girl scouts of eastern pennsylvania

Troop Cookie Manager Manual

2027

Welcome!

Whether you're new to the Cookie Program or a returning volunteer, we're so glad you're here! As a Troop Cookie Manager (TCM), you play an essential role in supporting the world's largest girl-led entrepreneurial program. Through the Cookie Program, Girl Scouts build confidence, develop business and leadership skills, and earn funds for troop adventures, service projects, travel, and more.

This Troop Cookie Manager Manual is designed to complement the Troop Cookie Manager Cookiebook. The Cookiebook serves as your roadmap with month-by-month tasks, timelines, and resources. This manual is your go-to reference for Cookie Program resources, definitions, policies and procedures, and program guidance. Use it throughout the season to find information, answer questions, and confidently manage your troop's Cookie Program.

Remember, you have a team behind you every step of the way. Your Service Unit Cookie Team, Product Program Team, and Customer Care are here to answer questions and provide support throughout the season.

Thank you for sharing your time and talents with Girl Scouts. We wish you and your troop a fun, rewarding, and successful cookie season!

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Get Cookie Ready in 5 Simple Steps

Complete these steps to access Smart Cookies and place your first cookie order.

1. **Appoint Troop Volunteers**
   Your troop must have at least two registered and cleared volunteers: a Troop Leader and a Troop Cookie Manager.
   ▸ How to register/renew your role in myGS

2. **Troop Bank Account**
   Your troop must have a bank account set up and confirmed with GSEP's finance team. Work with troop volunteers to complete the Troop and Service Unit Authorization for ACH Debits/Credits form.

3. **Update Your Troop Roster**
   Your troop must have a minimum of two registered Girl Scouts to be considered an active troop. Work with your troop leaders to confirm that all Girl Scouts have active memberships; Girl Scouts are uploaded to the cookie software systems based on troop rosters in myGS.

4. **Attend Cookie Training**
   Each Troop Cookie Manager (TCM) must complete the required Troop Cookie Manager Training in gsLearn. Live Sweet Success Q&A calls will be offered throughout the fall and winter to answer questions and provide additional support.
   ▸ How to access TCM training in gsLearn

5. **Submit the TCM Agreement Form**
   Complete and submit the TCM Agreement Form in gsLearn. Every TCM must submit a signed agreement.



Your Cookie Team and Responsibilities

Cookies is a group effort! Talk with your troop leadership to determine how you can share the cookie responsibilities with other volunteers. Discuss with your families how they can help support the cookie experience for their Girl Scout.

Caregiver Role & Responsibilities

Caregivers are key to every Girl Scout's success. There's no stopping a girl when she has support, assistance, and encouragement from her family! Families will help their Girl Scout set up her Digital Cookie site, follow all rules and safety guidelines, and have fun engaging the whole family in supporting her Cookie Program.

Responsibilities:

- Notify the TCM when they need additional cookies, pick up all cookies ordered for their Girl Scout, and sign a receipt every time they receive cookies from the troop.
- Approve or decline Girl Delivered Digital Cookie Orders and deliver orders promptly.
- Submit all payments to the troop by the given deadlines and sign a receipt each time.
  - Any lost or stolen money is the responsibility of the caregiver who signed for the cookies at pick up.

Troop Cookie Manager Role & Responsibilities

Troop Cookie Managers help Girl Scouts grow, learn and come into their own while running their own small businesses. By accepting the role of Troop Cookie Manager, you agree to:

- Manage and maintain accurate records of the troop's orders, inventory, payments, and recognition plans.
- Meet deadlines set by GSEP and your Service Unit Cookie Manager.
- Communicate due dates and program deadlines with families.
- Encourage Girl Scouts and caregivers to think creatively and challenge themselves.
- Respond promptly to questions from the troop, Service Unit Cookie Manger, or GSEP Product Program team.
- Remind families of rules and safety guidelines.

TCMs agree to take responsibility for the troop's physical cookie inventory and its financial value until the inventory is transferred using a signed receipt.

- Count and sign for all cookies upon receiving them and when distributing them to Girl Scouts.
- Provide a signed receipt to each caregiver every time cookies are distributed, ensure that the caregiver also signs, and that the troop keeps a copy for its records.
- Maintain accurate records of cookie payments and outstanding balances.
- Distribute no more than $250 worth of cookies to a family at one time. Payment must be collected or shown in Digital Cookie before additional cookies are distributed.

TCMs are responsible for safeguarding all Cookie Program funds they receive until the money is deposited into the troop bank account or given to another troop volunteer for deposit. Any transfer of funds between volunteers must be documented with a signed receipt.

Review the **Troop Cookie Manager Role Acknowledgment** for additional inventory and financial responsibilities.

▶ Troop Cookie Manager Role Acknowledgment

Service Unit Cookie Manager (SUCM) Role & Responsibilities

Your Service Unit Cookie Manager is your local Cookie Program leader and partner throughout the season. They are there to provide guidance, answer questions, share resources, and support you every step of the way as you lead your troop's Cookie Program. They will:

- Develop and deliver service unit specific cookie training.
- Receive, manage and distribute all cookie materials and paperwork, as well as recognition prizes.
- Secure cookie booth locations within the service unit and train troops on the proper way to sign up (lottery, Sign Up Genius, etc.).
- Provide continued communication and support throughout the program.

Benefits of the Cookie Program

Selling Girl Scout Cookies is one of the most iconic Girl Scout activities. But that's just one piece of the story. Participating in the Cookie Program gives Girl Scouts an entrepreneurial edge. Encouraging an interest in entrepreneurship builds curiosity, confidence, and problem-solving skills—qualities that prepare Girl Scouts for academic and career success.

5 Skills

The Girl Scout Cookie Program helps Girl Scouts develop real-world skills in five essential areas:

GOAL SETTING
Girl Scouts learn how to set goals and create a plan to reach them. ***How you can help:*** Encourage them to set incremental, achievable goals. Work with them to break down their goals into small, frequent wins like weekly challenges.

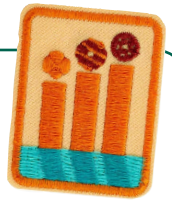
DECISION MAKING
Girl Scouts learn to make decisions on their own and as a team. ***How you can help:*** Talk about how they plan to spend the troop's cookie earnings.

MONEY MANAGEMENT
Girl Scouts learn to create a budget and handle money. ***How you can help:*** Build on their interest in learning to manage all facets of the cookie business, like creating a budget to fund a troop experience.

PEOPLE SKILLS
Girl Scouts find their voices and build confidence through customer interactions. ***How you can help:*** Ask them about new ideas they want to try. They can discuss how to tailor their cookie pitch to achieve their goals.

BUSINESS ETHICS
Girl Scouts learn to act ethically, both in business and life. ***How you can help:*** Talk to them about the importance of delivering on their promise to customers.





Badges & Pins

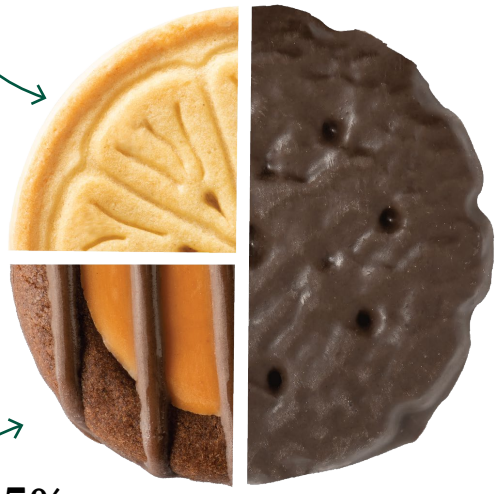
The Girl Scout Cookie Program gives Girl Scouts a chance to learn important life skills while running their own entrepreneurial business. There are cookie, financial literacy, and entrepreneurial badges for every year of Girl Scouting. Talk to your troop's leadership team about incorporating these program pieces into troop meetings during the Cookie Season.

How the Cookie Crumbles

100% of cookie proceeds stay local – that has always been what makes the Girl Scout Cookie Program so powerful. These funds directly support Girl Scouts and the programs, experiences, and opportunities that help them grow.

25%

Baker costs & Cookie Program logistics



25%

Troop and SU profit and Girl Scout recognitions and events

Over the past several years, the Cookie Program cost of goods has increased by approximately 40%. As a result, we continue to take a thoughtful look at how each package of cookies supports Girl Scouts of Eastern Pennsylvania and our troops. This ensures that the Cookie Program remains strong, sustainable, and focused on maximizing the impact of every package sold.

50%

stays with GSEP, to fund:

- year-round programming, camps, and highest awards
- maintaining 6 properties serving 14,000 girls, volunteers, and seasonal staff
- staffing and resources to support troops and volunteers with the delivery of the Girl Scout Leadership Experience

Understanding Participation and the Direct Sale Model

Before the Cookie Program begins, it is important for Troop Cookie Managers and families to understand how cookies are ordered, distributed, sold, and paid for. GSEP uses a direct sale model, which means troops receive cookie inventory before customers place their orders.

Girl Scouts can offer customers cookies that are available for immediate purchase and delivery. Troops order cookies in advance, distribute inventory to families using signed receipts, and obtain additional inventory throughout the program as needed. Cookies may be sold through individual sales, residential cookie stands, approved cookie booths, and online orders. These sales options will be detailed below.

Because cookies are received before they are sold, accurate inventory and financial records are essential. TCMs must track all cookies distributed, collect signed receipts for every transfer, and carefully record payments throughout the program.

Benefits of a Direct Sale

The direct sale model allows Girl Scouts to:

- Provide cookies to customers immediately.
- Build excitement and maintain sales momentum.
- Participate in cookie booths and other approved in-person opportunities.
- Restock popular varieties throughout the program.
- Practice goal setting, decision-making, inventory management, money management, and customer service.



Family Cookie Meeting

Hold a family meeting to set goals and discuss how caregivers can support the troop. Family Meeting Guides with step-by-step instructions for each program level can be found in the TCM Toolkit.

Family meeting tips:

- Involve the Girl Scouts in planning. Get input from younger Girl Scouts and let them present their ideas during the family meeting. Help older Girl Scouts plan who will do what and to set troop proceed goals.
- Review cookie season materials in advance so you're ready to answer questions. If a parent asks something you don't know, let them know you'll get back to them soon. Come back to your resources and make sure you have the correct information first.
- Decide key deadlines for your troop based on GSEP deadlines.

SAMPLE AGENDA

- For each participating Girl Scout, provide:
  - Family Cookie Program Guide
  - Girl Scout Order Card
  - Recognition Flyer
- Review the Cookie Lineup and Allergy Guides so Girl Scouts can confidently describe the cookies they are selling and help customers make informed choices.
- Discuss how the Girl Scout Cookie Program helps Girl Scouts build critical-thinking skills by tackling problems thoughtfully and getting real-world experience managing money.
- Discuss troop proceed plans and decide which option the troop will select.
  - The Proceed Plan must be discussed and agreed upon by the Girl Scouts and families in the troop, as it affects Girl Scouts' individual recognitions.
  - This decision should not be made by troop volunteers; this is a girl-led decision.
- Have the Girl Scouts present their goal or work as a group to set a goal with their families.
  - Just like Girl Scouts, GSEP sets a Cookie Program goal. To help us reach this goal, girls need to sell an average of 232 packages of cookies. Some girls will sell more, while others may sell less—and every package counts!
  - Help us reach our goal by making sure families know the goals of the program and encouraging all Girl Scouts in your troop to meet the Goal Getter Challenge.
    - ▶ View the recognition flyer for more details.
- Discuss how the troop will use Cookie Program proceeds to pay for troop meeting supplies, snacks, badges and materials for activities, fund travel, field trips, and other events, fund impactful service projects, or offset the cost of next year's memberships.
- Share the caregiver role and outline how families can help the troop during the program.
- Discuss ways to participate and have adults sign up to support the troop.
- Review deadlines.
- Provide your contact information and share how and when to contact you with questions and orders.

Ways to Participate

Troop Cookie Managers and families should work together to pick the right experiences to help their Girl Scouts learn, grow, and reach their goals.

	Order Taking	Girl Delivery	Shipped Orders	Cookie Booth	Cookie Share
	Use order cards and collect payments when cookies are delivered.	Learn new skills through prepaid online orders in Digital Cookie.	Reach more customers with orders shipped directly to customers through Digital Cookie.	Set up shop at pre-approved locations around the community.	Motivate customers to donate cookies to local community organizations.
Girl Scout Experience	Hands-on practice with people and money management skills while interacting with customers they know and trust.	Practice setting and sharing goals, learn how to create a video, practice digital safety and wellness, then deliver orders and thank customers.	Share goals with friends and family near and far. Promote their business online safely and fairly.	Work as a team to reach new customers while communicating their goals, interacting with customers,and safely handling money with adult support.	Practice discussing a philanthropic effort and the value of giving back to the community.
Family Experience	Help Girl Scout contact friends and family, go door-to-door, submit orders to TCM, deliver cookies, collect payments, and submit money to the TCM.	Help track sales, request inventory from the troop, and deliver cookies to customers without handling money. All sales are prepaid through Digital Cookie.	Support their budding entrepreneurs without handling cookies or money.	Help with decorations, practice money math, or volunteer as a booth chaperone, either one-on-one with your Girl Scout or as an approved volunteer supporting the troop.	Track progress toward goals and help brainstorm creative ways to engage customers.
TCM Experience	Collect orders, pick up cookies, collect payments, and deposit money in the troop bank account.	Pick up cookies to fill online orders without having to collect and deposit money.	This method requires the least action for troop leadership.	Sign up for cookie booths, schedule Girl Scouts and approved adults to work the booths, and provide them with inventory. Then collect money earned, deposit it into the troop bank account, and keep records of packages sold.	Track orders accurately, and congratulate the troop for participating in the effort to giveback
Tips	Encourage using Digital Cookie to collect customer payments electronically to streamline the process for the troop.	Set clear troop deadlines. *Ex: Submit by Tuesdays at noon. Pick up orders on Saturdays from 11 am-1 pm.*	Encourage Girl Scouts to use Digital Cookie to email their cookie link, send reminders, and thank their customers.	This is a great way to get families to start volunteering with the troop. Girl Scouts report one of their favorite things about running their cookie business is spending time with family.	Context matters. Spend time learning about the council Cookie Share partners and what they do. Pick one or two the troop is excited about and practice talking about them with family.

Cookie Booths

Perhaps the most recognizable way Girl Scouts sell Cookies - a cookie booth is a temporary "shop" set up in a pre-approved area that is accessed by the general public. Cookie booths are the most direct and visible interaction the public has with Girl Scouts.

Securing Cookie Booth Locations

Service Unit Cookie Managers secure a list of cookie booth locations, dates and times, and create and share a process for troops to select from that list. Your SUCM should reach out prior to the season start with information about how to secure a booth. If they do not, reach out to the Product Program Team by emailing memberservices@gsep.org so we can connect you with your SUCM.

- Cookie Stands do not require SUCM or TCM approval and can only be held on the Girl Scout's private residential property.

Your SUCM can also provide guidance about how many packages to bring to a particular cookie booth location. All booths must be pre-approved by the service unit and located within the service unit boundaries. Troops are not permitted to sell Cookies outside their service unit area. Locations that Girl Scouts are not legally allowed to patronize are not appropriate for booths.

Cookie Booth Supervision

Adult supervision is required at all cookie booths. The supervision requirements depend on whether Girl Scouts are accompanied by their own parent/caregiver.

- If any Girl Scout is not accompanied by her own parent/caregiver, the booth must have two registered, background-checked, and cleared Girl Scout volunteers, following Girl Scout ratio requirements. At least one of the adults must be female.
- If all Girl Scouts are under the direct supervision of their own parent/caregiver, the supervising adults do not need to be registered or background-checked Girl Scout volunteers.
  - Girl Scouts must always remain with their parent/caregiver and may not be left in the care or supervision of another adult.

Only cookies intended for in-person sales may be sold at cookie booths. Online-exclusive products may not be purchased online and resold at a booth.





Types of Cookie Booths

Cookie Stand

A small, lemonade-style stand run by one or more Girl Scouts from the same household, on the caregiver's private residential property. Cookie Stands should be supervised by the Girl Scout's parent/caregiver(s).

Standard Troop Booth

Set up at the entrance or exit of a business or retailer. Usually run by two to four girls with appropriate adult supervision.

Family Booth

All Girl Scout families are able to host Family Booths. They are run by Girl Scouts who live in the same household, with the assistance of a caregiver. The caregiver is financially responsible for all cookies they sign out from the troop. Girl Scouts/families can sign-up for a booth location through their Troop Cookie Manager.

Drive-Thru Booth

Set up in a parking lot or open area where customers stay in their vehicles. Create a safe lane and keep Girl Scouts away from traffic. Typically run by a larger group of Girl Scouts with appropriate adult supervision.

Council Booths/Council Booth Lottery

Council Booths are secured by the Product Program Team at GSEP and managed by them. They are an opportunity for troops to sign up for booths outside of their service unit.

Council Booth selection takes place in Smart Cookies:

- During the first lottery round, troops may request multiple booth slots and may be awarded up to one.
- During the second round, booths become available on a first-come, first-served basis, and troops may reserve up to three additional slots.
- During the final round, remaining slots become available without a reservation limit.

No-shows are a NO, NO!

No-shows and last-minute cancellations at cookie booths affect everyone. We understand that emergencies and inclement weather happen but ask that cancellations be made as early as possible and that no-shows remain rare. Here's why honoring your booth commitment matters:

CUSTOMER IMPACT

The GSUSA Cookie Finder is a website that directs customers to the nearest cookie booth. We want to be sure we are at booths, as scheduled and promoted, to limit customer disappointment.

TROOP IMPACT

When a troop does not show up for a scheduled booth, another troop loses the opportunity to use that time and location.

PARTNER IMPACT

Our cookie booth partners are excited to support Girl Scouts and expect troops to arrive at their scheduled time. When a troop does not show, it can damage that valuable partnership and affect future booth opportunities.

- Learn how to remove a cookie booth reservation in Smart Cookies.
- Check out the cookie booth toolkit for additional information and booth resources.

Online Tools for Running the Cookie Program

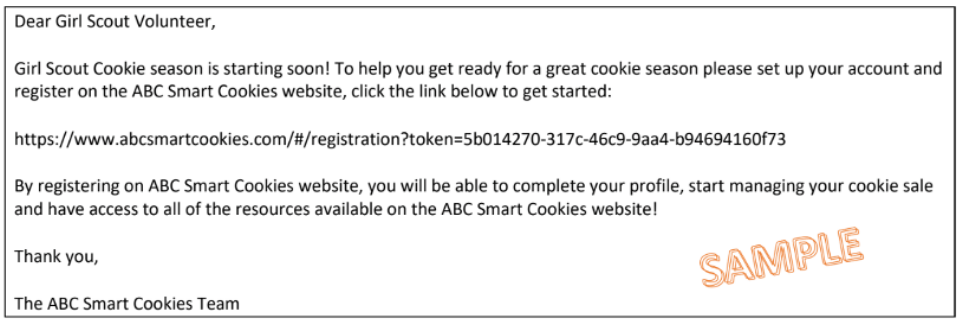
Two online systems support the GSEP Cookie Program: Smart Cookies and Digital Cookie. Each tool serves a different purpose and helps volunteers manage troop operations, Girl Scout sales, inventory, and online orders. This section explains what each system does, how they work together, and when to use each one throughout the Cookie Program.

Smart Cookies

Smart Cookies, hosted by ABC Bakers, is the online system volunteers use to manage the Cookie Program. It allows you to order and transfer cookies, track progress and finances, run reports, enter booths, and order rewards.

Each troop may have one primary and one alternate Smart Cookies user. These two volunteers will receive Product Program Team communications sent through the Smart Cookies system. Additional users may be added but will not receive these communications.

Getting Started – Smart Cookies Registration
GSEP uploads troops and TCMs into Smart Cookies, and a registration email is sent from noreply@abcsmartcookies.com. If you do not receive the email, contact GSEP at memberservices@gsep.org.



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://www.abcsmartcookies.com/#/registration?token=5b014270-317c-46c9-9aa4-b94694160f73

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

SAMPLE

You must re-register in Smart Cookies at the beginning of each Cookie Season. Login credentials from the previous season will not work.

To register:
- Click the unique link in your registration email.
- Complete all required fields (some may be pre-populated).
- If any information is incorrect, email memberservices@gsep.org.

WHAT YOU WILL USE SMART COOKIES FOR:
- Ordering Cookies
  - Initial Cookie Order
  - Planned Order
- Managing your troop's cookie inventory
  - Logging Cookie Transfers
    - Troop to Troop
    - Troop to Girl
    - Girl to Troop
    - Girl to Girl
- Logging cash payments from families and checking outstanding balances
- Logging Cookie Share/ Donations from Girl Delivery Orders
- Cookie Booths
  - Reserving booth locations
  - Reconciling cookie booth sales using the Smart Booth Divider
- Placing your troop's recognition order

Important Product Program Team updates are sent through the Smart Cookies email system from **noreply@abcsmartcookies.com**. Add this email address to your safe sender list to ensure you receive all communications.

Digital Cookie

Digital Cookie is the online platform Girl Scouts use to take orders, collect digital payments for in-person Girl Delivery orders, and share their personalized site with customers for direct-ship orders.

For Girl Scouts

Caregivers of all registered Girl Scouts will receive an email from email@email.girlscouts.org inviting them to register for Digital Cookie. This secure online platform allows Girl Scouts to create personalized storefronts, share their Cookie Program goals, and invite customers to support them. Caregivers of Girl Scouts age 13 or older may enter their Girl Scout's email address, allowing the Girl Scout to manage most of the Digital Cookie site independently.

The Digital Cookie mobile app can also be used during in-person sales, making cashless transactions quick and easy. Customers can pay for their cookies using a credit card, Venmo, or PayPal.

Although Girl Scouts cannot access the Digital Cookie mobile app until the Cookie Program begins on January 21, they can log in through a web browser and set up their Digital Cookie site beginning January 18. This ensures they are ready to begin selling on the first day of the program!

DIGITAL COOKIE (DC) ORDER TYPES

Customers can purchase cookies online by selecting from the following options:

Shipped - The customer places an order through the Girl Scout's Digital Cookie site, selects "ship the cookies" as the delivery method, and pays online at the time of purchase. Cookies are shipped directly from the bakery to the customer.

- Shipping fees apply to the customer.
  - GSEP offers a shipping promotion of $5 off the total shipping cost with an order minimum of $60. The discount is automatically applied at checkout.
- Sales and payments are automatically tracked and credited to the Girl Scout in Smart Cookies. There is nothing to collect or deliver and these packages will not be deducted from your troop's on hand inventory on your Smart Cookies dashboard.



NEW for 2027!

Customers placing shipped orders have two new products to choose from ***while supplies last***:

- **Girl Scout Sparkables™ -** an allergy-friendly, crunchy, oatmeal chocolate chip cookie with colorful sprinkles, baked by Partake.
- **Patch Pals™ -** Created and baked by Bark, a soft-baked, blueberry muffin-flavored Girl Scout cookie made for dogs!

These online only products are available in limited quantities, while supplies last.

The expansion of the online channel allows Girl Scouts to:

- Reach more customers by offering a wider variety of products, including specialty or niche options that may have limited availability.
- Introduce exciting new products, flavors, packaging formats, or product experiences without adding complexity to local inventory management.
  - TCMs do not need to store additional product.
- Build valuable skills in online selling, digital marketing, and customer engagement that reflect today's retail environment.
- Online-exclusive products also give Girl Scouts the flexibility to connect customers with products that may be better suited for online shopping, without requiring troops to manage additional in-person inventory. This approach reflects how many customers shop today—expecting a strong core assortment while enjoying additional options available online.
- **Troops and families may not order Sparkables™ or Patch Pals™ online and then resell them at cookie booths, cookie stands, or other in-person sales.** Instead, Girl Scouts can share their Digital Cookie link, or QR code, with customers who would like to purchase these products.





In-Person Girl Delivery – The customer places an order through the Girl Scout's Digital Cookie site, selects "have Girl Scout [name] deliver the cookies" as the delivery method, and pays online at the time of purchase. The Girl Scout then delivers the cookies to the customer at a later date.

- Orders must be approved or declined by the parent/caregiver within five days, or they are cancelled/donated depending on the customer's selection at check out.
- Girl Scout families will track inventory needed for these orders and communicate with the TCM to obtain cookies for order fulfillment.
  - The TCM must complete a Troop to Girl transfer in Smart Cookies for these cookies.

Tip: Parents can turn off the Girl Delivery option in Digital Cookie completely or can turn on/off certain flavors based on what they have available.

Cookies in Hand - The Girl Scout has the cookies on hand and processes the customer's payment through Digital Cookie when the cookies are given to the customer.

- Face to face transaction between the Girl Scout and customer.
- The Girl Scout enters the order in the Digital Cookie app, selects "Give now" as the delivery option, and processes the customer's payment.

Social Media Guidelines

The Girl Scout Cookie Program offers unique opportunities to engage in online marketing and sales, as Girl Scouts learn about ecommerce and how to think like entrepreneurs.

To ensure the safety of Girl Scouts and their caregivers and to maintain a fair cookie program, GSUSA has created the Girl Scout Digital Cookie Pledge which contains guidelines for marketing cookies online. **Girl Scouts may never post sales links to online resale sites such as eBay, Facebook Marketplace, or Craigslist.**

For Troops

As a TCM, you will access Digital Cookie to set up the troop sales site, which includes the troop-shipped only link to be included in the national Cookie Finder, monitor online sales, and more. Once your troop site is set up, you can download the Digital Cookie mobile app to take credit card, Venmo, and PayPal payments at cookie booths. You'll receive an email from email@email.girlscouts.org with a link to register your troop Digital Cookie account on January 14.

Troops must set up their Digital Cookie account using a web browser. The app will become active on January 21, and troops will be able to log in once their Digital Cookie site is set up. **The troop site must be set up first to enable booth credit card payments through the mobile app.**

TROOP SALES LINK

Troops can promote cookie sales on social media by sharing their Troop Sales link. To find your troop's unique link, visit the Troop Information tab in Digital Cookie. Customers who use your link can choose to have cookies shipped directly to their home, delivered by the troop, or, if available, pick up their order at a cookie booth.

CASHLESS TRANSACTIONS

Individual Girl Scouts and troops can accept credit cards, Venmo and PayPal as payment for cookies. GSEP covers ALL transaction fees incurred through Digital Cookie. Square fees or fees associated with other financial apps cannot be submitted to GSEP for reimbursement. Additional information about electronic payments and credits can be found in the Money Matters section of the manual.

GSUSA COOKIE FINDER

GSUSA's national Girl Scout Cookie Finder allows customers to enter their ZIP code to find nearby Cookie Booths or purchase cookies online for Direct Ship. Once a troop's Digital Cookie site is published and the national Cookie Finder is active, its Direct Ship link may be displayed to customers searching for cookies. Direct Ship orders are fulfilled by the baker and shipped directly to the customer, so they do not come from the troop's on-hand inventory.

Automatic Updates Between Smart Cookies and Digital Cookie

Smart Cookies and Digital Cookie work together to keep Girl Scout sales and financial information up to date.

- When cookies are assigned to a Girl Scout in Smart Cookies, her inventory, sales goal progress, and balance due automatically update in Digital Cookie.
- When a payment is entered in Smart Cookies, her balance due also updates in Digital Cookie.
- Electronic payments made through Digital Cookie automatically appear in Smart Cookies and are included in the Girl Balance Summary report.
- Direct Ship and Donation Only orders placed through Digital Cookie automatically count toward the Girl Scout's total packages sold in Smart Cookies.



You can find more Digital Cookie resources including tip sheets and videos in the TCM Toolkit.

Ordering Cookies

Before the Program

Caramel Chocolate Chip Gluten Free Cookie Orders

Due to bakery production, Caramel Chocolate Chip Gluten Free (CCCGF) cookies are baked ahead of the Cookie Season. Therefore, Caramel Chocolate Chip Gluten Free cookie orders are placed by troops in October. If your troop places a CCCGF cookie order, those cases will be added to your Initial Order by GSEP staff. If a troop does not place an Initial Order, one will be created by GSEP staff to allow the troop to obtain their CCCGF cookie cases. CCCGF cookies must be picked up during the Initial Order timeframe. Any CCCGF cookies not picked up will be forfeited and removed from the troop's inventory.

- ▸ How to order Caramel Chocolate Chip Gluten Free Cookies.

Initial Cookie Orders

It's best practice to order your first round of cookies before the season starts. This is called an Initial Order. Placing an initial cookie order ensures your troop has cookies on hand at the start of the program and guarantees you will receive the varieties and amounts you need. The first two weeks of the sale are the busiest!

Unsure what to order? See the TCM toolkit where we have resources to help you determine the right amount for your troop. Initial orders are meant to help your troop get through the first two weeks of the cookie program.

Initial orders are due in Smart Cookies by **December 11, 2026, at 11:59 PM**. Pick up locations, times, dates, and cookie quantities cannot be changed after this deadline. Initial Orders will be available for pickup at a variety of locations **January 8-17, 2027**.

Troops cannot return cookies to GSEP and are financially responsible for the cookies they pick up.

- ▸ Learn how to place your Initial Order in Smart Cookies.

During the Program

Planned Order

Planned Orders can be placed weekly for a specific quantity and variety of cookies and picked up at a predetermined location, date, and time. Pickup locations are available throughout the GSEP footprint and are contracted for specific dates and times. Each location must meet the delivery agent's minimum case requirement. GSEP makes every effort to maintain the published schedule; however, locations, dates, or times may occasionally change due to delivery requirements or contractual obligations. If changes are made to your scheduled pickup, the GSEP Product Program Team will notify you by email.

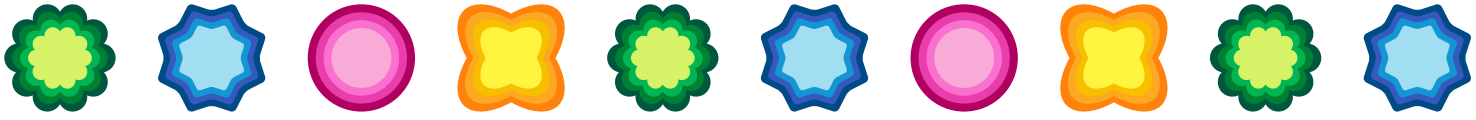
- ▸ See the Panned Order Schedule.

Placing your planned order:

- Orders must be placed in Smart Cookies by 11:30 PM on Sunday to be picked up the following Tuesday through Saturday.
- Orders are placed in cases, not packages.
- Smart Cookies will only show available time slots. If no time slots are available, please contact the Product Program Team at memberservices@gsep.org for assistance.
- Do not place orders that you do not intend to pick up.
  - **There is a financial implication every time a pickup is skipped. GSEP is charged for missed pickups. If you no longer need your cookies, please delete your Planned Order before the 11:30 PM deadline or contact your SUCM for assistance.**
    - ▸ Learn how to place a Planned Order.

Picking up your planned order:

- Please arrive during your scheduled time to help avoid backups and lines.
- **Count and verify your entire order before signing for it.** Confirm that you received the correct number of cases and varieties listed on your order.
- **Once you sign for the cookies, they become your troop's financial responsibility and cannot be returned to GSEP.**



Ordering Cookies

Unplanned Order

Unplanned Orders allow troops to pick up additional cookies without submitting an order by the Sunday-night Planned Order deadline. Unplanned pickup locations are available weekly at select locations throughout the Cookie Program; view the full schedule in the TCM Toolkit.

Here are some tips before you go:

- Wait times may be longer at Unplanned Stations because troops are not scheduled for specific pickup times, and demand varies based on troop needs.
- Cookie inventory and specific varieties are not guaranteed at Unplanned Stations and are available on a first-come, first-served basis.
  - Variety limits may be placed depending on availability and demand.
  - Estimated inventory can be viewed on the unplanned schedule.
- There is a 50-case limit for each troop. For larger orders, please place a Planned Order.
- **Count and verify your entire order before signing for it.** Confirm that you received the correct number of cases and varieties listed on your order.
- **Once you sign for the cookies, they become your troop's financial responsibility and cannot be returned to GSEP.**
- Unplanned Orders are documented using a T-8 Transfer Form and entered into Smart Cookies by the GSEP Product Program Team.

Cookie Transfers

A cookie transfer records the movement of cookies in Smart Cookies. Every troop must maintain accurate inventory records by documenting all cookie transfers. By the end of the Cookie Program, the troop's on-hand inventory must be zero, with all packages transferred to Girl Scouts.

- ▶ Step-by-step instructions for completing transfers are available in the TCM Toolkit.

TYPES OF TRANSFERS

Cupboard to Troop

When a troop picks up cookies from a Planned or Unplanned location, GSEP staff will record the transaction in Smart Cookies through a Cupboard-to-Troop transfer. All Cupboard-to-Troop transfers are completed in full cases.

Transfers are verified using the Planned Order signature sheet at a Planned Order pickup, or the T-8 Transfer Form signed at an Unplanned Station. Transfers will be entered into Smart Cookies within 48 business hours after pickup.

Troop to Troop

Cookie packages may be transferred between troops. Completing the transfer also moves financial responsibility for the cookies to the troop receiving them. A T-8 Transfer Form must be completed, so both troops have documentation of the transaction. Troop-to-Troop transfers are recorded by individual package, not by full case.

Troop to Girl

A Troop-to-Girl Transfer deducts packages from the troop's on-hand inventory and credits the Girl Scout for the sale. The Girl Scout's family becomes financially responsible for all packages transferred to her, except those associated with cookie booth sales.

Troop-to-Girl Transfers should be completed weekly so Girl Scouts can track their progress and adjust their plans to reach their goals. These transfers are recorded by individual package, not by full case.

Girl to Troop

This transfer removes packages from the Girl Scout's inventory and sales totals and re-enters them into the troop's on hand inventory. This will also move the financial responsibility for the cookies from the Girl Scout to the troop.

Girl to Girl

This transfer moves cookie inventory, and the financial responsibility, from one Girl Scout to another.

Running Your Troop's Cookie Program

As Troop Cookie Manager, you will manage the troop's cookie inventory and provide cookies to the Girl Scout's in your troop. There are two main ways your troop may run it's Cookie Program:

Sign Out Cookies and Collect Payment Later
The troop gives cookies to a family to sell. Families should not receive more than $250 worth of cookies before making a payment. The family sells the cookies and then brings the money back to the TCM.

Collect Orders and Payment First
The family first takes orders and collects payment from customers. They then pick up the cookies needed to fill those orders and give the payment to the TCM when they receive the cookies.



For either method: Families should not take more cookies than they plan to sell. Work with your families to ensure they can pick up the cookies they need throughout the program.

Each time you give out cookies, use signed receipts and the G-1 Form (see below) to document cookies and any money exchanged.

Before receiving additional cookies, families should submit payment for any cookies previously received.

G-1 Cookie Program Transaction Form

Use this form to track physical cookie packages picked up from the troop by each Girl Scout and her family, as well as all cash payments submitted to the troop. Every pickup, return, and cash transaction must be documented, and both parties must sign for each transaction. Online sales and cookie booth sales should not be recorded on this form.

Once cookies are distributed to a Girl Scout and her family, the person signing for them assumes financial responsibility for all packages received. Returns to the troop are accepted only at the Troop Cookie Manager's discretion and must be documented on the form.

Receipt Book

In addition to using the G-1 form, TCMs should provide a receipt ***every*** time cookies or money are exchanged.

- Fill out a receipt with the date and name each time a caregiver picks up cookies from the troop and delivers money to the troop to create a record of the transaction.
- Fill out a receipt with the date and amount each time money is passed to another troop volunteer to deposit.
- The TCM keeps the white copy, the yellow copy goes to the parent or volunteer.
- TCMs are responsible for the troop's physical cookie inventory and its financial value until transferred using a signed receipt.

Money Matters

Girl Scout Money Earning Policy

Girl Scouts' *Blue Book of Basic Documents* prohibits the direct solicitation of cash. Any cash donations received during the Cookie Program must be used to purchase cookie packages and reinvested in the troop's Cookie Program.

All proceeds earned through the Cookie Program belong to the troop and are managed through the troop account. Funds do not belong to individual Girl Scouts and must benefit all Girl Scouts in the troop equally, regardless of individual Cookie Program sales totals.

Collecting Money from Families

Properly handling cookie money is critical for a successful troop Cookie Program. Please follow these simple, but effective steps:

- Collect money from families on a regular basis. Money should be counted by both the troop volunteer and caregiver. Provide caregivers with a signed receipt to document the payment.
- Log payments from families to the troop in Smart Cookies as soon as possible and provide caregivers with updated balances on a regular basis.
  - ➤ Learn how to log financial transactions in Smart Cookies.
- Frequently deposit cookie money into your troop bank account. If you turn over money to another volunteer to deposit, use a receipt between volunteers so there is accountability for the amount.
- The Troop Cookie Manager is responsible for managing the troop's cookie inventory and distributing cookies to Girl Scouts and their families. Payment for previously distributed cookies should be submitted before additional cookies are provided.
  - If payment has not been received, the TCM may decline to distribute additional cookies. Remember: as the TCM, you are responsible for protecting and maintaining control of the troop's cookie inventory.

Families should not collect cash from customers and then use Digital Cookie to pay the troop with a credit card. Digital Cookie is meant to process customer payments—not to pay off a family's cookie balance.

Digital Cookie should be used to collect electronic payments directly from customers.

Using Digital Cookie correctly helps keep each Girl Scout's cookie inventory, sales, and balance accurate. Using it to make payments to the troop can cause Digital Cookie to show incorrect inventory or balances, making it harder for families to manage their Cookie Program.

Using the Girl Balance Summary Report in Smart Cookies

The Girl Balance Summary report in Smart Cookies is a helpful tool for TCMs to view the financial balance owed by each Girl Scout. The report uses information entered in Smart Cookies—including cookie totals, cash payments, and electronic payments from Digital Cookie—to calculate each Girl Scout's financial liability.

Please note that the balance shown on the Girl Balance Summary is not 100% accurate until all cookie transfers have been completed, cash payments have been entered, and all donations have been accounted for.

- ➤ Learn more about how the information is reflected and calculated on the Girl Balance Summary report.

Counterfeit Money

Troops are responsible for all money they collect and accept. Carefully check bills before accepting them, particularly larger denominations. If a bill looks unusual or you question whether it is authentic, it is okay to refuse the bill and decline the sale. Troops are not required to accept large bills.

If a troop receives counterfeit money, request written confirmation from the bank and document when and where the bill was received. Email the documentation and impacted troop number to memberservices@gsep.org.

GSEP will review properly documented incidents on a case-by-case basis. However, reporting an incident does not guarantee a financial adjustment, and the troop is ultimately responsible for the money it accepts.

Money Matters

Shipping and Promotions

Shipping and handling rates for 2027 will remain the same as 2026. There will be no shipping increases for 2027. Shipping rates will be:

Tier 1: 4–8 packages $11.99
Tier 2: 9–12 package $13.99

GSUSA and ABC Baker work together to determine shipping rates for online cookie orders. To help make online cookie sales even sweeter, GSEP is pleased to offer customers **$5 off the total shipping cost** when they place an online cookie order of **$60 or more**.

Paying for Cookies

Payments made through Digital Cookie are sent directly to GSEP and credited to the troop's balance. The troop is responsible for depositing all cash collected into its troop bank account. GSEP will collect the remaining amount due for cookies through ACH transactions from the troop bank account.

ACH transactions will happen three times during the Cookie Season and are based on the number of cookies transferred to your troop inventory before the transaction takes place. Troops must have an ACH form on file, to participate in the Cookie Program.

Troops and service units are responsible for making sure any money collected throughout the program is deposited into the appropriate bank account in time for the transaction. An email will be sent approximately one week before the ACH with the amount to be withdrawn and instructions on how to request an extension.

In preparation for ACH transactions, and to ensure that all bank account information is correct, GSEP will do a test withdrawal of $0.01 for troops that place an Initial Order. This test transaction is scheduled for January 15, 2027. This transaction will ensure the accuracy of banking information and will be reflected on your Troop Balance Summary as a payment at the end of the Cookie Program.

How ACH Transaction Amounts Are Calculated

a. **Total Sales:** The value of the troop's Initial Order and cookie transfers, minus troop proceeds and qualifying direct-ship sales completed before the cutoff date.
b. **Total Paid:** Digital Cookie credit card payments for booth and Girl Delivery orders, plus any payments already posted to the troop account, including previous ACH withdrawals.
c. **Remaining Balance:** Total Sales minus Total Paid.
d. **Current Balance:** The troop's current amount due as shown on the Troop Balance Summary.
e. **Calculated Percentage:** The designated ACH percentage multiplied by Total Sales.
f. **Total ACH Withdrawal:** The Calculated Percentage minus Total Paid. If the result is negative, the ACH withdrawal will be $0.

Troops with a negative current balance—meaning all funds due have already been collected through Digital Cookie—will not appear on the ACH report or receive the email notification. During the final ACH transaction, any troop proceeds owed to the troop will be deposited into the troop's bank account.

2027 ACH DATES

ACH #1
15% of troop inventory
Inventory cut off: January 28
ACH Transaction: February 4

ACH #2
35% of troop inventory
Inventory cut off: February 18
ACH Transaction: February 25

Final ACH
Remaining balance due to GSEP
ACH Transaction: April 15

All ACH transactions will be logged on your Troop Balance Summary Report approximately two weeks after the actual ACH transaction occurs.

Donations/Cookie Share

When reviewing donation orders and reports, you may notice that the two systems use different terminology. Digital Cookie uses "Donation," while Smart Cookies uses "Cookie Share." Both terms refer to the same type of order.

There are two main ways cookies are donated during the program:

Customer Donations Toward Cookies

Customers may choose to contribute money toward the purchase of cookies to be donated rather than purchasing a full package themselves. Girl Scouts and troops may accept these contributions throughout the Cookie Program; however, they may not directly solicit cash donations.

Girl Scouts may ask customers if they would like to purchase a package of cookies to donate. They may not ask customers to make a general cash contribution. If a customer independently offers money toward donated cookies, the contribution may be accepted.

All cash contributions must be used to purchase Girl Scout Cookies and recorded in Smart Cookies.

- If the troop has remaining inventory, the contributions may be applied toward those packages and credited to Girl Scouts using a Troop-to-Girl Transfer. The cookies must then be donated to a nonprofit organization, such as a food pantry, hospital, faith-based organization, or shelter.
- If the troop does not have remaining inventory, the contributions must be converted into Cookie Share donations by logging a Virtual Cookie Share in Smart Cookies.

Cash contributions may not be retained as additional troop proceeds.



Digital Cookie Donations

Donation Only orders and **Direct Ship** orders that include donated packages automatically transfer from Digital Cookie to Smart Cookies. No action is required from the Troop Cookie Manager for these order types.

For **Girl Delivery orders with donated packages**, the TCM must enter a Virtual Cookie Share for the donated packages in Smart Cookies. While the associated financial transaction transfers automatically from Digital Cookie, the donated packages do not. Entering the Virtual Cookie Share ensures the Girl Scout receives credit for the donated packages sold and offsets the financial transaction.

If the donated packages are not entered correctly in Smart Cookies, the Girl Scout's total packages sold will be inaccurate, which will affect reward eligibility and girl financial reports.

Enter Donated Packages Regularly

Girl Delivery orders that include donated packages must be entered into Smart Cookies throughout the season to keep the Girl Balance Summary report accurate.

Digital Cookie automatically credits the Girl Scout for the payment, but she does not receive credit for the donated packages until the TCM enters them in Smart Cookies. Until then, the payment appears to cover other packages, creating a false zero balance.

Once the donated packages are entered, Smart Cookies correctly matches the packages and payment. **Waiting until the end of the program could cause a Girl Scout who previously appeared paid in full to suddenly show a balance due.**

- Learn how to find and reconcile donated packages for your Girl Scouts.

Troop Proceed Plans

Through the Girl Scout Cookie Program, troops can earn funds that make their goals, experiences, and adventures possible. The amount of profit earned by the troop, and which recognitions Girl Scouts can earn, is based on the troop's final Per Girl Average (PGA) and the proceed plan chosen by the troop.

OPTION 1

Traditional Proceed Plan

Troops that select this plan will earn $0.90 (or $0.95 for PGA 250+) per package. Girl Scouts earn prizes and recognitions based on the total number of cookie packages they sell as listed on the recognition flyer.

Cumulative Recognition Plan
With the Traditional Proceed Plan, recognitions are cumulative through 1,000 packages. At 1,050 packages, Girl Scouts enter the Bonus Program and earn the Amazon Voucher or GSEP Program Credit associated with their total sales bracket.

GSEP Program Credits

By participating in the Cookie Program, Girl Scouts can earn GSEP Program Credits, which they can apply toward the cost of experiences and opportunities that matter to them. Program Credits earned during the 2027 Cookie Program can be redeemed through September 30, 2028.

Daisy through Cadette Girl Scouts can earn Girl Scout Experience Credits, which may be used to enhance their Girl Scout experience, including: GSEP-led or sponsored programs, events and camp; troop trips and activities; GSEP Shop and camp Trading Post purchases; Girl Scout membership; Highest Awards expenses; and GSUSA Destinations.

Senior and Ambassador Girl Scouts can earn Future Ready Credits. Future Ready Credits provide older Girl Scouts with additional flexibility as they prepare for high school milestones and life beyond Girl Scouts. In addition to all eligible Girl Scout expenses, these credits may be used for approved educational and personal expenses, such as schoolbooks and supplies, prom or graduation expenses, college or career preparation, and other approved personal needs. Additional guidelines, including eligible purchases, redemption procedures, and expiration dates, will be provided when credits are issued.

OPTION 2

Higher Proceed Plan

Troops with a final PGA of 300 or higher may choose higher proceeds in place of traditional recognitions. Eligible troops earn $1.20 per package sold, or $1.25 per package with a final PGA of 500 or higher. Final PGA totals are not rounded up when determining eligibility.

This is a troop-wide decision. If the troop selects the Higher Proceed Plan option, participating Girl Scouts will not receive items offered through the Traditional Proceed Plan. They will still earn eligible patches, achievement bars, Goal Getter Challenge, 500 Club, Cookie Boss, and qualify for special top-seller celebrations.

Finding Troop PGA in Smart Cookies

You can find your troop's PGA in Smart Cookies on the Troop Dashboard or by running the Troop Balance Summary Report. Keep in mind that PGA is calculated based on the number of girls selling and NOT on the total number of girls registered to your troop. The PGA listed will not be final until all transfers are complete and the Cookie Season closes.

The Proceed Plan must be discussed and agreed upon by the Girl Scouts and families in the troop, as it affects Girl Scouts' individual recognitions, and should be noted on the G-1 Form.

Girl Scout Recognitions

Recognitions available to all Girl Scouts, regardless of proceed plan:

500 Club
Every Girl Scout who sells 500 or more packages will earn a special 500 Club Patch and Silicone Travel Set. Individual Girl Scouts must sell 500 packages to become part of the 500 Club.

Cookie Boss Class of 2027
Every Girl Scout who sells 1,000 or more packages will earn a Cookie Boss Patch and Cookie Boss branded, Ready to Explore themed hoodie. With a special sibling benefit, the entire household can participate.

Sibling Benefit for Cookie Boss:
- Households with 2 participating siblings: Reach 1,500+ total packages sold, and each sibling will receive the Cookie Boss Class of 2027 Patch and Cookie Boss branded, Ready to Explore themed hoodie.
- Households with 3 or more participating siblings: Reach 1,700+ total packages sold, and each sibling will receive the Cookie Boss Class of 2027 Patch and Cookie Boss branded, Ready to Explore themed hoodie.

Top Seller Per Age Level
The top selling Girl Scout in each age level will receive one free week of 2027 GSEP Summer Camp.

Regional Recognition
GSEP is divided into three regions based on counties that make up our Girl Scout community. Top celebrations are based on regional participation to help bring equity into our cookie recognitions.
- Region 1 includes the county of Philadelphia.
- Region 2 includes the counties of Berks, Chester, and Delaware.
- Region 3 includes the counties of Carbon, Northampton, Bucks, Lehigh, and Montgomery.

Top 3 Cookie Entrepreneurs
The overall top seller from each council region will receive special recognition and will be celebrated at various GSEP events.

Top Cookie Seller-Bration!
On June 6, GSEP will be hosting a private event at Arnold's Family Fun Center for the top 300 sellers in each GSEP region. Qualifying Girl Scouts and one chaperone will enjoy a fun filled afternoon that includes an incredible lineup of activities: bowling, go-karts, a petting zoo, mini golf, laser tag, bumper cars, arcade games, and a DJ dance party. The event includes a buffet lunch, ice cream bars, and soft drinks.

Recognition Distribution

Cookie recognitions are delivered to your Service Unit Cookie Manager typically in late May or early June. Once they arrive, you will receive your troop's recognitions and should sort them for each Girl Scout. Please make arrangements to distribute the recognitions to families as soon as possible. Girl Scouts look forward to receiving the rewards they earned through the Cookie Program, so timely distribution helps celebrate their hard work and accomplishments.

Report any missing or damaged recognitions to your SUCM by the deadline they provide. Reports submitted after the deadline may not be eligible for replacement items.

Check out the Recognition Flyer and be sure to highlight the Goal Getter Challenge and encourage every Girl Scout to work toward this council-wide goal!

Closing Your Cookie Program

As you close out your troop's cookie program, complete the remaining end-of-season tasks to ensure your inventory, finances, and paperwork are accurate. Use the Season Close Out - Troop Checklist as a guide to help you stay organized and ensure every required step is completed before the program officially ends.

Manage Remaining Cookie Inventory

As the Cookie Program comes to a close, evaluate your troop's remaining inventory. Determine how you will use the cookies you have on hand and whether you need any additional cookies to fulfill outstanding orders.

Review planned and unplanned order closing dates and schedules and plan any final pickups before they close.

Meet with your troop to develop a plan for selling your remaining inventory. Although Digital Cookie will no longer accept digital payments after the program ends, you may continue selling cookies using other accepted payment methods. Cookies may not be sold past the use/freeze by date stamped on the package.

Cookies must always be sold at the retail price. Discounts are not permitted.

Check in with your SUCM. They may be able to connect you with other troops that need additional cookies, providing an opportunity to transfer excess inventory.

If your troop finishes the season with unsold inventory, you may use customer cash donations to purchase the remaining packages; those cookies must then be donated to a charity of your choice. Or, use troop funds to cover the remaining balance.







Closing Your Cookie Program in 5 Easy Steps

1. Make sure all cookies have been distributed in Smart Cookies.

- Distribute any Troop Direct Ship Orders to Girl Scouts.
- Make sure all donations have been accounted for in Smart Cookies.
  - Complete Virtual Cookie Shares for Girl Delivery with Donation orders in Digital Cookie.
  - If using troop inventory for cash donations received, complete a troop-to-girl transfer for the correct number of packages.

2. Bring your Troop On-Hand Inventory to zero.

If you have remaining inventory, distribute those packages to Girl Scouts in your troop, even if the packages are unsold.

- If your on-hand Inventory is negative, this means you overallocated cookies. Double check your Troop to Girl and Troop to Troop transactions.

3. Create your Troop Recognition Order

- Ensure the correct Proceed Plan is selected in Smart Cookies. The system defaults to the Traditional Proceed Plan; PGA 300+ is required for the Higher Proceed Plan.
- Log individual Girl Scout reward selections and be sure the correct apparel sizes have been selected.
  - ▶ Learn how to create your troop recognition order in Smart Cookies.
- Save a copy of the Recognition Order Summary by Girl Report. You'll need this to sort rewards when they arrive in May/June.

4. Ensure each Girl Scout shows a $0.00 balance.

- Use the Girl Balance Summary Report to assist you with this step.
- Entering Girl Delivery orders with donated packages in Smart Cookies will update the Girl Scout's balance. After these orders are entered, the Girl Scout may have an additional balance due.
- If you are having trouble collecting money from a family, complete the T-5 Parent Debt Form.

5. Prepare for the final ACH Transaction.

- Deposit any remaining cookie money to the troop bank account by April 1.
- Save a copy of the Troop Balance Summary Snapshot Report in Smart Cookies.
- The report should be pulled after the final sweep when your balance shows as zero.
- Submit the report to your SUCM by the deadline they provide.