial Literacy**.

The Fall Product Program is also an easy, fun way to earn startup Program Credits for your Juliette's activities at the beginning of the Girl Scout year!

Juliette Checklist of Important Dates

September 18 – Online Early Sales

- To receive your kick off email and to set up your Juliettes online account, please email productsales@gssem.org.
- Girl information will be in the Fall Product Program online system (www.gsnutsandmags.com/gsseem) if your Juliette is registered.
- Parents and Juliette's can begin sending emails to friends and family for magazines, candy, and nut orders.
- Setup your online account and take online orders!

September 29 – Program Begins

- Juliette's begin taking in-person candy and nut orders through the paper order card.

By October 22

- Enter and submit your Juliette's candy and nut in-person and booth extras into online Fall Product Program system by 11:59 p.m. The online order system will calculate the recognitions earned for your Girl Scout.
- You'll select your pickup date, time and location for your candy, nuts, and reward items as well.
- If your Juliette has additional paper orders, or edits that need to be made after October 22, please email productsales@gssem.org the new orders/edits. **Changes to Juliette orders can be made until 5 p.m. on October 31, 2023.**

November 9, 10, 11

- Pick up your Juliette's candy/ nut orders in-person at your confirmed date, time, and site.

November 11-30

- Juliette delivers product(s) & hosts any fall program booths.

Week of December 4

- Parents/ Guardians will pick up Fall Program rewards and Juliette cookie kits.

December 5

- All money collected from the Fall Product Program must be available in the bank account (checks cleared).

December 8

- Electronic withdrawals of the council portion for the Fall Product Program begin.



Important Contact Information:

For quickest response to inquiries, please email: productsales@gsssem.org.

If your inquiry isn't answered within 24 business hours, please contact:

Angela Chavez

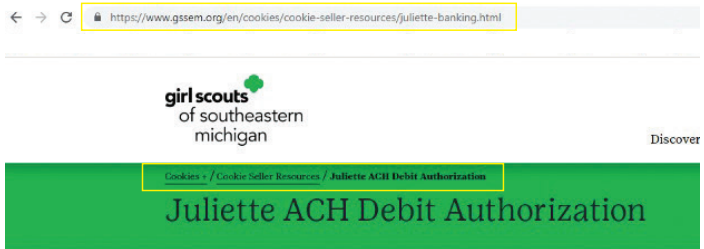
Director of Product Programs & Retail Operations

achavez@gsssem.org

800-482-6734

Special Note

Before you can get started with the program, your troop must complete a **Juliette Agreement to Assume Debt Form** and the **Juliette Automated Clearing House (ACH) Authorization Form**. Both forms are available on the Fall Resource page at www.gsssem.org/fpp. The image below is an example of how to locate the forms.



Purpose of this form

This form is to be completed by an authorized check signer on the bank account money collected for product sale programs, giving GSSEM permission for ACH

Two Ways to Earn Money with Fall Product Program

There are two parts to the Fall Product Program: candy/nuts and magazines. Your Juliette can participate in one or both programs. Candy/nuts can be sold online or in-person!

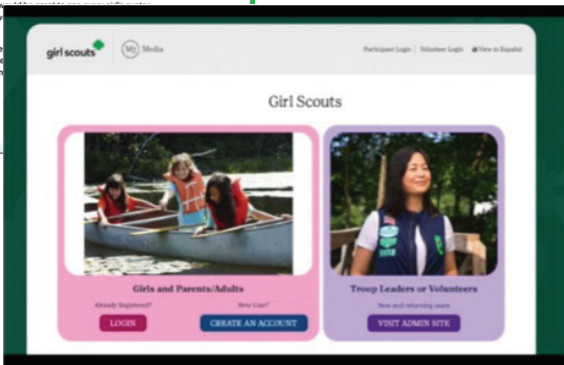
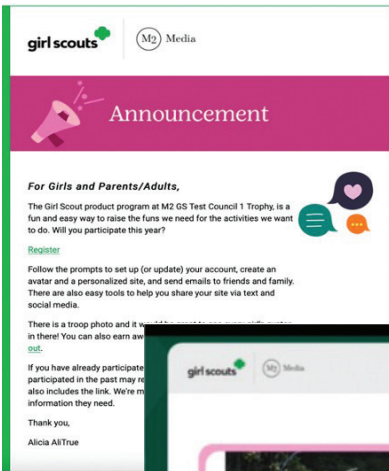
M2oS System: Getting Started

The M2oS system is the database that parent/guardians will use to manage their Fall Product Program. Parents/guardians should email productsales@gssem.org to receive a welcome email on Monday, September 18, 2023. The registration email contains a link to where you'll create a password.

Volunteers can also log in at: www.gsnutsandmags.com/gsem.

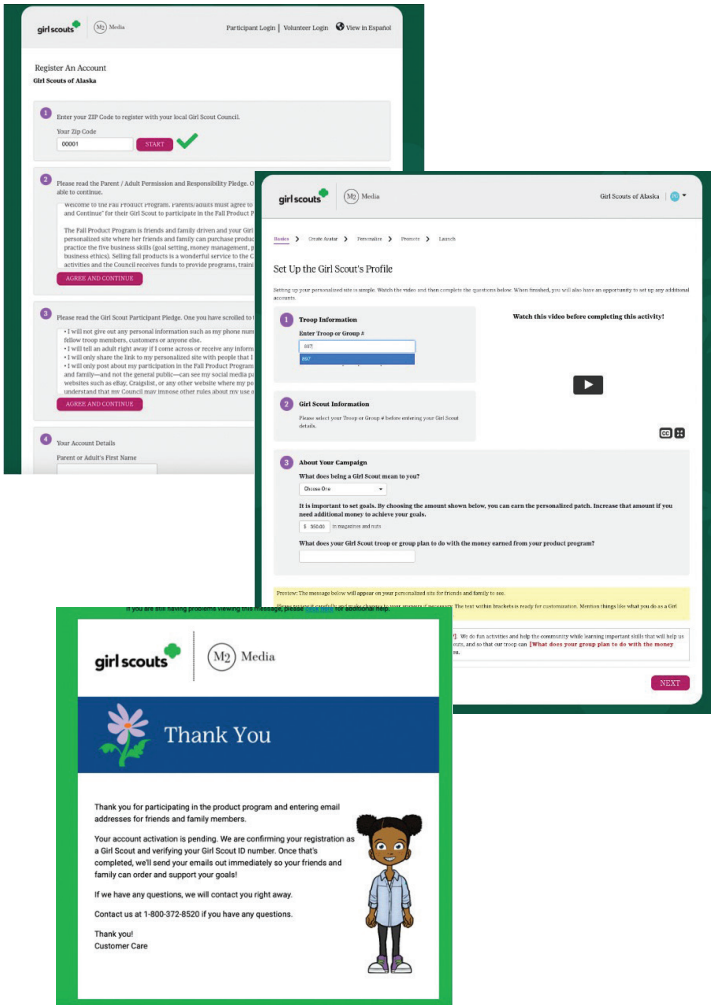
If you have any issues logging in, please contact productsales@gssem.org.

Once you have created your password, you are ready to log in. Select the **Girls and Parents/Adults** login.

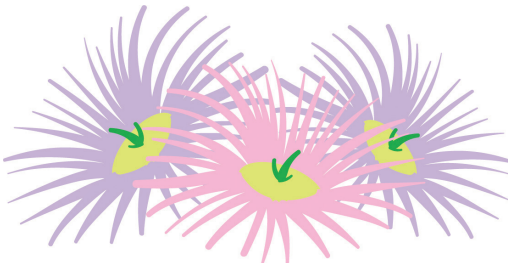
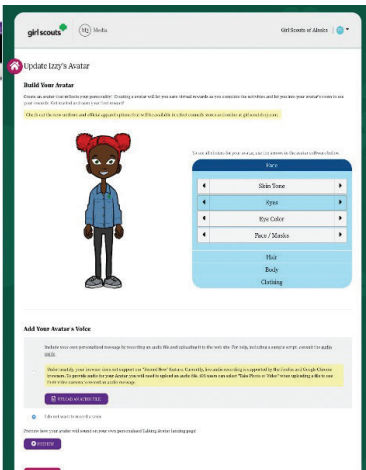
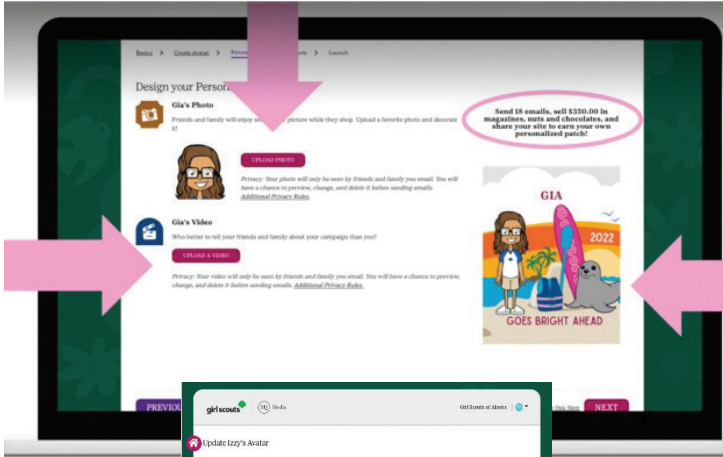


Next, you'll be asked to watch a quick video, complete the Responsibility Agreement, and update your user profile.

If you know your Juliette number, you can input this here. Or select the box "I don't know my troop or Group #". GSSEM will verify your Juliette number. You may receive an email that looks like the one below:



Next, you'll personalize your Juliette's site! This will include adding a photo, and/or video. When the personalization is completed, she can set up her avatar! Your Juliette can make changes to any photo, video, and avatar until October 22, 2023.



Part 1: Nut & Candy Sale

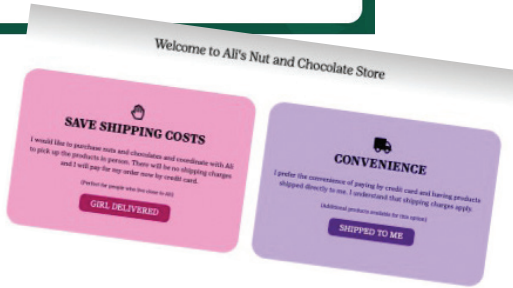
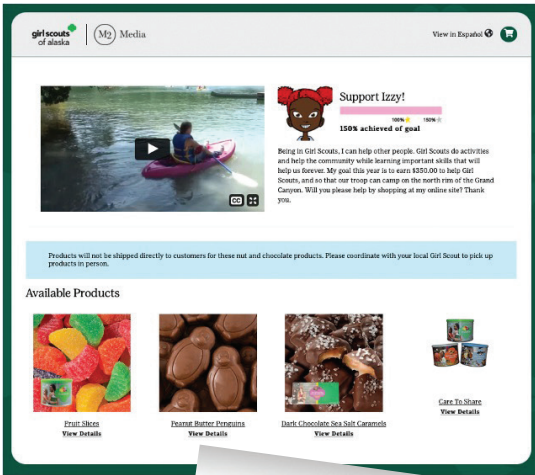
Our partner for the candy and nut portion of Fall Product Program is Trophy Nut Company. Please refer to the **Juliette Program Credit Supplement** for more information on the program credit for candy and nut ranges.

Taking In-Person Orders: you should've received one nut/candy order card for your Juliette. It lists all products available this year. It also has color pictures of the various rewards available and the levels at which the girls can earn them. Girls should use these cards to record in-person orders from family and friends.

Taking Online Orders: Girls can send emails to friends and family asking them to order candy, nuts, and magazines online. Parents will go to www.gsnutsandmags.com and follow instructions on the site.

- Customers can either order directly from the Girl Scouts online platform and have items shipped to them for a fee or may choose to have the item delivered by the girl and pay by cash/check upon delivery.
- Online sales will automatically show up in your Juliette's online account. Girl-Delivered online orders will automatically be added to your order to pick up at your delivery site.





Receipts:

You should make a receipt for every money and product transaction. You may create your own receipt template, or use GSSEM’s receipt template found on the Fall Resource page at www.gsssem.org/fpp.

Booths:

Juliette’s are welcome to make their own arrangements for candy/nut booths with local stores in their area, local community events (crafts fairs, school events, etc.) **Please do not contact WalMart, Lowe’s, Sam’s Club, or Kroger for Fall Product Program booths.** Failure to honor this policy may prevent us from being able to set up booths with these stores during the cookie program.

Fall product orders will be delivered on November 9, 10 and 11, 2023, and you may begin to host booths any time after you pick up your products. The last day to host Fall Product Program booths is November 30, 2023.





Extra Product:

If you need extra products for booths, it must be ordered as part of your order due by October 22, 2023. There are no other opportunities to get products. Extra items should be assigned to girls at the time you submit your order. There are no returns on Fall product.

Picking up your Order: These in-person orders, Online Girl-Delivered orders, and any extra product that you want for booths and events must be ordered online by **October 22, 2023, at 11:59 p.m. You do not need to manually add Online Girl-Delivered orders, they will automatically be added for you.** After October 22, 2023, if your Juliette has any additional orders, or changes that need to be made, please email productsales@gsem.org. **Changes to Juliette orders can be made until 5 p.m. on October 31, 2023.**

Part 2: Magazine Sale

Our partner for the Magazine portion of the Fall Product Program is M2Media Group. All magazine orders are online, making it easier for girls and parents. Customers will have hundreds of magazine options to select from! Please refer to the **Juliette Program Credit Supplement** for more information on the program credit ranges for magazines.

When customers receive their email invite from their Girl Scout, they'll see an option for both the nut/candy storefront, and a magazine storefront.



Support Izzy!






100% ▲ 100% ▼
150% achieved of goal

Being in Girl Scouts, I can help other people. Girl Scouts do activities and help the community while learning important skills that will help us forever. My goal this year is to earn \$200.00 to help Girl Scouts, and so that our troop can camp on the north rim of the Grand Canyon. Will you please help by shopping at my online site? Thank you.

Magazines

- All Titles
- Best Sellers
- Automotive, Aviation, & Boating
- Beauty & Fashion
- Business & Finance
- Cooking & Cuisine
- Entertainment & Hobbies
- Family & Animals
- Health & Fitness
- Hispanic
- Home & Garden
- Hunting & Fishing
- Inspirational
- Kids & Teens
- Lifestyle & Career
- News, Views, & History
- Science, Discovery, & Technology
- Sports & Leisure
- Travel & Regional
- Magazine Combo Offers
- Digital Magazines
- Gift Cards

Suggested for You

| | | | |
|---|--|--|---|
| <p>All Titles</p>  <p>Bon Appetit More Info</p> | <p>Best Sellers</p>  <p>Allrecipes More Info</p> | <p>Beauty & Fashion</p>  <p>Vogue More Info</p> | <p>Sports & Leisure</p>  <p>ESPN The Magazine More Info</p> |
| <p>News</p>  <p>Wired History More Info</p> | <p>Business & Finance</p>  <p>Time More Info</p> | <p>Health & Fitness</p>  <p>Women's Health More Info</p> | <p>Magazine Combo Offers</p>  <p>Seventeen + Teen Vogue More Info</p> |
| <p>Digital Magazines</p>  | <p>Automotive</p>  | <p>Cooking & Cuisine</p>  | <p>Entertainment</p>  |



Fall Product Program Recap

| Product | | Sale Type | Money Collection | Delivery to Customers |
|----------------------------|--------------------------|---|--|-----------------------|
| Nuts/ Chocolate | In-Person | <ul style="list-style-type: none"> Girls collect money from customers at time of delivery, and deposits into bank account. Parent/guardian enters orders into M2oS system by October 22, 2023. GSSEM staff can add/ edit orders by 5 p.m. October 31, 2023. | Delivered by girls to customers | |
| | Online Direct Ship | <ul style="list-style-type: none"> Customers pay online, including the cost of shipping. Orders are automatically credited to the girl in M2oS. | Shipped directly to the customer 1-3 weeks standard delivery timeframe | |
| | Online Girl-Delivered | <ul style="list-style-type: none"> Customers pay online for Girl-Delivery. Orders are automatically credited to the girl in M2oS. | You'll pick up these products at your delivery site. | |
| Magazines | Online | <ul style="list-style-type: none"> Customers pay online. Orders are automatically credited to the girl in M2oS. | Shipped directly to the customer 8-10 weeks standard delivery | |

Rewards

Girls earn rewards and patches based on the number of candy/nut items sold and the number of magazine subscriptions sold. Specific information about the patches and rewards is on the Candy and Nut Order Card.

Reward Order Instructions:

- The online system will calculate the patches and rewards your Juliette earns. Please note that rewards will take 1-2 hours to update after adjustments have been made to products sold.
- Please note that there is **no submit button** for the rewards, they will automatically be submitted on October 31, 2023.
- Fall rewards will be picked with your Juliette's requested cookie kit the week of December 4, 2023. More information on pickup will be communicated in November.

| | | | | |
|---|--|--|--|---|
| <h3>2023 Rewards!</h3> <p>Rewards are cumulative. Reward choices can be made online once a participant sets up her online campaign site.</p> <p>*Rewards are subject to change due to unforeseen circumstances, and similar items might be used as a substitute.</p> <p>Some items may vary in color.</p> | <h3>Nut & Candy Items</h3> | | | |
| | <h4>2023 Patch</h4> <p>sell 15+ nut & candy items</p>  | <h4>Waterproof Die Cut Stickers</h4> <p>sell 20+ nut & candy items</p>  | <h4>Small Ocelot Plush</h4> <p>sell 30+ nut & candy items</p>  | <h4>Own Your Magic Necklace & Charm</h4> <p>sell 40+ nut & candy items</p>  |
| <h3>Important Dates</h3> <p>Begin selling on: _____</p> <p>Turn in my order form by: _____</p> <p>Pick up my product by: _____</p> <p>Deliver product to customers by: _____</p> <p>Turn in money by: _____</p> | <h4>Paint By Number Craft</h4> <p>sell 50+ nut & candy items</p>  | <h4>Large Ocelot Plush</h4> <p>sell 70+ nut & candy items</p>  | <h4>Bluetooth Tower Speaker</h4> <p>sell 90+ nut & candy items</p>  | <h4>Care to Share Patch</h4> <p>sell 5+ care to share items</p>  |
| <h3>Magazine Items</h3> | | | | |
| <h4>Ocelot Patch</h4> <p>sell 2+ magazines</p>  | <h4>LED Bike Lights</h4> <p>sell 5+ magazines</p>  | <h4>Own Your Magic Patch</h4> <p>send 15+ emails</p>  | | |
| <p>Earn a personalized patch with your name and avatar!</p> | | | | |



Care to Share

The Care to Share donation program gives customers a chance to support Girl Scouting and military troops. The customer donates \$7.00 for the purchase of nuts/candy to be sent to military members. There's a column on the order card labeled "Care to Share." The parent/guardians should input these into the M2oS system. **These are "virtual" items**, they are not picked up, but are held at the warehouse for distribution by GSSEM. Girls earn the **Care to Share** patch for selling five Care to Share items.



To facilitate the donations, GSSEM partners with Soldiers Angels and Selfridge Air Base.

Fall Personalized Patch

- Sell 4+ magazines, 30+ Nut/ Candy items, and send 15 + emails.
- Patch is sent directly to the girl! The personalized patch will arrive within 6-8 weeks of earning it.



Juliette Financials

A Juliette Girl Scout must pay the full amount of their Fall Product Program; therefore, the full amount of funds collected must be deposited in the bank account. A Juliette will earn program credits to use as their proceeds from their product program. Please refer to the Program Credit Supplement Guide for further information on program credits.

Please note that the technology system used for the Fall Product Program (M2oS) is designed for troop use only and won't provide the correct total due for your Juliette. One week prior to the ACH sweep, you'll receive an email from the accounting manager with the total amount due to GSSEM for your Juliette's sale. This is the amount that will be set up for ACH Sweep from the bank account that you have on file with GSSEM. The email will be sent to the email address you include on your ACH banking form. If you have any questions regarding the amount due, please contact Stephanie Call at gssem-finance@gssem.org.

- You must submit the ACH Debit Authorization Form before the program begins.
- Notify the GSSEM Finance Department of ANY changes to your bank information during and after the sale.
- You'll deposit the full amount of the sales in your account.
- Juliette's pay the full amount of their sales. Do not retain any cash.
- All product sales monies due to GSSEM Finance Department will be collected via ACH debit. The full amount must be available in the troop bank account (checks cleared) by December 6, 2023.
- Electronic withdrawal of the total sales for the candy and nut product will begin on December 8, 2023. ACH debits will continue to be deducted from your bank account until the amount due to the GSSEM Finance Department has been collected. Bank NSF charges (\$20.00) incurred by GSSEM Finance Department will be added to the troop debt for each ACH rejection.



Program Credits

Juliette's earn program credits based upon the number of items sold. Program credit cards will be available in mid-January 2024 and will be mailed to your home. Please see the Juliette Proceed supplement for additional program credit levels.

Girl Dashboard

Once you are logged in, you'll see the **Girl Dashboard**, through which you'll manage your Juliette Fall Program. This **Dashboard** provides a snapshot of participation and sales for Your Juliette. If you manage more than one Juliette, you'll be able to select the girl you want to view from a dropdown in the upper right. If you have more than one girl, you'll have a single login!

The screenshot displays the Girl Dashboard for a user named Izzy T. The dashboard is organized into several sections:

- Header:** Includes the Girl Scouts logo, a media icon, and the text "Girl Scouts of Alaska".
- Izzy's Dashboard:** Features a profile picture of Izzy T. with a "Change Photo" button. A progress bar shows "\$900 of \$350 goal" with a 100% completion rate. Below the bar is a "VIEW YOUR PERSONALIZED SITE" button and a duration of "04/03/2022 to 12/31/2022".
- Izzy's Campaign:** A grid of icons for "Manage Paper Orders", "Izzy's Emails (View & Send)", "Izzy's Sales Reports", "Personalized Door Hanger", "Izzy's Campaign Video", and "Business Cards".
- Fun Stuff:** A grid of icons for "Personalized Patch", "Izzy's Avatar", "Izzy's Avatar Rewards", and "Physical Rewards".
- Parent or Adult's Information:** A grid of icons for "Share My Site", "Your Girl Scout(s)", "Add Another Participant", and "Update Profile".
- Right Sidebar:** Contains a "Level Status" section with a progress bar, a "Promote Patch" section with a "Share My Site" button, and a "Personalized Patch" section with a "Share My Site" button. A "LEARN MORE ABOUT THE PERSONALIZED PATCH" button is also present.
- Bottom Right:** A "Top Sellers In Your Troop" section listing "Izzy T." and "Gel".

Dashboard features

Campaign

Manage Paper Orders:

Paper Order Entry refers to any in-person orders taken via the girl order card. You should enter your Juliette orders. You'll select the **Manage Paper Orders** link under **Campaign** to see a screen like the one below. Key in the quantity of product per item, when finished, hit "update".

girl scouts Media Girl Scouts of Alaska

Manage Paper Orders

Nut Orders

Enter the total number of items by product from your in-person nut order card sales. The last date you can enter items is 08/26/2022.

| | Product | Price | Quantity | Total |
|---|----------------------------------|--------|----------------------------------|-----------------|
| A | Fruit Slices | \$6.00 | <input type="text" value="25"/> | \$150.00 |
| B | Peanut Butter Penguins | \$6.00 | <input type="text" value="100"/> | \$600.00 |
| C | Dark Chocolate Sea Salt Caramels | \$6.00 | <input type="text" value="6"/> | \$36.00 |
| D | Care To Share | \$6.00 | <input type="text" value="0"/> | \$0.00 |
| | Totals | | 131 | \$786.00 |

[UPDATE](#)

[RETURN TO DASHBOARD](#)

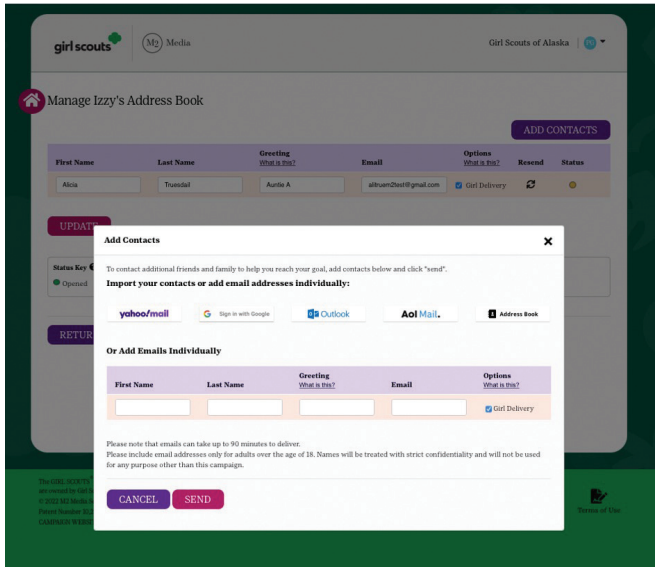
OWN YOUR
magic

Add Customer Emails/Send Emails:

If you're a retuning Juliette, your customers from the year prior will populate. If you are just getting started, you can add in as many customer email addresses as you would like. There is an option to key in customers individually or import your contacts.

You can continue to add new emails throughout the Program. You can access customer emails/ send emails select the **Emails View & Send** link under **Campaign** to see a screen like the one below. Select "add contact" to begin.

When you're ready to send an email to a customer, simply input their first and last name, a greeting, the customer's email address, and then under "Options" you can select from some templates! In addition to emails, the system can text customers and share links on social media.



Sales Report:

As mentioned in the financial section, please note that the technology system used for the Fall Product Program (M2oS) is designed for troop use only and won't provide the correct total due for your Juliette. One week prior to the ACH sweep, you'll receive an email from the Accounting Manager with the total amount due to GSSEM for your Juliette's sale.

Personalized Door Hanger & Business Cards:

The printable **Door Hanger & Business Cards** will have your Juliette's personalized Avatar and unique QR code that will take customers to her storefront! Both resources can be found under **Campaign** on the **Girl Dashboard** and are available to print.

Campaign Video:

When initially logging in, you had the opportunity to add a video in the site set-up. To change, or add the video later, you can go to **Campaign Video** under **Campaign** on the **Girl Dashboard**.

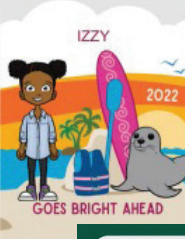


Fun Stuff

Personalized Patch:

Your Juliette has created her avatar, now she can select the details! Name on patch, scenery background choice, and address of where you would like the patch to be sent if earned. Once patch is earned, details of patch can not be changed. You can access this under **Fun Stuff** on the **Girl Dashboard**.

Personalized Patch
Enter or verify your address below. Your personalized patch, if earned, will be mailed to this address.



Patch Preview
See your current selections.

Name on Patch
First Name

What will appear on your patch?


Slide to confirm that your name, avatar, and background are shown as you wish them to appear on your patch, if earned. Once earned, your patch cannot be changed.

Shipping Address
For best delivery use parent / guardian name.

First Name Last Name
Address True
Address Line 1

[SAVE](#)


girlscouts My Media [View in English](#)



Help Izzy,
Being in Girl Scouts, I can help other people. Girl Scouts do activities and help the community while learning important skills that will help us forever. My goal this year is to earn \$350.00 to help Girl Scouts, and so that our troop can camp on the north rim of the Grand Canyon. Will you please help by shopping at my online site? Thank you.


[PLAY](#)

How You Can Support Me



Magazines
Visit my magazine site to purchase your favorite magazines.

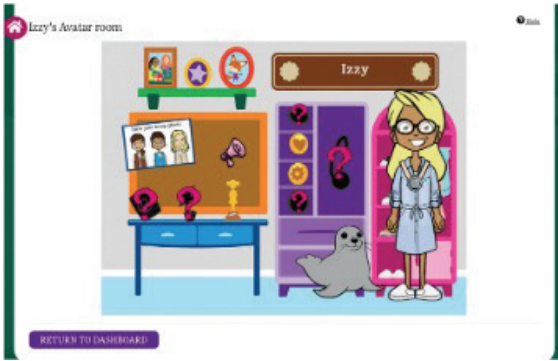
[SHOP MY SITE](#)



Nuts and Chocolates
Visit my nuts and chocolates site to purchase your favorite treats and snacks.

[SHOP MY SITE](#)





Avatar Room & Rewards:

Your Juliette's avatar has her own virtual room! The Juliette can select the **Avatar Rewards** link under **Fun Stuff** on the **Girl Dashboard**. Here she will be able to see all physical rewards she has earned, and virtual rewards the avatar has earned!

Avatar:

During the initial site set-up process, there was an option to add a voice recording. If this option was skipped, she can always add a voice recording by going to the **Fun Stuff** section of the **Girl Dashboard** and selecting **Avatar**. Then Select **Update Avatar**. Scroll to the bottom of the webpage and follow the instructions under **Add Your Avatar's Voice**.

Rewards:

Track your Juliette's rewards under **Physical Rewards** located under **Fun Stuff** on the **Girl Dashboard**. This page will show all the possible rewards your Juliette can earn! If the item is earned, the reward will have a green banner that says "**earned.**"



Please note that rewards will take 1-2 hours to update after adjustments have been made to products sold.



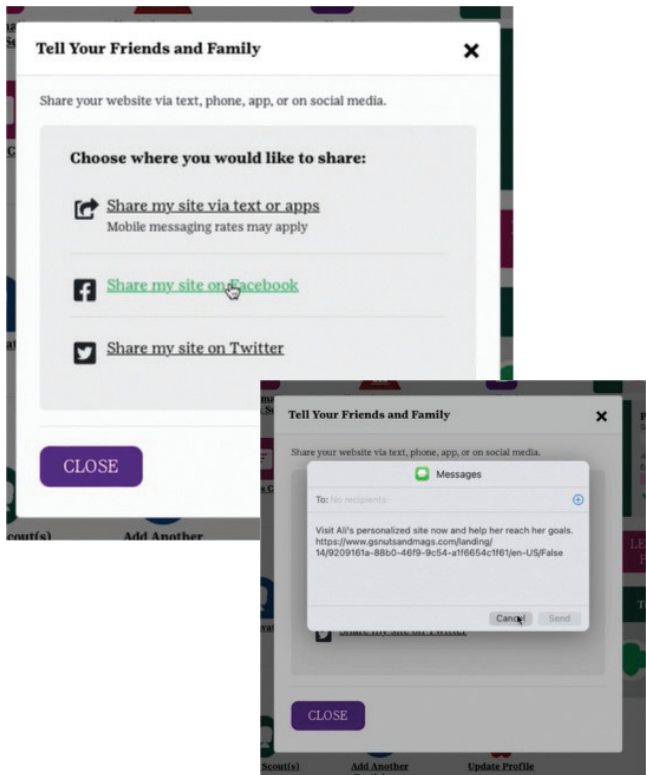
Parent/ Adult Information

Share My Site

In addition to sending emails, girls can share their site via social media, or text! You can select the **Share my site link** under **Parent/Adult information** to access the social media/ texting tools.

Product Delivery

You'll need to select a pick-up time to get the Troop's nut and chocolate products. Please email productsales@gssem.org to secure your location and time. **Delivery Tickets** are also available by request. This is a printable ticket will list all products your Juliette is to receive at the delivery site. This is what GSSEM Staff will have/ reference at your pickup. To request a copy, please email productsales@gssem.org.





In addition to GSSEM's Product Program Department, M2 Media has customer service representatives that can assist with questions regarding magazine orders, online shipped orders, or any tech issues with the M2OS system.



The background features a stylized landscape. At the top, there are white, fluffy clouds against a teal sky. Below the clouds, a grey mountain range is depicted. A prominent waterfall flows from the right side of the mountains down into a pool of light blue water. In the foreground, there is a lush green field. On the left, there are several plants, including a pink flower, an orange flower, and two tall brown reeds. On the right, there is a large purple flower with a yellow center and green leaves.

OWN YOUR
magic

girl scouts 
of southeastern
michigan