girl scouts
of montana
and wyoming

2024 Cookie Program
Girl Scouts of Montana and Wyoming

Service Unit Name and #:_____

Service Unit Product Manager (SUPM):

_____

Email: _____

Phone: _____

Troop #: _____

Troop Leader: _____

Phone & Email: _____

Login: _____

Password: _____

Contact your Service Unit Product Manager or local Member Experience Manager (MEM) for support.
More Info? Visit our site at gsmw.org/cookieresources or Smart Cookies at abcsmartcookies.com

Why the Cookie Program?

The Cookie Program is an important part of a Girl Scout's journey toward leadership development. Girls will experience goal setting, decision making, money management, people skills, and business ethics—all while having fun, earning rewards, and increasing their Troop's money for activities. Don't miss out on all of the fun!

Girl Program Rewards
Check out the Rewards Card to see the fun rewards girls can earn!

Patches
▶ Sell 24+ donated packages to receive the **2024 Cookie Share Patch**
▶ Participate in 2+ booths to receive the **2024 Booth Sales Patch***

Girls who sell direct ship cookies online will receive the following:
▶ 25+ Pkgs - **2024 Cookie Techie Patch**
▶ 75+ Pkgs - **Sunglasses**
▶ 125+ Pkgs - **Axolotl Water Game**
*Booth cookies must be entered with Smart Booth Divider to count for patch.

Troop Proceeds

PGA	$ Per Package (With Rewards)	$ Per Package (Opted-Out)**
1-374	$0.60	$0.70
375+	$0.65	$0.75

Proceeds are automatically calculated in Smart Cookies.
**Cadette, Senior, and Ambassador (CSA) Troops may opt-out of rewards.

Get Started on Owning Your Magic!
1. Help girls set goals and plan how to use Troop proceeds.
2. Attend the Service Unit Cookie Rally.
3. Host a Troop Cookie Meeting with Caregivers and Girl Scouts to explain, train, and distribute materials. Ensure you have record of a signed permission form for each participating girl.
4. Remember, *all girls must be registered Girl Scouts.*
5. Money collected should be deposited in the Troop bank account.
6. Check Smart Cookies for accuracy of your information and be sure all of your girls are listed.
7. Check out the 2024 Troop Quick Guide for more information about Smart Cookies!

2024 Cookie Program Timeline

Date	Event
January 9	First-Year Troop Cookie Webinar
Jan 16 - 23	GSMW Volunteer Cookie Conferences
Jan - Feb	Service Unit Cookie Rally
January 22	Volunteer Access Email- Smart Cookies and Digital Cookie
January 30	Cookie Technology Webinar Digital Cookie Setup Begins for Girls
February 2	Distribute Cookie Materials Initial Order Taking Begins
February 5	Council Booth Previews in Smart Cookies
February 12	Council Booth Sign-ups Begin at 5PM
February 15	Check Girl Info in Smart Cookies
February 17	Caregiver Order Entry Ends
February 20	Troop Initial Order Due in Smart Cookies
March 8	New Troops: Open Bank Accounts ACH Authorization Form Due
March 11 - 20	Troop Cookie Pickups
March 21	Cookie Cupboards Open
March 22	Cookie Booths Begin
April 14	Cookie Program Ends – Last Day for Booths
April 15	Camp Credit Emails Sent
April 17	Camp Credit Registration Opens Troop Final Rewards Due in Smart Cookies
April 18	ACH Confirmation Email Sent to Troops
April 20	Deposit Money into Troop Bank Account
April 23	ACH Sweep—70% of Amount Due
May 6	Outstanding Balance Forms & Receipts Due
May 9	ACH Confirmation Email Sent to Troops
May 14	Final ACH Sweep—Remaining Balance Due

Ways to Participate in the Cookie Program
1. Pre-order cookies through paper orders (February 2nd - 18th)
2. Booth and In-hand cookie sales (March 22nd - April 14th)
3. Digital Cookie online orders (February 2nd - April 14th)

Entering your Troop Order in Smart Cookies
▶ Enter Troop orders before 11:59 PM on Tuesday, February 20th.
▶ Enter orders for each girl by clicking on the ORDERS tab, then *Troop Initial Order* on the dropdown. You can order additional cookies for your Troop booths, girl delivery, or direct sale orders.
▶ Caregivers can enter Paper Order Card totals in Digital Cookie by February 17th at 11:59 PM. These totals will be sent over to Smart Cookies! Any Girl Delivery orders that come in after the Caregiver entry (Feb 17th), will NOT auto-feed into Smart Cookies, but can be added until the Troop Entry deadline (Feb 20th).
▶ Troop Leaders must run a report and add Girl Delivery cookie orders if additional cookies are needed from the Troop.
▶ The system will automatically calculate rewards, but you will need to create your reward orders and select items/sizes when there is a choice. All Troops including opt out Troops need to complete this step. If you have any difficulties, please contact your SUPM or MEM for assistance.
▶ Plan carefully, once cookies are ordered & received, they **cannot** be returned. All Caramel Chocolate Chip Cookies (gluten/allergen free variety) should be ordered with the Initial Order as we WILL NOT have extras available widely in the Cookie Cupboards.
▶ Log on to Smart Cookies to confirm and submit rewards by April 17th before 11:59 PM.

Online Cookie Purchases
Customers want to order online? Girl Scouts can have customers support them and their Troop by purchasing cookies online.
▶ Customers can use the girl's Digital Cookie link to place an order and can choose from 3 ordering options: Girl Delivered, Direct Ship, or Donate. Caregivers must approve Girl Delivery orders within 5 days.
▶ Add email@email.girlscouts.org to your approved senders so you do not miss the Digital Cookie Registration Email.
▶ Girls who sold on Digital Cookie in 2022 and before will have access to their past customer email addresses!
   Posting Individual Girl Scout links on classified sites, marketplace, community sites, etc. is not allowed.

PRODUCT = MONEY!
Anytime product or money exchanges hands, YOU MUST COMPLETE A RECEIPT WITH SIGNATURES.

ACH and Banking Information
Council uses an Automated Clearing House (ACH) electronic payment method to handle Troop payments to Council for their cookie money due.

Authorization Form Submission
Troops must submit the ACH Authorization Form found online, unless there is already one on file and there have not been any bank account changes. Submit the ACH Authorization Form online no later than March 8th.

Email Notifications
GSMW will send out an email prior to each ACH sweep. The email will indicate the amount to be swept from the Troop account. It is important that the Troop Product Manager verify that sufficient funds are available.

After viewing the notification email, Troops should visit www.gsmw.org/cookieresources and complete the Cookie ACH Adjustment Request Form if they need to modify the amount to be swept from their Troop account. The ACH Schedule is as follows:

Email: Thurs, April 18th, 2024   **Sweep: Tues, April 23rd, 2024**
Email: Thurs, May 9th, 2024   **Sweep: Tues, May 14th, 2024**

ACH Sweeps: Insufficient Funds
Troops will be required to have all money in the account prior to the ACH Sweep. In the event of insufficient funds during ACH sweeps, Troops may be charged a service fee by our bank and the Troop's bank. Troops will be responsible for any such bank fees resulting from an insufficient ACH funds transaction.

Council will not reimburse NSF checks in excess of $200 or are deposited 30+ days from the check date. It is recommended that Caregivers and Troops should collect cash or card payments for larger purchases.

Outstanding Balance Forms
Outstanding Balance Forms should be turned in prior to the Troop paying for their Cookie Balance in full or no later than May 6th. Outstanding Balance Forms will only be accepted if accompanied by signed receipts.

Important Tasks:
1. DEPOSIT OFTEN!
2. New Troops: Bank accounts must be established by March 8th.
3. Make sure the ACH Authorization Form is submitted to Council by March 8th.
4. Verify that contact information is current in Smart Cookies.
5. Confirm all order information is correct in Smart Cookies.
6. Collect & deposit all money into the Troop bank account in a timely manner.
7. If your email address changes, notify council by emailing customercare@gsmw.org to ensure you receive communications.