



2025 Troop Cookie Guide





Embrace the cookie season!

Dear Troop Cookie Chair,

Welcome to the exciting world of the cookie program! This year's theme, "Embrace Possibility," reminds us that anything is possible if we set our minds to it. By embracing what is possible, we can help ourselves reach our full potential.

We have prepared this guide to assist you through the cookie program, providing important dates and instructions to help you prepare and distribute forms effectively.

Your dedication and willingness to volunteer for one of the most significant service projects of our Girl Scout year is truly appreciated. The annual cookie program plays a vital role in our overall program, and your support is invaluable.

The girls are the main beneficiaries of the cookie program, learning and growing through this Girl-led initiative. Your leadership will be key in preparing them for a rewarding and enjoyable experience. Volunteers like you make our cookie program a success.

Together, let's set our sights on reaching our stretch goals and embracing all the possibilities that lie ahead. Thank you for your support and dedication to making our cookie program a success.

Warm regards,
The Product Team



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This Girl Scout Cookie™ season, we are inspiring Girl Scouts® to embrace the endless possibilities to grow their skills that selling cookies offers!



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






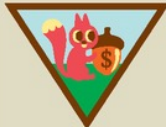







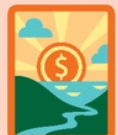


Resources

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/abcbakersvolunteer/gallery/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/abcbakersvolunteer/gallery/albums www.abcsmartcookies.com/resources
Volunteer and girl videos	How-to videos on a variety of topics	www.youtube.com/user/ABCCouncils



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 Startup		
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 Blended Training - Sign TCC Agreement in gsLearn Bank Account due in Smart Cookies Train Parent / Girls - Sign WuFoo Parent Permission Form	November AND December
Online Only Sales begin	January 3, 2025
Initial Order due in Smart Cookies	January 7, 2025
Mega Drop	January 25, 2025
Cookie Program Begins	January 26, 2025
Booths Begin	January 31, 2025
First Planned order entered into Smart Cookies by 10 p.m.	February 2, 2025
ACH First Withdrawal (40% of balance due to Council)	February 11, 2025
National Girl Scout Cookie Weekend	February 21-23, 2025
Last Planned Order	February 23, 2025
Second ACH withdrawal (60% of balance due to Council)	February 25, 2025
Cookie Program Ends	March 2, 2025
Clean Up Week	March 3-9, 2025
Online Sales End	March 9, 2025
Troops locked out of Smart Cookies	March 10, 2025
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 google map.

Care to Share

Councils' donation program to send product to Military personnel 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 only 2 Adults and a minimum of 2 girls and a maximum of 4 girls at each booth.

Cookie Cupboards

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

DC25- Digital Cookie 25

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 DC25.

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, 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 to the Care to Share program. Last year the Care to Share program generated 26,232 packages.



National Girl Scout Cookie Weekend (NGSCW) February 21-23, 2025

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.

This weekend will have different themes each day. Encourage your girls to be creative and have fun decorating their booth and wearing costumes.

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



Girl Scout Safety Practices

- **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.
- **Buddy up.** Always use the buddy system. It's not just safe, it's more fun.
- **Plan ahead.** Be prepared for emergencies, and always have a plan for safeguarding money.
- **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 Sales

- **Partner with adults.** Adults must accompany Girl Scout Daisies, Brownies and Juniors. Girl Scouts in grades 6-12 must be supervised by an adult and must never sell or deliver cookies alone.
- **Sell in the daytime.** Sell during daylight hours, unless accompanied by an adult.
- **Do not enter any homes or vehicles.** Never enter someone's home or vehicle. Only approach vehicles at designated drive-thru cookie booths.
- **Be streetwise.** Become familiar with the areas and neighborhoods where you'll be selling and delivering cookies. Avoid alleys.
- **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 Sales

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





Volunteer Responsibilities

Before the program

- Have a 2025 membership, a favorable background check and mark yourself in the Troop Cookie Chair Role in mygs/myaccount
- TCC training is blended with an in person training and an online component in gsLearn
 - Attend the Troop Cookie Chair training in your Community
 - Receive your certificate for completing this training from your CCC
 - Complete the training in gsLearn - Once the gsLearn training is complete you can sign your position agreement and upload your certificate
- Make sure all your girls have a 2025 membership
- Schedule a parent/girl meeting to train the girls in your troop
- Have all girls' parents sign the WuFoo parent permission form
- Hand out the 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 7th, 2025 by NOON**
 - Log into www.abcsmartcookies.com

- Enter your user name and password
- On the main dashboard, hover over the orders tab, click on Troop Initial Order.
 - *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.
- Save the order
- How to Schedule your pick up time for Mega Drop. This must be done at time of Initial Order
 - Enter your username and password
 - Select your delivery station –
 - Click date - Click time of day
 - Click hour - Click time slot
- Save
 - ***NOTE**- If no Initial Order is placed by the troop the first planned order will become the Initial Order. The 1st ACH will apply to this order.



Ordering Guidelines

How much should a family order?

- The PGA for Citrus Council Girl Scouts in 2024 was 303 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

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 2024? Use the data in Smart Cookies to guide this years Initial Order
- Order extra cookies for your booths

How to Order

- Log into www.abcsmartcookies.com using your login and password sent to you by Smart Cookies
- On the main dashboard hover over the orders tab, click on Troop Initial Order
- For returning troops the following information will be available on the Initial Order screen
- The Troop Initial Order from last season will be shown and this seasons quantity will be displayed once it is entered
- The Troop Order total sales from last season and this season will be shown
- Enter the entire Troops order by variety in cases. Please note the correct unit of measure (UOM) is in the upper right corner of the order grid
- You cannot change the UOM for the order
- The "Total" of the Troops Initial Order is shown in dollar amount and in total package quantity
- There is a box to place any "order notes"
- Click "Save"
- You have the option to edit any part of the order up until the order due date which is listed in red at the top of the Initial Order screen
- If your order is complete you can slide the ready to review button to let your CCC know that your order is complete and ready for processing. You have up until the order due date to slide the button back to make any edits that you need to make and then slide the button back
- After the order due date the CCC will review and submit to Council



For New and Existing Troops

Initial Order deadline place in Smart Cookies by January 7th, 2025, no later than NOON

If you miss the deadline, you can place a planned order in Smart Cookies by 10 pm on February 2, 2025. 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.

During the program

- Girls and Troops send out their online girl and troop sales link, beginning January 3, 2025
- 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, 2025**
- 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.

How to Place a Planned Order

- Log into Smart Cookies using your login and password
- Hover over the orders tab, click on planned order
- The planned order shows the troop number, troop contact information and the cupboards that are available to the troop to pick up additional cookies
- Choose a cupboard by clicking on the cupboard and highlighting it
- Click continue
- Once the cupboard is chosen the edit option is available
- To change locations, click edit and select again
- When you select the cupboard, you will see a list of dates indicating the days the cupboard is available for pickup
- Select a date and click continue
- Select a time and click "Save"
- Enter the number of cases for each variety
- If you would like to add notes there is a field for order notes available
- Click "Save"
- Confirmation of the planned order appears once you click save
- The planned order number will appear at the top of the page
- The order can be printed by clicking on print receipt
- The top of the receipt will say planned order receipt, not approved, indicating that the order has not yet been picked up from the cupboard and approved
- The receipt confirms the location, date and time you selected as well as your order details. Make sure you verify your location prior to picking up your cookies to ensure you are at the correct cupboard
- You can edit your order up until the Council's designated deadline for placing planned orders for the upcoming week
- 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



Planned Orders

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



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.



How to Transfer Cookies

Troop to Girl (T 2 G)

This will be your most common transfer

- Hover over the "Orders Tab" and click on transfer order
- Select the troop to girl option from the drop down menu
- Click on which girl in the troop will receive the transfer or you can search by the girls name in the girl search field
- Click the reset arrow on the far right to reset your filters if necessary
- Once filters are set, click apply
- Enter the quantities to be transferred. Pay close attention to the unit of measure so your transfer amounts are correct
- Two types of transfers can be entered on this page
 - Packages
 - Booth Packages
- **Troop on Hand Inventory in Smart Cookies must be zeroed out at the end of the program.** All cookies must be distributed by correct variety to girls selling in order to get their recognitions and have an accurate troop inventory for the following year so you can order accordingly. This is also one of the criteria for earning the Troop Recognition

Girl to Girl Transfer (G 2 G)

- Hover over the "Orders Tab" and click on transfer order
- Select the Girl to Girl option from the drop down menu
- Choose Girl to Girl in the type box. Select the girls name in the from box
- You will be prompted to enter the number of boxes by variety to be transferred
- Select the girls name you are transferring to in the box
- Save
- Make sure you have a signed M3 receipt for any transfers between girls (even sisters)

Troop to Troop (T 2 T)

- Hover over the "Orders Tab" and click on transfer order
- Select the Troop to Troop option from the drop down menu
- Enter from/giving and to/receiving troop
- Enter by variety
- Click apply
- Save

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 CCC first. 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 Transfer Cookies

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. 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. There must always be a minimum of two unrelated volunteers, one which must be a female (that do not live in the same household) with current GSUSA memberships and favorable background checks. If an adult male is working the booth, there must be one other non related female adult present at this booth. Be prepared for weather and dress accordingly.

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 pick up cannot be returned)**
- Let your customers know why you are there. Display your troop number, goals, Care to Share flyer, payments expected 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 good sales 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.

There are two options for using the booth divider

Option 1 - Distributing cookies for each booth

You can do this by recording all packages sold by variety at each individual booth sale Then using the Save and Distribute sales button, evenly distribute the packages sold to only the girls that participated in that specific booth.

- Log into Smart Cookies
- Click on the resource tab
- Click on Smart Cookies Training
- Scroll down to how to distribute cookies for each booth with Smart Booth Divider Option 1

Option 2 - Distributing cookies for all booths at the end of the program

Alternative process booth divider distributing all booth cookies at the end of the program

- You can record all packages sold by variety at each individual booth. Then you can use the Save and Go button for each booth that the troop has completed
- At the end of the program when all booths have been entered the total of all booth sales credits from all booths will be evenly distributed at one time to all girls in the troop by using the Distribute Total Booth sales button that is located at the bottom of the Troop/Group reservation page
- Log into Smart Cookies
- Click on the resource tab
- Click on Smart Cookies Training
- Scroll down to how to distribute cookies for each booth with Smart Booth Divider Option 2

How to edit a transaction with Smart Booth Divider

When editing or deleting a transaction that has already been saved within the Smart Booth Divider

- Log into Smart Cookies
- Click on the resource tab
- Click on Smart Cookies Training
- Scroll down to how to edit a transaction in the Smart Booth Divider



Booth Procedures

November	The Council will upload all last year's booths by Community.
January 8	<p>If troops do not select their booths by the date cutoffs listed below, they will have to wait for the next round to enter their selections. (NO EXCEPTIONS)</p> <p>Round 1 – First Come First Serve Opens (FCFS)</p> <ul style="list-style-type: none"> ● Troops can select THREE locations on a FCFS basis. TWO can be premiums. ● Juliettes can select ONE location. The ONE can be a premium. ● The FCFS will open on the 8th at 7:00 pm and close on the 9th at 11 pm
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 FCFS basis. ONE can be a premium. ● Juliettes can select ONE location. The ONE can be a premium. ● The FCFS will open on the 13th at 7:00 p.m. and close on the 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. ● The FCFS will open on the 15th at 7:00 pm and close on the 16th at 11 p.m.
January 20	<p>Round 4 - 8 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. ● These will be available for the entire Council. ● The FCFS will open on the 20th at 8:00 pm and close on the 21st at 11 p.m
January 22	<p>Round 5 - 8 p.m. – First Come First Serve Opens (FCFS)</p> <ul style="list-style-type: none"> ● Troops can select FIVE more locations. TWO can be premiums. ● These will be available for the entire Council ● The FCFS will open on the 22nd at 8:00 pm and close on the 23rd at 11:00pm
January 27	<p>Round 6- 8 p.m. - First Come First Serve Opens (FCFS)</p> <ul style="list-style-type: none"> ● Troops can select FIVE more locations. THREE can be premiums. ● These will be available for the entire Council ● The FCFS will open on the 27th at 8:00 pm and close on the 28th at 11:00pm
January 29 - March 8	<p>Round 7- 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. <p>All booths will be available to ALL troops throughout the cookie program. Troops cannot secure a personal booth location for their own troop. All Troops must share all booths to be fair and honest and to be a sister to every Girl Scout.</p>

Cookie Facts



PROCEEDS - EVERYONE

TIER	BASE	SPRING RENEWAL
1-150	\$0.85	\$0.90
151-200	\$0.95	\$1.00
201-263	\$1.00	\$1.05
264-303	\$1.05	\$1.10
304+	\$1.25	\$1.30

PROCEEDS - OPT OUT

TIER	BASE	SPRING RENEWAL
1-150	\$0.90	\$0.95
151-200	\$1.00	\$1.05
201-263	\$1.05	\$1.10
264-303	\$1.10	\$1.15
304+	\$1.30	\$1.35

Proceeds
stay local!



27.5%
35,189 Pkgs.

17.1%
21,817 Pkgs.

14.4%
18,399 Pkgs.

12 cookie
packages
per case

\$6 per
package
\$7 per
package of
Gluten Free

How much can I pickup?

Compact car	23 cases
Hatchback car	30 cases
Standard car	35 cases
SUV	60 cases
Station Wagon	75 cases
Minivan	75 cases
Pickup truck	100 cases
Cargo van	200 cases

How much should I order?

Based on average sales per cookie variety in the past, we recommend you order based on the below mixture:

Thin Mints®	27.5%	Trefoils®	7.2%
Caramel deLites®	17.1%	Peanut Butter Sandwich	17.9%
Peanut Butter Patties®	14.4%	Toast-Yay!®	4.5%
Adventurefuls®	8.2%	Caramel Chocolate Chip	1.9%
Lemonades®	9.7%		

The oven that bakes Trefoils® is as long as an American Football field

A cookie season of Caramel deLites® needs as much coconut as 6 blue whales weigh.

Fun
Facts!

ABC uses enough peanut butter in Peanut Butter Patties® to fill 6 swimming pools.

Girl Scouts have been selling Lemonades® since 2006.



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 – 2025

- 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 4, 2025.
- 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 10, 2025
- 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 co-mingled. Make sure you have Troop to Girl transfers completed by March 10, 2025, 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 30, 2025, 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 May 17, 2025, 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 4, 2025. It becomes increasingly difficult to help with collections after time has passed.
- If you need additional help or need to talk it over, contact the VP of Products. (**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.

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.

Finances

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 Theresa Rivera, at **trivera@citrus-gs.org** or call **407-228-1662**.

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.

Thanks for volunteering to be the Community Cookie Chair and reading through this guide to help you with any issues that may arise. As always you can always contact the Product Team with any questions you may have.



Your Girl Scout Cookie favorites are back!



Adventurefuls®

Indulgent brownie-inspired cookies with caramel flavored crème and a hint of sea salt



Toast-Yay!®

French Toast-inspired cookies dipped in delicious icing



Lemonades®

Savory slices of shortbread with a refreshingly tangy lemon flavored icing



Trefoils®

Iconic shortbread cookies inspired by the original Girl Scout recipe



Thin Mints®

Crispy chocolate wafers dipped in a mint chocolaty coating



Peanut Butter

Patties®

Crispy cookies layered with peanut butter and covered with a chocolaty coating



Caramel deLites®

Crispy cookies topped with caramel, toasted coconut, and chocolaty stripes



Peanut Butter

Sandwich

Crisp and crunchy oatmeal cookies with creamy peanut butter filling



Caramel

Chocolate Chip

*Caramel, semi-sweet chocolate chips, and a hint of sea salt in a delicious cookie**

*Limited availability












Girl Scout Cookies®

2025 Food Allergens Guide



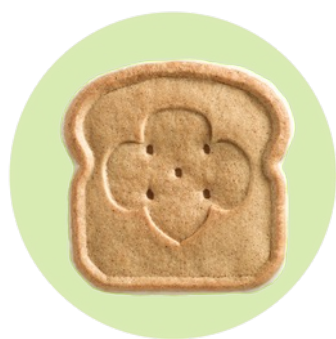
	CONTAINS (Y) OR MANUFACTURED IN A SHARED FACILITY WITH (M)						DOES NOT CONTAIN				CERTIFICATIONS		
	Wheat	Soy	Coconut	Milk	Peanuts	Eggs	NO High Fructose Corn Syrup	NO Artificial Colors	NO Preservatives	NO Trans Fat	Certified Gluten Free	Made with Vegan Ingredients	Certified Kosher OU-D and Halal
 Adventurefuls®	Y	Y	M	M	M		Y	Y	Y	Y			Y
 Toast-Yay!®	Y	Y	M	M	M		Y	Y	Y	Y		Y	Y
 Lemonades®	Y	Y	M	M	M		Y	Y		Y		Y	Y
 Trefoils®	Y	Y	M	Y	M		Y	Y	Y	Y			Y
 Thin Mints®	Y	Y	M	M	M		Y	Y	Y	Y		Y	Y
 Peanut Butter Patties®	Y	Y	M	M	Y	M	Y	Y	Y	Y		Y	Y
 Caramel deLites®	Y	Y	Y	Y	M		Y	Y		Y			Y
 Peanut Butter Sandwich	Y	Y	M	Y	Y		Y	Y	Y	Y			Y
 Caramel Chocolate Chip							Y	Y	Y	Y	Y	Y	Y

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



Toast-Yay!® is retiring...but we are still saying “yay!”, because it means 2026 will bring a new Girl Scout Cookie!

Use the 2025 season as a last-call push promotion opportunity.



Good bye,
Sweet Friend!
We'll miss you, Toast-Yay®



Recognitions

Creating recognition orders

Girl Scouts will earn recognitions based on their total number of cookies sold. This is why it is important to distribute all cookies that each girl sold. All recognitions are shown on the recognition flyer. All recognitions are cumulative. Make sure all troop to girl transfers have been completed and that the sales total for each girl is correct BEFORE ordering final recognitions. The automated reward feature will calculate what each girl earned.

How to Create a Recognition Order

- Hover over the recognitions tab
- Click create recognition order. Under planned type select main. This is one of the criteria for earning the Troop Recognition
- Click create order
- Booth patch - a girl must participate in a booth and the troop must use the booth divider to earn the booth patch. The booth divider will automatically create the patch for the girl
- Save and exit
- The recognition still needs to be created for older girls opting out. They will receive patches and Troop Awards. OPT OUT is for Juniors and above ONLY



My Goal:

Set Your Cookie Goals

The Girl Scout Cookie Program begins January 26, 2025.
You may not take orders or sell cookies before this date.



girlscouts
of citrus

Citrus-GS.org | 800-367-3906

<p>15+ Pkgs</p>  <p>Participation Patch</p>	<p>Booth Participation</p> <p>1 Booth</p>  <p>Booth Patch</p>	<p>Care to Share</p> <p>5+ Pkgs</p>  <p>Cookie Share Patch</p>	<p>60-99 Pkgs</p>  <p>Journal</p>
<p>100-149 Pkgs</p>  <p>Bandana AND Lanyard</p>	<p>150-221 Pkgs</p>  <p>Clear Crossbody Bag</p>	<p>222-275 Pkgs</p>  <p>Plush Panda Small</p>	<p>276-324 Pkgs</p>  <p>Panda Neck Pillow</p>
<p>325+ Pkgs</p>  <p>Goal Getter Patch</p>	<p>326-450 Pkgs</p>  <p>T-Shirt</p>	<p>451-599 Pkgs</p>  <p>Panda PomPom Beanie Hat</p>	<p>600-899 Pkgs</p>  <p>Plush Panda Large</p>
<p>900-1199 Pkgs</p>  <p>Air Brush Fashion Design Kit OR Blanket</p>	<p>1200-1600 Pkgs</p>  <p>Hoodie</p>		
<p>1601-2200 Pkgs</p>  <p>Portable Hammock AND Super Seller Patch</p>	<p>2201-2999 Pkgs</p>  <p>\$50.00 Amazon Voucher</p>	<p>3000+ Pkgs</p>  <p>\$100.00 Amazon Voucher</p>	
<p>Smart Cookies Direct Ship</p> <p>20+ Pkgs</p>  <p>Cookie Techie Patch</p>	<p>New Girl Participation</p>  <p>My First Cookie Patch</p>	<p>Troop Recognition*</p>  <p>\$10.00 Amazon Voucher <small>*Enter 10 (minimum of 110 cases). Troop on Hand Report zero. Troop must create recognition order and enter bank info by deadline.</small></p>	<p>Troop Award</p> <p>6500+ Pkgs</p>  <p>\$125 Amazon Voucher</p>

Citrus Council Reserves the right to substitute any recognition with another of equal value.

The GIRL SCOUTS® name and mark, and all other associated trademarks and logotypes, including but not limited to the Trefoil Design, are owned by Girl Scouts of the USA. ABC Bakers is an official GSUSA licensee.



Mei Lin and Bao Bei the pandas are wishing you a bear-y successful Girl Scout Cookie® season!



Meet the Panda

Use these panda fun facts to kick off your cookie rally with some fun. Will you turn them into jeopardy? How about a box of cookies as a prize for whoever gets the most correct!

Giant Pandas spend nearly 12 hours a day eating.

99% of their diet consists of different types of bamboo.

Their front paws have 6 digits! One is an extended wrist bone to help them climb and grab tasty bamboo.

Giant Pandas are one of the few bear species that do not hibernate.

Natural habitat is only in the mountain ranges of central China.

Giant Pandas are able to climb a tree backwards, like a hand stand, to leave scent markings as a way of communicating with each other!



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!



Become a true cookie boss in four easy steps!

Digital Cookie®

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

1. Register for Digital Cookie®

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

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

Password

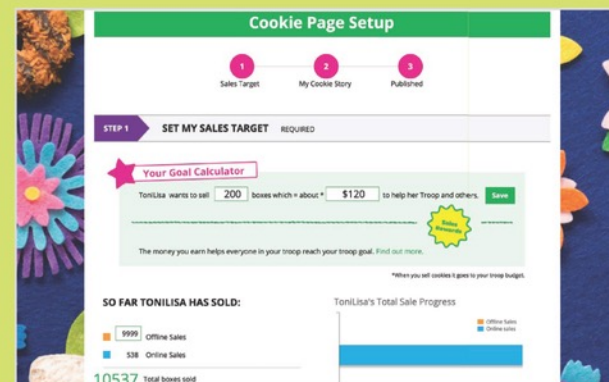
Passwords must be 8-16 characters, including 1 number, capital letter and lowercase letter, with optional special characters !, #, or \$

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!

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.



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.



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! Please ask your CCC for the Wufoo link to fill out the form necessary to participate in a cookie stand.

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 pre-approved 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 the Community Cookie Chair; 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.

[illegible]



Embrace the cookie
panda-monium
possibilities and have
a great sale!

girl scouts 
of citrus

