



2026 Troop Cookie Chair Guide



Include the 5 Skills

Through the Girl Scout Cookie Program®, Girl Scouts gain these 5 skills and learn to think like entrepreneurs!



Goal Setting

Girl Scouts learn how to set goals and create a plan to reach them.



Decision Making

Girl Scouts learn to make decisions on their own and as a team.



Money Management

Girl Scouts learn to create a budget and handle money.



People Skills

Girl Scouts find their voice and build confidence through customer interactions.



Business Ethics

Girl Scouts learn to act ethically—both in business and life.

Communication Flow Chart

GIRLS



Troop Cookie Chair



Community Cookie Chair


























Resources

ABC Bakers Facebook	Excite and energize volunteers and troops about cookie sales with sales strategies, success stories, technology tips and more	www.facebook.com/abcbakers
Lemonades Facebook	Product sales and marketing tool	www.facebook.com/LemonadesCookie
Lemonades Instagram	Product sales and marketing tool	@Lemonadescookie
Cookie Calculator	Calculate package sales goals based on number of packages sold last year and the desired percentage increase this year	www.abcsmartcookies.com/resources
Cookie theme information	Gallery of images, clip art, certificates	www.flickr.com/photos/abcbakersvolunteergallery/albums
Cookie varieties	Product descriptions and recipes	www.abcbakers.com www.abcsmartcookies.com
Rally Guide	Fun ideas for troop rallies	www.abcsmartcookies.com/resources
Standard forms	Parent permission slip, count it up activity	www.abcsmartcookies.com/resources
Troop goal poster	Poster	www.flickr.com/photos/abcbakersvolunteergallery/albums www.abcsmartcookies.com/resources
Volunteer and girl videos	How-to videos on a variety of topics	www.youtube.com/user/ABCCouncils
GSUSA Resources	Cookie marketing and selling tools	www.girlscouts.org/en/members/for-volunteers/cookie-resources-troop-leaders-volunteer.html

Entrepreneurship Badges & Pins

When you sell Girl Scout Cookies, you practice goal setting, decision making, money management, people skills, and business ethics—as you learn to think like an entrepreneur. You can earn badges and pins each year you run your own Girl Scout Cookie business. Then explore your own business idea by earning an Entrepreneur badge.

	Cookie Business		Financial Literacy		Cookie Entrepreneur Family	Entrepreneur		
Daisy	 My First Cookie Business	 Cookie Goal Setter	 Money Explorer	 My Money Choices	 Year 1 and 2 Cookie Entrepreneur Family Pins	 Toy Business Designer		
Brownie	 My Cookie Customers	 Cookie Decision Maker	 Budget Builder	 My Own Budget	 Year 1 and 2 Cookie Entrepreneur Family Pins	 Budding Entrepreneur		
Junior	 My Cookie Team	 Cookie Collaborator	 Budget Maker	 My Money Plan	 Year 1 and 2 Cookie Entrepreneur Family Pins	 Business Jumpstart		
Cadette	 My Cookie Venture	 Cookie Market Researcher	 Cookie Innovator	 Budget Manager	 My Money Habits	 My Dream Budget	 Year 1, 2, and 3 Cookie Entrepreneur Family Pins	 Business Creator
Senior	 My Cookie Network	 Cookie Boss	 Savvy Saver	 My Financial Power	 Year 1 and 2 Cookie Entrepreneur Family Pins	 Business Start up		
Ambassador	 My Cookie Business Resume	 Cookie Influencer	 Financial Planner	 My Financial Independence	 Year 1 and 2 Cookie Entrepreneur Family Pins	 Entrepreneur Accelerator		

Cookie Calendar



Activity	Date
Troop Cookie Chair Training - Sign TCC Agreement in gsLearn	
Bank Account due in Smart Cookies Train Parent/Girls - Sign Parent Permission Form	November AND December
Online Only Sales Begin	January 2, 2026
Initial Order due in Smart Cookies	January 5, 2026
Mega Drop	January 24, 2026
Cookie Program Begins	January 25, 2026
First Planned order entered into Smart Cookies by 10 p.m.	February 1, 2026
Booths Begin	February 6, 2026
ACH First Withdrawal 40% of balance due to Council	February 12, 2026
National Girl Scout Cookie Weekend	February 20-22, 2026
Last Planned Order	February 22, 2026
Second ACH Withdrawal 60% of balance due to Council	February 26, 2026
Cookie Clean Up Week	March 2-8 2026
Online Sales End	March 3, 2026
Cookie Program Ends	March 8, 2026
Troops locked out of Smart Cookies	March 10, 2026
Final ACH will be debited as each Community is reconciled.	End of Program

Cookie Terms

ACH - Automatic Clearing House

The banking method in which the Council withdraws/refunds the money from/to your Troop bank account to pay for cookie products throughout the program.

Booth Locator

Used by customers to locate cookie booths by entering their zip code. Booth locations and address of location will appear along with a link to a googlemap.

Care to Share

Councils' donation program to send product to Military personnel, First Responders, and the Second Harvest Food Bank. Girls collect donations in person, online or at booths that are used to purchase virtual Care to Share cookies.

CCC - Community Cookie Chair

Registered and background checked adult member responsible for coordinating the cookie program on behalf of the Community.

Cookie Booth

Selling cookies at a stationary location. Booths can consist of a troop of girls and adults that usually set up in front of a business to sell cookies. *Note see Booth Page for additional guidelines

Cookie Cupboards

Locations that are set up throughout the Council for troops to pick up their planned orders during the program.

DC26- Digital Cookie 26

A unified online selling platform that allows Girl Scouts to sell cookies through their personalized storefront or by using a mobile app. They can maintain an ongoing list of customers and track purchases and deliveries. It integrates with Smart Cookies.

IO - Initial Order

The first order for cookies placed by your troop into Smart Cookies. This order should hold you over until the first planned order is received.

Planned Order

Troops enter additional cookie orders needed for their Troop after their Initial Order. These orders are entered into Smart Cookies by 10 pm on every Sunday evening of the program.

Recognitions

Items earned by Girls for achieving milestones of cookies sold. Recognitions must be created in Smart Cookies.

Smart Cookies

Smart Cookies is a platform to build your cookie business, track goals, and connect with customers. It integrates with DC26.

TCC - Troop Cookie Chair

Registered and background checked adult troop member responsible for coordinating the cookie program on behalf of the troop. This person must mark their role as a TCC in myGS.



Promotions

Buy 5

A customer will receive 1 entry into a drawing for every 5 boxes purchased. There will be 6 winners, one for each County. They will receive a variety of 52 boxes of cookies. That is 1 box per week for the year. All customers that qualify must live in one of the 6 counties we serve.

Care to Share

Customers sponsor packages of Girl Scout Cookies that are sent to our Men and Women in uniform stateside and overseas, First Responders, as well as to the Second Harvest Food Bank. These cookies are virtual and will not come from your troops inventory. Collect \$6.00 per package of sponsored cookies. Record the number of packages sponsored on the Care to Share form. Girls earn recognitions and the troop earns proceeds for every package sold for the Care to Share program. Last year the Care to Share program generated 23,700 packages.



National Girl Scout Cookie Weekend (NGSCW) February 20-22, 2026

National Girl Scout Cookie Weekend is a program that allows girls across the country to practice their entrepreneurial skills. Girls have the opportunity to show off their cookie selling techniques at booths, door to door and direct sales.

Council Staff will be visiting booths on NCSCW with some surprises for the girls. Please participate to show your support.



Safety Tips for The Girl Scout Cookie Program®

Girl Scouts

- 1 **Show you're a Girl Scout.** Wear the Girl Scout membership pin, vest, sash, or other Girl Scout clothing to identify yourself as a Girl Scout.
- 2 **Buddy up.** Always use the buddy system. It's not just safe, it's more fun.
- 3 **Plan ahead.** Be prepared for emergencies, and always have a plan for safeguarding money.
- 4 **Protect Privacy.** Girl Scouts' last names, home addresses, and email addresses should never be given to customers. Protect customers' privacy by not sharing their information, except when necessary.

In Person

- 1 **Girl Scouts should never sell or deliver cookies alone.** Daisies, Brownies, and Juniors must be accompanied by an adult. Cadettes, Seniors, and Ambassadors need adult oversight for sales and must have approval for deliveries, always bringing a buddy along.
- 2 **Sell in the daytime.** Girls should only sell after dark when under direct supervision of an adult.
- 3 **Do not enter any homes or vehicles.** Never enter someone's home or vehicle. Only approach vehicles at designated drive-thru cookie booths.
- 4 **Be street wise.** Become familiar with the areas and neighborhoods where you'll be selling and delivering cookies. Avoid alleys.
- 5 **Be safe on the road.** Always follow safe pedestrian practices when crossing at intersections or walking along roadways. Be aware of traffic when unloading products and passengers from vehicles.

Digital/Online

- 1 **Be safe online.** Girl Scouts must have their caregiver's permission to participate in all online activities.
- 2 **Participate in Digital Cookie.** Read and abide by the Girl Scout Digital Cookie Pledge.
- 3 **Read and agree.** Read and agree to the GSUSA Internet Safety Pledge.
- 4 **Caregivers' agreement.** Read and abide by the Digital Cookie Terms and Conditions for Parents/Guardians.



Volunteer Responsibilities

Before the program

- Have a 2026 membership, a favorable background check and mark yourself in the Troop Cookie Chair Role in myGS/myAccount
- TCC training is blended with in person training and an online component in gsLearn
 - Attend the TCC training in your community
 - Receive your certificate for completing this training from your CCC.
- Make sure all your girls have a 2026 membership
- Schedule a parent/girl meeting to train the girls in your troop
- Have all girls' parents sign the Microsoft Form (permission form)
- Hand out necessary paperwork for the girls to have a successful program
- Enter the bank information into Smart Cookies by the deadline
- Enter the Troops Initial Order no later than **January 5, 2026, by NOON**
 - *Remember to order enough cookies on your Initial Order. This helps keep the cupboards from being overstocked on the first planned order and keeps the bakers forecast on schedule, so we don't run out of cookies. Cupboards are run by volunteers in their homes and cannot accommodate large quantities of cookies.



Ordering Guidelines

How much should a family order?

- The PGA for Citrus Council Girl Scouts in 2025 was 263 packages per girl.
- We know that Thin Mints, Patties and Caramels are the best sellers
- Talk about the individual girl/troop goals. How many cookies would the girl/troop need to sell to meet their goals.
 - Let the girls determine what they want to do with their cookie proceeds. Once they settled on some ideas, estimate the projected cost with the girls and decide how many boxes of cookies the troop will need to sell to be able to do their activity.
 - What does the troop (girl led) want to do with the proceeds?
 - Girls should discuss and vote on what they would like to do with the proceeds.

For New and Existing Troops

Initial Order deadline place in Smart Cookies by **January 5th, 2026, no later than NOON**

If you miss the deadline, you can place a planned order in Smart Cookies by 10 pm on February 1, 2026. Cookies can be picked up from the Cupboard you selected for your planned order at the end of that week.

During the remainder of the program, have girls take orders with their order card, compile the order and place the planned order in Smart Cookies every Sunday evening by 10 pm throughout the program. **REMEMBER** always check with your CCC before placing your planned order for the week.

New Troops

How to get started establishing your Initial Order?

At the Troop cookie meeting, discuss the Troop Goals for the cookie program. Consider these factors when establishing the Troop sales goal.

- Number of girls selling
- Girls working on an award or bridging
- Community Service projects

Note: You can continue ordering cookies weekly on your Planned Order.

* Brand New: Girl's First Time Sale My First Cookie Sale Patch



Existing Troops

How much and what kind of cookies should I order?

Best ordering advice

Order heavy on Thin Mints, Patties and Caramels. Use your girls order cards from last year to determine what sold by variety to help with your mix for booths. If you need any help determining how much to order contact your CCC.

- How much did your Troop sell in 2025? Use the data in Smart Cookies to guide this year's Initial Order.
- Order extra cookies for your booths

During the program

- Girls and Troops send out their online girl and troop sales link, beginning January 2, 2026
- Stay in constant contact with parents/girls to manage the troops/girls inventory
- Collect money from parents before signing out additional cookies. Don't wait until the end of the program to collect money from the parents
- Make frequent deposits into your Troop Bank Account
- All planned orders must be in Smart Cookies no later than 10 pm each Sunday during the program. Cookies will be at the cupboard you selected
- Before placing your planned orders each week, check with your parents and the CCC to ensure cookies are being moved around in your troop and community. This prevents troops from getting stuck with cookies at the end of the program
- Planned orders can be edited or deleted up until 10 pm. After 10 pm the order cannot be edited or deleted and the troop is responsible for the order and must pick the order up at the cupboard they chose
- Keep track of all cookies you receive, transfer or sell at booths by variety. You will need this information to distribute cookies correctly
- Make sure all cookies are transferred from the troop to the girls, including Care to Share cookies
- Juniors and above can OPT OUT. If your troop qualifies you must OPT OUT by **March 1, 2026**
- Create the recognition order in Smart Cookies



Planned Orders

Planned orders are used after your troop sells their Initial Order of cookies, and are in need of additional cookies.

- Before creating a planned order, communicate with families and your troop!
 - Check to see if your girls still have cookies they are not able to sell, transfer among the girls in your troop first. The troop is responsible for all cookies.
 - Ask your CCC if any other troop has cookies they need to transfer before placing the planned order
- After checking with your troop and CCC, create a planned order in Smart Cookies. These planned orders will be picked up at the cookie cupboard you selected when you placed your planned order.
- If you missed placing the order on Sunday evening, you have three options:
 - You can wait until the following Sunday to place the planned order
 - You will need to contact Debbie Zito, by email at dzito@citrus-gs.org for further instructions
 - You can check with other troops to see if they can transfer some product to you to get you through until the next planned order

Picking up your Planned Order

- Count all product and verify that your order is correct
- Sign the planned order report
- Load your car
- Once you have picked up your planned order from the cupboard, the cupboard manager will approve your order and it will become a cupboard to troop transfer in Smart Cookies. It will show an approved planned order status on the receipt
- When the transfer is complete the packages will be available for you to transfer to the girls
- **Cookies may not be returned or exchanged at any Council warehouse**
- If you need to visit the shop when picking up a planned order, please visit them before you get in line to pick up your cookies



Distribution of Cookies to Girls

Have a discussion with the parents /girls in the troop to determine what works best for the troop and how many cookies each parent would like to start with. Remember no more than 100 packages at a time. Maintain accurate inventory counts so you can give the girls/parents cookies when needed. Have a parent sign the M3 receipt each time they receive or return cookies to/from the troop.

Options for Distribution

After checking with your troop and CCC create a planned order in Smart Cookies. These planned orders will be picked up at the cookie cupboard you selected when you placed your planned order.

- Give a lower amount to each girl. When a girl sells all her cookies and turns in her money, she can then pick up more.
- Give different amounts to each girl based on how many cookies she sold last year and/or her cookie goals this year. Do not give each girl 100% of her cookie goal at once.
- Council recommends no more than 100 packages per girl at a time.
- Schedule pick up times and sort each order before distributing cookies to any of the girls. Have parent sign the M3 receipt verifying all counts are correct.



Transferring Cookies

Using a Troop to Troop Transfer Form

Transferring cookies from one troop to another is very helpful, especially during booth sale or towards the end of the program. Any time you need cookies contact your CCCfirst. They will know what is available within the Community. However, there are times during the busy part of cookie season you may need to do an on the spot transfer with another troop. Always use a Troop to Troop Transfer Form.

How to Complete a Transfer Form

- Enter your Troop number and the Troop number of the Troop receiving the cookies
- List the quantities by variety
- Only one transfer between troops are allowed on each Transfer Form
- Make sure each troop cookie chair signs the receipt. This is for the protection of both troops. It makes settling the reports at the end of the program clear on who owes for the cookies.
- If there is no signature, the giving troop will be responsible for the cookies
- Giving troop keeps the white copy, receiving troop keeps the yellow copy
- The giving troop emails the CCC with the details of the transaction for the documentation so transfer can be entered into Smart Cookies as quickly as possible
- The receiving troop receives credit for the cookies and is held financially responsible



A Successful Booth

Cookie Booths

Booth Sales are an integral part of the Girl Scout Cookie Program. The CCC will be the only person allowed to make arrangements for all booths within the Community boundaries. TCC may suggest booth locations to the CCC, however, they cannot book their own booths with a business. All booths will be available for all troops throughout the Council after the first round. No individual troop can request a booth, solely for their troop.

Safety First

Always follow Safety Activity Checkpoints. Girl safety, money safety and product safety are a key to a successful booth.

- It is important that every adult working at a booth with non-related girls must have a favorable background check and is a current registered Girl Scout. Additionally, if an adult male is present at the booth, there must be at least one other non-related adult female on site
- If you are participating in a booth with your daughter and/or another adult and their daughter, you do not have to be registered, or background checked
- All girls Junior and below must have 2 adults at any booth
- All girls Cadette and above can participate in a booth with 1 adult and 1 girl if they are related. If they are not related, they must have 2 unrelated adults. Additionally, if an adult male is present at the booth, there must be at least one other non-related adult female on site if they are unrelated to any girl at the booth.

What to Bring to a Booth

- Cash box and extra cash
- Bags for customers cookies
- Important phone numbers
- Water
- Booth Tally sheet to keep track of your inventory

No Donation Soliciting

- No Donation Jars allowed at the booth! We are not allowed to solicit donations with the exception of Care to Share

Create a Booth with Appeal

- Table, chairs and a GS or colorful tablecloth
- Have fun! Make your booth stand out by being creative and exciting
- Place extra cookies under table or in a cooler to protect the product. **(Cookies that are damaged after pickup cannot be returned)**
- Let your customers know why you are there. Display your troop number, goals, Care to Share flyer, payments accepted and your accomplishments
- Bundle your cookies into themes to give customers ideas on why or who to buy cookies for:
 - Valentines Day (boxes tied with a red ribbon)
 - Teachers week (add some stickers or a ruler)
 - Price must stay the same per box so a bundle of 3 would cost \$18. Gluten Free would be \$21. You cannot add the cost of ribbon or accessories to the price of the cookies.

Booth Etiquette

- We represent Girl Scouts of Citrus and will obey the Girl Scout Promise and Law
- We will not complain about the rules that a business sets and will follow them
- If a double booking occurs at a business, troop and volunteers will demonstrate the Girl Scout promise and Law and mutually agree upon a solution
- We will not block store entrances and will approach customers only when they leave the business
- We will be identified as Girl Scouts and wear our membership pin, sash or vest
- We will display our troop #
- We will actively be selling cookies, not playing games, texting or running around
- The booth is NOT a parent/guardian/ volunteer activity. Girls must be present at all booths

Girl Etiquette

Girls should be familiar with what is expected at booths

- Girls should arrive/leave on time
- No more than 4 girls should be present at a booth at a time
- There are no siblings, friends or pets allowed at booths
- Have girls approach customers by saying hello and thank you
- Practice goodsales techniques by
 - Knowledgeable about the cookies being offered and their prices
 - Work together with the girls to set a troop goal
 - What the troop plans to do with their proceeds
 - Explain the Care to Share program
 - Role play as customer and seller and how to make change
 - Always smile



Smart Booth Divider

You must use the Smart Booth Divider to enter all booth sales data for the booth patch to be ordered for the girl(s). The Smart Booth Divider is an easy way to distribute booth sale credit to

multiple girls quickly and evenly. Use of the Smart Booth Divider helps Council build a booth library that can provide important data related to booth sale activity that can be used to help troops prepare for future booths. You must have your troop assigned to a booth in Smart Cookies to use the booth divider and mobile app. The girls are not financially responsible for those booth packages not sold.





Booth Procedures

November	The Council will upload last year's booth locations by Community. Please review these booths and confirm permission for each one prior to January 6th .
January 7	<p>Round 1- Each Troop will choose a maximum of THREE booths within their Community. TWO can be premiums.</p> <ul style="list-style-type: none"> • Booth selections will be done in each Service Community during their Service Community Booth Selection meeting. • Juliettes can select TWO locations. ONE can be a premium. • Round 1 must be entered into Smart Cookies by January 7th (NO EXCEPTIONS). If Communities or troops do not select their booths by January 7th, they will have to wait for Round 2.
January 13	<p>Round 2 - 7 p.m. First Come First Serve Opens (FCFS)</p> <ul style="list-style-type: none"> • Troops can select THREE more locations on a FCFS basis. One can be a premium. • Juliettes can select TWO locations. ONE can be a premium. • These will be available for the entire Council. • The FCFS will open on the January 13th at 7:00 p.m. and close January 14th at 11:00 p.m.
January 15	<p>Round 3 - 7 p.m. - First Come First Serve Opens (FCFS)</p> <ul style="list-style-type: none"> • Troops can select THREE more locations on a FCFS basis. ONE can be a premium. • Juliettes can select ONE location. The ONE can be a premium. • These will be available for the entire Council. • FCFS opens on January 15th at 7 pm and closes on January 16th at 11 p.m.
January 19	<p>Round 4 - 8 p.m. First Come First Serve Opens (FCFS)</p> <ul style="list-style-type: none"> • Troops can select TWO more locations. ONE can be a premium • FCFS opens on January 19th and closes on the January 20th at 11:00 p.m.
January 21- March 8	<p>Round 5 - 8 p.m. First Come First Serve Opens (FCFS)</p> <ul style="list-style-type: none"> • First Come First Serve-All remaining booths are available for unlimited selections based on availability. This will give all girls an opportunity to reach their individual goals.



After the program

- Collect and deposit all money into your Troop Bank Account collected from your parents and booth sales
- Pull your Troop on Hand report by packages. Make sure all variety totals are zero. If they are not zeroed you will need to go back and distribute the cookies to the girls so they can earn their recognitions. If they have a negative number it means you distributed the wrong varieties to the girls. This will need to be corrected.
- Review the recognition. If there is a red triangle you will need to review the girl and save
- What to turn into your CCC (includes OPT OUT troops)
 - All Troop transfer forms
 - Care to Share form
 - All M3 receipts, removed from booklet and placed in Girl Money
 - Envelope marked M3 Receipts. Don't leave it receipt booklet or taped/stapled to sheets of paper

After settling your paperwork Council will make any changes if needed. Once your community is settled, review your Troop Balance Summary and save for your records.

If you qualify for the Spring Renewal bonus, Council will update your troop paperwork and let the Finance Team know the adjusted amount for your troop balance. The bonus will not be part of the ACH and will be left in your Troop bank account.



Finances

Mobile Payments for Cookies

Troops will have the option to use the DC25 Mobile app. These are great ways to increase cookie booth sales, and door to door sales.

For Online Sales only, customers have the option of paying by Venmo and PayPal.

Money Collection– 2026

- Girls collect payment from customers at the time of delivery.
- Customers pay for products by cash or credit card when they receive the product. Girls never collect money without giving product to the customer.
- If a troop chooses to accept checks it will be the troop's responsibility for any NSF's. All checks should be made out to the Troop and deposited into the Troop's bank account.
- Any time money is given to the troop from a Girl Scout, a signed M3 receipt must document this transaction. Money should be turned in promptly and frequently to the Troop Cookie Chair. Money should always be turned in when girl's pick-up additional products from their Troop Cookie Chair.

Troop Money Turn In - at the End of the Program

- Final money is due from girls by March 9, 2026.
- In SMART COOKIES check the Troop Balance Summary Report and double check amounts owed to council.
- Please make your final deposits ASAP.
- Troop paperwork is due to your Community Cookie Chair by March 11, 2026
- Final ACH draft will be debited as each Community is reconciled.

Automatic Clearing House (ACH) payments to Council

Troops pay Council for all cookies received through the ACH process

- To ensure your troop account is ready for ACH, you must enter your troop's account number and routing number into SMART COOKIES by the deadline.
- Only the amount due to the council will be deducted from the troop bank account. The proceeds will remain in the troop account.
- These debits occur once the Communities Cookie paperwork is reconciled.
- To view amount due to council, revisit the Troop Balance Summary in SMART COOKIES and remind them to print a copy for their records.
- Personal use of troop funds at ANYTIME is illegal. Personal funds and Troop funds should never be commingled. Make sure you have Troop to Girl transfers completed by March 11, 2026, so that SMART COOKIES can correctly figure your troop proceeds.

Procedure for Outstanding Product Monies

There are two types of outstanding balances:

- Troop Debt to the Council Business Office
- Parent/Guardian Debt to the Troop

Troop Debt to Council Business Office

When unresolved debt occurs, the troop will not be able to participate in any product program until the troop has resolved their outstanding balance with the Council Business Office. Our Finance team will contact the Troop Cookie Chair initially for any outstanding cookie balances. This will be escalated to all troop leaders if there is no resolution. On May 28, 2026, all cookie debts owed to Girl Scouts of Citrus Council will be turned over to a debt collection agency. The person responsible for the debt will also be obligated to pay any cost from the debt collection agency.

Finances

Parent/Guardian Debt to Troop

Since Recognitions cannot be guaranteed after April 28, 2026 for Troops with an outstanding amount due to Council, we recommend contacting Customer Care at customercare@citrus-gs.org as soon as you realize there may be Product Money due or you have not been able to collect from a Troop Parent. We are here to help!

When Product money is due to the Council Business Office and you have not been able to collect from a troop parent, do not hold up your troop's paperwork. Make sure all monies collected have been deposited into your Troops Bank Account by the deadline.

As soon as you realize there is a problem, act immediately!

- Collect as much money as possible and set up definite deadlines for additional payments. Promptly notify Customer Care at: customercare@citrus-gs.org with information on the next page if deadline is not met.
- Make at least three attempts to collect money. The attempts to collect money must be documented in writing. Be aware that an answering machine or phone message might not be received by the person involved. It is not a reliable form of contact.
- Attempts to collect monies need to be pleasant and tactful, but firm. Do not harass. Emphasize that missing money denies girls program opportunities.
- All outstanding parent debt must be reported by March 11, 2026. It becomes increasingly difficult to help with collections after time has passed.
- If you need additional help or need to talk it over, contact **Debbie Zito** at dzito@citrus-gs.org or call 800.367.3906

Written/Verbal Documentation Needed

- Date
- Who made contact
- Method of contact (phone, letter, or in person)
- Summary of what was said and the response
- Your follow-up actions and plans
- Information needed for further review (see next section)

Information Needed for Further Review

- Names (Girls and Parents)
- Phone Numbers
- Physical Address
- Total Products received and returned with proof from signed M3 receipts
- Amount owed troop and Council Business Office
- Signed Parent Permission Agreement Form
- All M3 receipts signed by parent
- If you have all the signed documentation, the Council Business Office will be able to help with future payments from the parent/ guardian.

Finances

How Can This Be Avoided?

- By training and informing the parents/ guardians during a meeting about the consequences of outstanding balances.
- Meeting the deadlines for payments during the program.
- Be firm with the guidelines about payment before additional product is given out.
- Keeping in touch with parents and girls to verify all payments are received for delivered product with corresponding signed M3 receipts.

Misappropriation of Funds by Troop Cookie Chair or Leader

If misappropriation of troop funds is suspected, Leader's access to troop funds will be suspended during research and review of the allegations. If evidence of misuse of funds or personal use of troop funds is substantiated, the leader/chair will be reported to Law Enforcement for further investigation.

Report the concern immediately to Customer care at customercare@citrus-gs.org. If review of the concern yields substantial evidence of theft or fraud, Council Office is the legal party to file Police Reports and will do so.

Third Party Theft

- In the event that funds are stolen by a third party (home robbery, auto theft, booth robbery), a completed police report must be provided to the Council Business Office.
- Receipts will be helpful to prove possession and value of property.
- Council Staff will work directly with the victim with regard to the resolution of missing funds.
- Do not speak to media - contact Citrus Council.

Troops With Overpayment to Council

There is no reason for troop overages if the Troop Cookie Chair maintains SMART COOKIES and it is updated correctly - it will tell the Troop Cookie Chairs what the troop owes council and what each girl owes the troop.

In the event that an overpayment occurs, troops will be paid after July 1st when the council bank reconciliation is completed. It is the TCC and CCC responsibility to make sure that overpayment does not occur.

Overpayment is different than on-line sales only. All on line sales refunds will be paid after all Communities have been reconciled.



Get the scoop on Exploremores™!

These rocky road ice cream-inspired sandwich cookies—filled with the delicious flavors of chocolate, marshmallow, and toasted almond flavored crème—reflect the spirit of exploration at the heart of every Girl Scout. From a curious kindergartener, amazed by jellyfish at the local aquarium, to a middle schooler finding the courage to go on her first overnight trip with her troop, Girl Scouts know the road to discovery starts with exploration.














Girl Scout Cookies®

2026 Food Allergens Guide



	CONTAINS (Y) OR MANUFACTURED IN A SHARED FACILITY WITH (M)					CONTAINS				CERTIFICATIONS		
	Wheat	Soy	Milk	Peanuts	Eggs	NO High Fructose Corn Syrup	ONLY Colors from Natural Sources	NO Preservatives	NO Trans Fat	Certified Gluten Free	Made with Vegan Ingredients	Certified Kosher OU-D and Halal
 Adventurefuls®	Y	Y	M	M		Y	Y	Y	Y			Y
 Exploremores®	Y	Y	Y	Y		Y	Y		Y			Y
 Lemonades®	Y	Y	M	M		Y	Y		Y		Y	Y
 Trefoils®	Y	Y	Y	M		Y		Y	Y			Y
 Thin Mints®	Y	Y	M	M		Y	Y	Y	Y		Y	Y
 Peanut Butter Patties®	Y	Y	M	Y	M	Y		Y	Y		Y	Y
 Caramel deLites®	Y	Y	Y	M		Y			Y			Y
 Peanut Butter Sandwich	Y	Y	Y	Y		Y		Y	Y			Y
 Caramel Chocolate Chip						Y		Y	Y	Y	Y	Y

For complete nutrition facts and ingredients, visit girlscoutcookies.org or www.abcbakers.com for more information.

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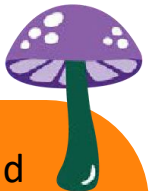


Use these black footed ferret fun facts to kick off your cookie rally. Will you turn them into a game? How about a package of cookies as a prize for whoever gets the most correct!

The black footed ferret is the only ferret species native to North America

Average life span in the wild is 1-3 years, and 4-6 in captivity

They were thought to be extinct until 1981 when a few were found in Wyoming. Today over 400 live in the wild thanks to captive breeding and reintroduction and cloning.



They are nocturnal, most active at night, and fossorial, living underground

Natural habitat is the grassland ecosystem in the North American plains

Black-footed ferrets are dependent on prairie dog colony health, as they are their primary source of food!



ABC Bakers provides YouTube training videos to guide you every step of the way!
Training can be accessed directly from
www.abcsmartcookies.com/safety-and-training



Be on the lookout for this important email!

From: noreply@abcsmartcookies.com <noreply@abcsmartcookies.com>
Sent: Tuesday, November 29, 2022 4:34 PM
To: abcbakers.troop+test@outlook.com <abcbakers.troop+test@outlook.com>
Subject: ABC Smart Cookies Registration

Dear Girl Scout Volunteer,

Girl Scout Cookie season is starting soon! To help you get ready for a great cookie season please set up your account and register on the ABC Smart Cookies website, click the link below to get started:

<https://app.abcsmartcookies.com/#/registration?token=88273fb7-c1e7-4531-9d3e-577860f90a53>

By registering on ABC Smart Cookies website, you will be able to complete your profile, start managing your cookie sale and have access to all of the resources available on the ABC Smart Cookies website!

Thank you,

The ABC Smart Cookies Team

If you'd like to unsubscribe and stop receiving these emails [click here](#)

Add noreply@abcsmartcookies.com to your safe sender list!



Digital Cookie®

This cookie season, superpower your sale by adding Digital Cookie® to your toolkit.

Become a true cookie boss in four easy steps!

1. Register for Digital Cookie®

Create your **Digital Cookie** Password
for email address: parentemail@domain.com

When you create your password, a confirmation email will be sent.

Password

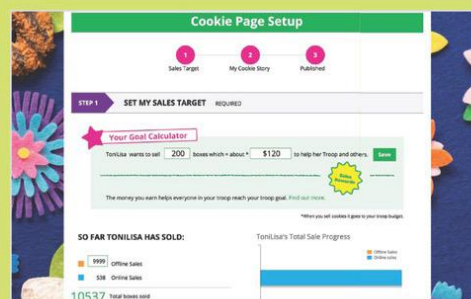
Passwords must be 8-16 characters, including 1 number, capital letter and lowercase letter, with optional special characters !, @, or \$

Confirm password

SUBMIT

Look for the Digital Cookie® registration email in your inbox to register. If you can't find it, contact your council.

2. Set Up Your Site



Take a few minutes to set your sales goal, share your cookie story, and upload a fun picture or video. Then publish and go!

3. Invite Customers



Use the email in Digital Cookie® to reach out to customers. Ask them to visit your site, purchase, and share your site. Also, post your site on social media.

4. Track Your Progress



Use your Digital Cookie® platform to track sales and inventory and check progress towards your goal.

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GET IT ON
Google Play

Download on the
App Store

Become a Digital Entrepreneur in a Flash!

This cookie season, superpower your sale by adding Digital Cookie to your toolkit.



STEP 1

Register for Digital Cookie

Look for the Digital Cookie registration email in your inbox on or after _____ to register. If you can't find it, contact your council or visit digitalcookie.girlscouts.org and click the "Need help" link.



STEP 2

Set Up Your Site

Take a few minutes to set your sales goal, write your cookie story, upload a fun picture or video. Then publish and be ready to go!

Prepare now by talking with your family about your goals and create a fun video telling customers why they want to support your business.



STEP 3

Add Customers

Add customers to your list and once sales have begun, use Digital Cookie to email them to visit your site. Or share your link or QR code directly with customers.



In Season

Use the Digital Cookie app to sell cookies wherever you go!

The app makes it easy for you to take payment from customers purchasing cookies. Girl Scout's sites must be published before logging into the mobile app.



Track Orders and Inventory

- View/approve your orders.
- See what your customers are buying.
- Make sure you have enough cookies to fill your orders.
- Prepare to deliver to customers.



Send Cheers

Cheer on your troop mates by sending encouraging messages and gifts to boost their confidence. It all helps your troop reach their goals by working together.



Need Help?

Look for the Digital Cookie **Support button** for step-by-step instructions, tutorials, videos, tip sheets, and more.

Need 1:1 help? Click on the customer support button to talk live to a representative or submit a ticket for more support.



Ways to Participate in the Girl Scout Cookie Program

Ready to help your Girl Scout get the most out of cookie season? No matter how they take part in the Girl Scout Cookie Program,[®] they'll grow their people skills, learn to set goals, make smart decisions, and so much more. Talk with them about which options they're excited to explore this year!



Text or Call Friends and Family

Is this your Girl Scout's first time running their own cookie business? Texting or calling friends and family is a great way to help them feel comfortable connecting with cookie customers. If your Girl Scout has a busy schedule, this is a flexible option.

Digital Cookie[®]

Is your Girl Scout ready to take their digital marketing skills to the next level? With the Digital Cookie platform, Girl Scouts can ship cookies directly to customers, accept orders for cookie donations, or schedule an in-person delivery. This way, your Girl Scout can reach their sales goals no matter what their schedule is like.

Door-to-Door Deliveries

Going door-to-door is a great way for your Girl Scout to perfect their sales pitch! Get out in your community and sell in your own neighborhood. Use door hangers and business cards for customers who aren't home. They'll also grow their people skills by meeting new neighbors (with the necessary adult supervision, of course).

Cookie Stands

Would your Girl Scout feel more comfortable on their own turf? Cookie stands, similar to lemonade stands, are set up in front of a residence on private property, where they'll market their cookies to customers in their neighborhood. They're a great way to ease more introverted Girl Scouts into connecting with their communities. This can be fun for the whole family!

Cookie Booths

Cookie Booths are a great way to interact with new customers, develop teamwork, and have fun. Troops or groups of Girl Scouts work together to market their cookies outside a preapproved location (like a grocery store, mall, bank, or even a drive-through booth in a parking lot) where they can practice their business skills with new customers.

Note: cookie booths must be coordinated by troop cookie managers; may only happen at council-approved locations; and must be legally open to, accessible, and safe for all girls and potential customers.)

Connect With Your Community

The possibilities are endless! Girl Scouts team up with their parents/caregivers to sell cookies to their employees and coworkers, at places of worship, and at community groups. From preparing a corporate pitch to selling cookies in bulk to car dealerships, real estate agents, or financial institutions, there are so many ways to grow your cookie business.

Participating in the cookie program helps power Girl Scouts' adventures throughout the year. It's also a fun way to learn important skills for future careers and in life including goal setting, decision making, money management, people skills, and business ethics.



Notes



Have a great cookie season!

girl scouts
of citrus

