

girl scouts  
of southeastern  
michigan



# 2024 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 16** – Online Early Sales

- ☐ Receive your kick-off e-mail to set up your Juliette's online account.
- ☐ Girl information will be in the Fall Product Program online system ([www.gsnutsandmags.com/gssem](http://www.gsnutsandmags.com/gssem)) 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!

### **October 1** – Program Begins

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

### **By October 28**

- ☐ 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.
- ☐ If your Juliette has additional paper orders, or edits that need to be made after October 20, please email [productsales@gssem.org](mailto:productsales@gssem.org) the new orders/ edits. **Changes to Juliette orders can be made until 5pm on October 29, 2024.**

### **November 8 & 9**

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

### **November 10-26**

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

### **December 4**

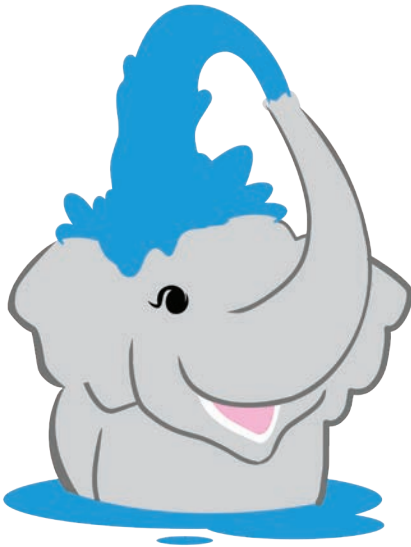
- ☐ All money collected from the Fall Program must be available in the bank account (checks cleared).

### **Week of December 5-7**

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

### **December 9**

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



## Important Contact Information:

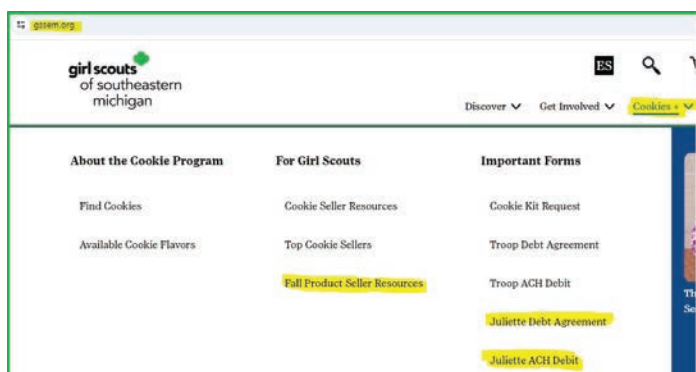
For quickest response to inquiries, please e-mail:  
[productsales@gssem.org](mailto:productsales@gssem.org)

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

**Amanda Thomas**  
**Director of Product Programs**  
[athomas@gssem.org](mailto:athomas@gssem.org)  
800-482-6734

## Special Note

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



## 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!

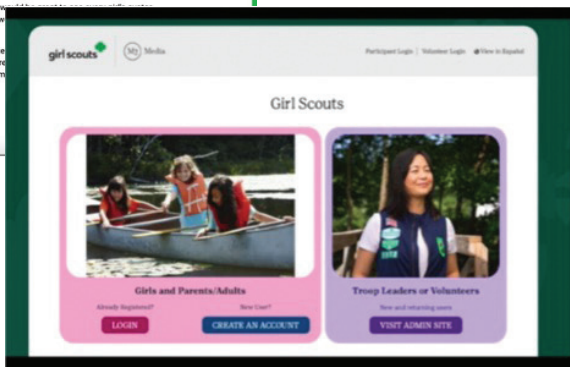
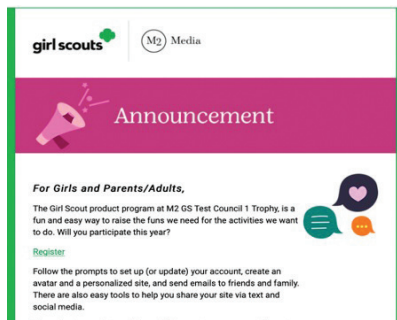
### M2oS System: Getting Started

The M2OS system is the database that parent/guardians will use to manage their Fall Sale Program. Parents/ guardians will receive a welcome email on Monday, September 16, 2024. The registration email contains a link to where you will create a password.

Volunteers can also log in at:  
[www.gsnutsandmags.com/gsem](http://www.gsnutsandmags.com/gsem).

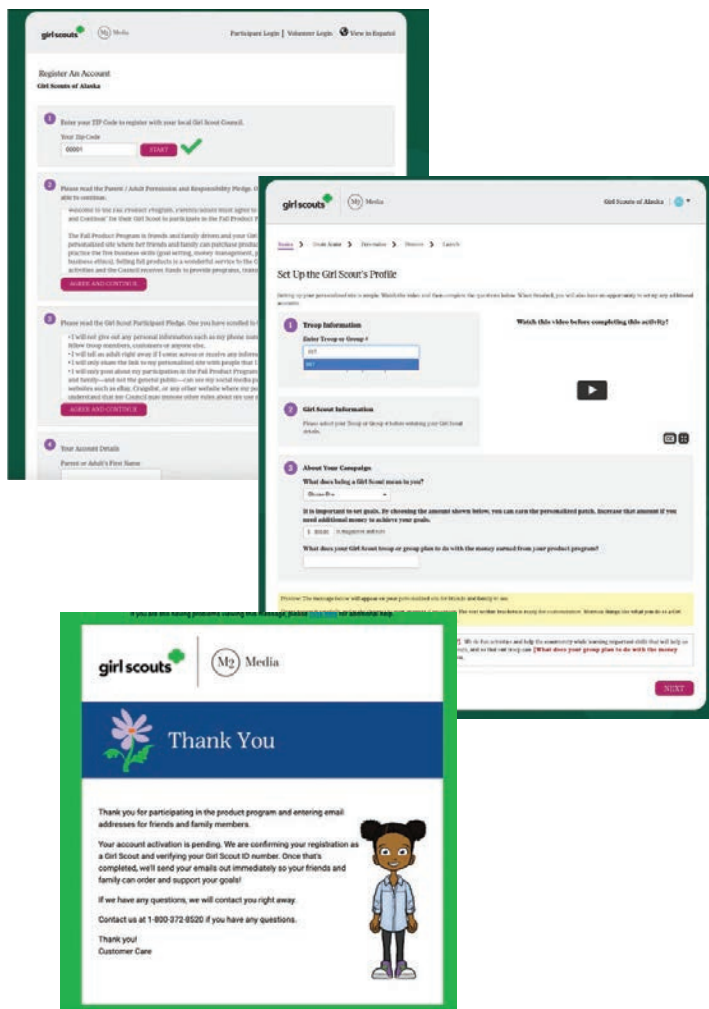
If you have any issues logging in, please contact [productsales@gsem.org](mailto:productsales@gsem.org).

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



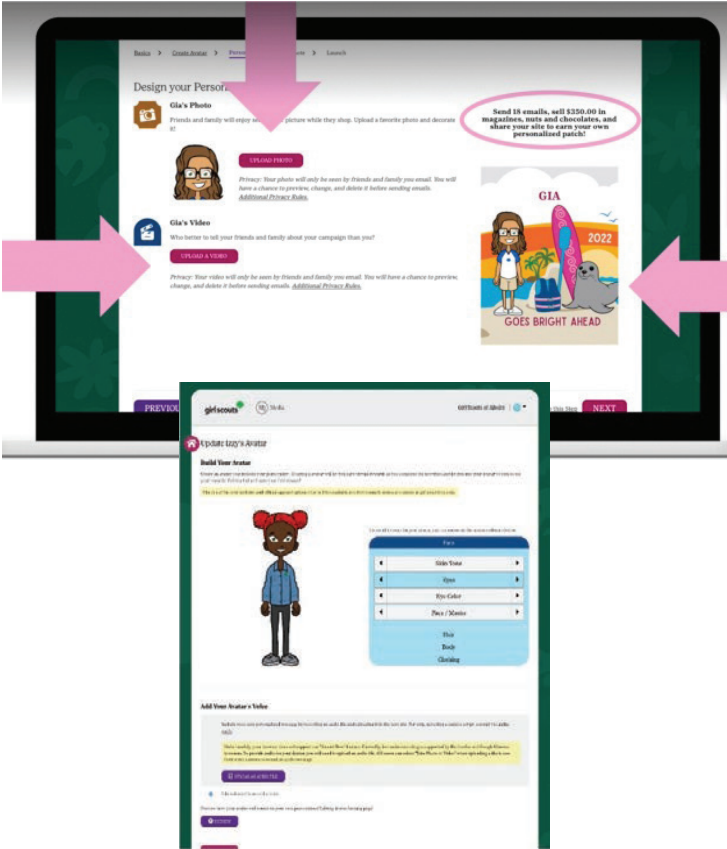
Next, you'll be asked to watch a quick video, complete the Responsibility agreement, and update your user profile.

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:



Personalize your Site

Next, you will 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 20, 2024.





## Part 1: Nut & Candy Sale

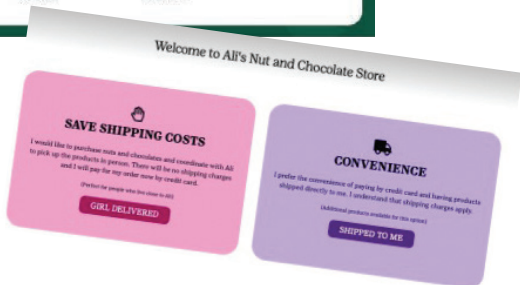
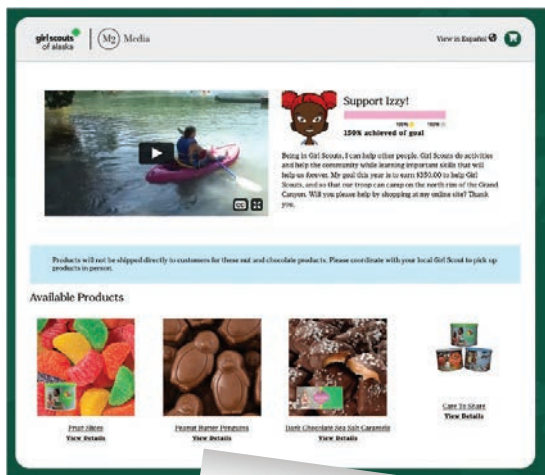
Our partner for the candy and nut portion of Fall Product Program is Trophy Nut Company. Please refer to the **Juliette Program Credit Supplement** for more information on the program credit for candy and nut ranges.

**Taking In-Person Orders:** you should have 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](http://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.gssem.org](http://www.gssem.org).

## 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 picked up on November 7, 8 and 9, 2024, 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 26, 2024.

### Extra Product:

If you need extra products for booths, it must be ordered as part of your order due by October 20, 2024. There are no other opportunities to get products. Extra items should be assigned to your Juliette 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 20, 2024, 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 20, 2023, if your Juliette has any additional orders, or changes that need to be made, please email [productsales@gsssem.org](mailto:productsales@gsssem.org). **Changes to Juliette orders can be made until 5pm on October 29, 2024.**

### **Part 2: Magazine Sale**

Our partner for the Magazine portion of the Fall Sale 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 your Girl Scout, they will see an option for both the Nut/Candy storefront, and a Magazine storefront



girlscouts  
of alaska
M2 Media

Search

View in Spanish



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 thrive. My goal this year is to earn \$300.00 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 store? 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


All Titles



Bon Appetit

More Info


Best Sellers



Allrecipes

More Info


Beauty & Fashion



Vogue

More Info


Sports & Leisure



ESPN The Magazine

More Info


News



TIME

More Info


Business & Finance



Wired

More Info


Health & Fitness



Women's Health

More Info


Magazine Combo Offers




Seventeen + Teen Vogue

More Info


Digital Magazines




Automotive



Cooking & Cuisine



Entertainment



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Fall Product Program Recap

Product	Sale Type	Money Collection	Delivery to Customers
Nuts/ Chocolate	In-Person	<ul style="list-style-type: none"><li>Girls collect money from customers at time of delivery, and deposits into bank account.</li><li>Parent/guardian enters orders into M2oS system by October 20, 2024. GSSEM staff can add/ edit orders by 5 p.m. October 29, 2024.</li></ul>	Delivered by girls to customers
	Online Direct Ship	<ul style="list-style-type: none"><li>Customers pay online, including the cost of shipping.</li><li>Orders are automatically credited to the girl in M2oS.</li></ul>	Shipped directly to the customer 1-3 weeks standard delivery timeframe
	Online Girl-Delivered	<ul style="list-style-type: none"><li>Customers pay online for Girl-Delivery.</li><li>Orders are automatically credited to the girl in M2oS.</li></ul>	You'll pick up these products at your delivery site.
Magazines	Online	<ul style="list-style-type: none"><li>Customers pay online.</li><li>Orders are automatically credited to the girl in M2oS.</li></ul>	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 29, 2024.
- Fall rewards will be picked up with your Juliette’s requested cookie kit the week of December 5. More information on pick up will be communicated in November.

### 2024 Rewards!

Rewards are cumulative.  
Reward choices can be made online once a participant sets up her online campaign site.  
\*Rewards are subject to change due to unforeseen circumstances, and similar items might be used as a substitute.  
Some items may vary in color.

#### Important Dates

Begin selling on: \_\_\_\_\_

Turn in my order form by: \_\_\_\_\_

Pick up my product by: \_\_\_\_\_

Deliver product to customers by: \_\_\_\_\_

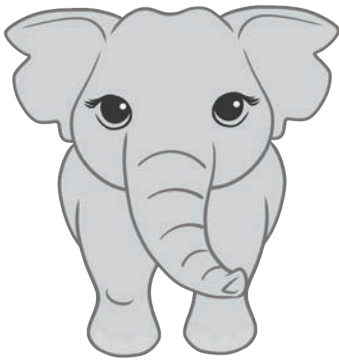
Turn in money by: \_\_\_\_\_

1. Go to [www.gsnutsandmags.com/gsem](http://www.gsnutsandmags.com/gsem)

2. Create your personalized Storefront™

3. Send Emails

Nut & Candy Items			
<b>2024 Patch</b> sell 15+ nut & candy items 	<b>Embrace Possibility Stickers</b> sell 20+ nut & candy items 	<b>Small Elephant Plush</b> sell 30+ nut & candy items 	<b>Embrace Possibility Necklace &amp; Charm</b> sell 40+ nut & candy items 
<b>Diamond Art Kit</b> sell 50+ nut & candy items 	<b>Large Elephant Plush</b> sell 70+ nut & candy items 	<b>Black Notebook with Gel Pens</b> sell 90+ nut & candy items 	<b>Care to Share Patch</b> sell 5+ care to share items 
Magazine Items			
<b>Elephant Patch</b> sell 2+ mags & more 	<b>LED Scrunchie</b> sell 5+ magazines 	<b>Embrace Possibility Patch</b> send 15+ emails 	



### **Care to Share**

**The Care to Share** donation program gives customers a chance to support Girl Scouting and military troops. The customer donates \$8.00 for the purchase of nuts/candy to be sent to military members. There is 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, Girl Scouts of Southeastern Michigan 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 will not 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](mailto: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 will 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 your ACH authorized bank account (checks cleared) by December 4, 2024.
- Electronic withdrawal of the total sales for the candy and nut product will begin on December 9, 2024. 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) incurred by GSSEM Finance Department will be added to the troop debt for each ACH rejection.



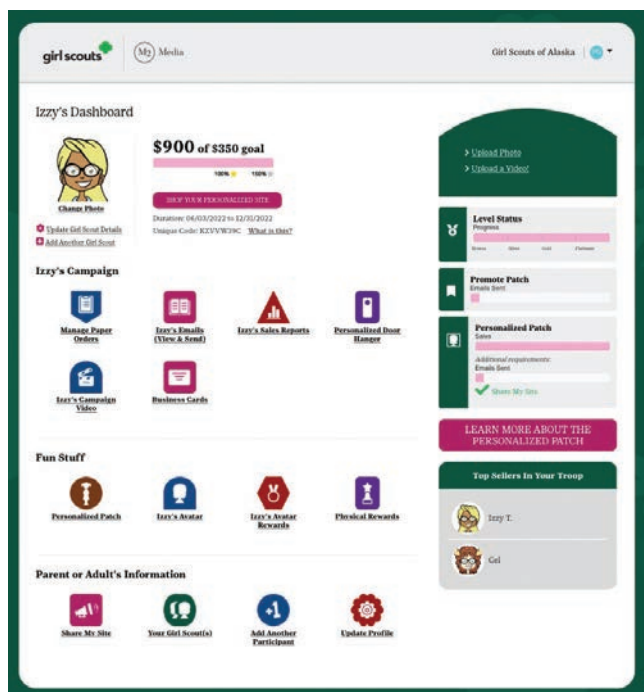


## Program Credits

Juliette's earn program credits based upon the number of items sold. Program credit cards will be available in mid-January 2025 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 will see the **Girl Dashboard**, through which you will 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 will 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 will have a single login!





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’s orders. To do so, 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

My 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 05/26/2022.

	Product	Price	Quantity	Total
A	Fruit Slivers	\$4.00	35	\$150.00
B	Peanut Butter Penguins	\$4.00	100	\$400.00
C	Dark Chocolate Sea Salt Caramels	\$4.00	6	\$24.00
D	Care To Share	\$4.00	0	\$0.00
	Totals		131	\$794.00

UPDATE

RETURN TO DASHBOARD



## Add Customer Emails/Send Emails:

If you are 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 are 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.

girlscouts My Media Girl Scouts of Alaska

Manage Izzy's Address Book ADD CONTACTS

First Name	Last Name	Greeting (What is first?)	Email	Options (What is first?)	Record	Status
Alicia	Tanaka	Alicia A	alicia.tanaka@gmail.com	Get Delivery		

UPDATE

Status Key: Opened

RETURN

### Add Contacts

To contact additional friends and family to help you reach your goal, add contacts below and click "send".

Import your contacts or add email addresses individually:

yahoo! mail Sign in with Google Outlook AOL Mail Address Book

Or Add Emails Individually

First Name	Last Name	Greeting (What is first?)	Email	Options (What is first?)
				Get Delivery

Please note that emails can take up to 90 minutes to deliver.  
Please include email addresses only for adults over the age of 18. Names will be treated with strict confidentiality and will not be used for any purpose other than this campaign.

CANCEL SEND

## 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 will not 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.

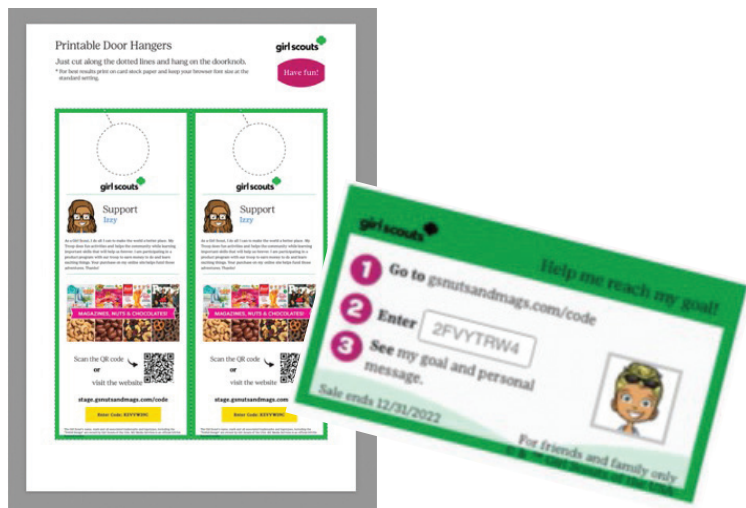
## Personalized Door Hanger & Business Cards:

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**.

Storefront that customers will be sent to via email, social media, or text link (below)




## 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?  
Your avatar with a patchboard

☐ 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 Line 1:

If you earn it, this is required info.

**SAVE**

 (My) Media View in Español




**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 \$150.00 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.

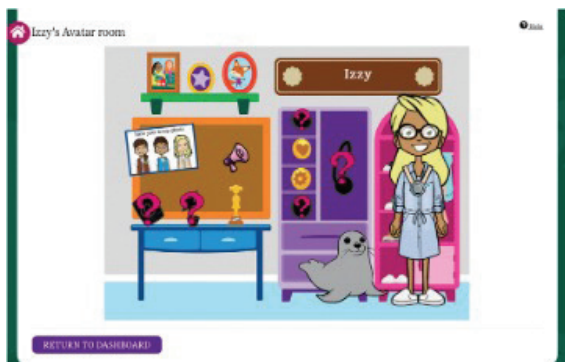
**SHOP MY SITE**



**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.

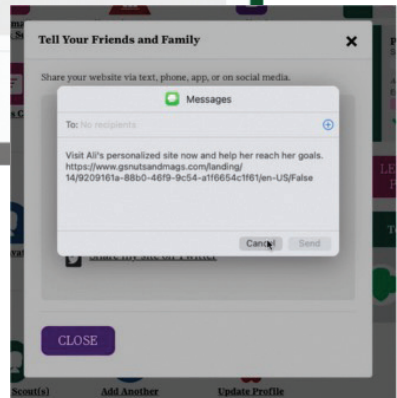
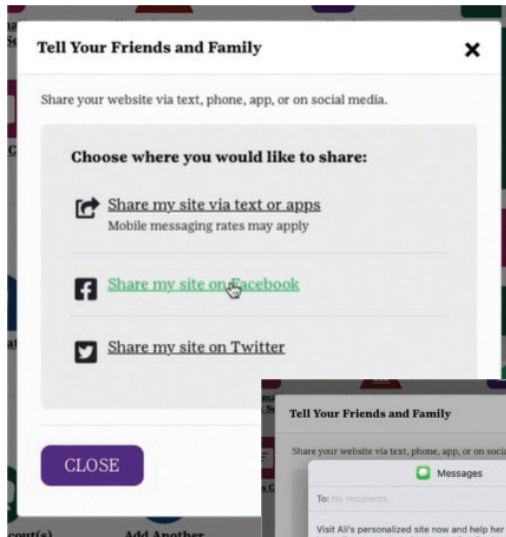
## Parent/ Adult Information

### **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 your Juliette's nut and chocolate products. Please email [productsales@gssem.org](mailto: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](mailto: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.





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