

# 2023 Cookie Program

## Girl Scouts of Montana and Wyoming

Service Unit Name and #: \_\_\_\_\_

Service Unit Product Manager (SUPM): \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Troop #: \_\_\_\_\_

Troop Leader: \_\_\_\_\_

Phone & Email: \_\_\_\_\_

More Info? Visit [gsmw.org/cookieresources](http://gsmw.org/cookieresources)

Smart Cookies Website: [abcsmartcookies.com](http://abcsmartcookies.com)

Login: \_\_\_\_\_

Password: \_\_\_\_\_

### 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, teamwork, presentation skills, customer service and money management- all while having fun, earning rewards for themselves, and increasing their Troop's money for activities. Don't miss out on all of the fun!

#### Cookie Program Opportunities:

1. Pre-order cookies through paper orders
2. Girls can continue to take orders between pre-order and cookie delivery with the printable order card found at [gsmw.org/cookieresources](http://gsmw.org/cookieresources)
3. Booth and In-hand cookies
4. Smart Cookies online orders through April 16<sup>th</sup>

#### Troop Proceeds\*:

Troop type	Amount per package	Amount per package with 375+ PGA
Receiving rewards	\$0.60	\$0.65
Opted out of rewards**	\$0.70	\$0.75

\* Proceeds are automatically calculated in Smart Cookies™.

\*\* Cadette, Senior, & Ambassador Troops may opt out of receiving rewards.



**NEW COOKIE ALERT!**  
**Raspberry Rally**  
**ONLINE DIRECT SHIP ORDERS ONLY!**

### Getting Started

Check Smart Cookies™ for accuracy of your information and be sure all of your girls are listed. Check out the 2023 Troop Quick Guide for more information about Smart Cookies™!

#### SET GOALS WITH YOUR GIRLS!

#### GIRL REWARD PROGRAM:

Check out the Rewards Card to see ALL the great rewards girls can earn!

- **650+ Pkgs:** 2024 GS Membership & Sunglasses OR \$15 GS Card
- **1000+ Pkgs:** Beach Towel & Free Camp OR \$200 Out-of-Council GS Camp Credits OR \$50 GS Card
- **1500+ Pkgs:** American Girl OR Custom Vans & Hammock OR \$75 GS Card
- **3500+ Pkgs:** Electric Scooter and Helmet OR Electric Drum Set OR \$250 GS Card
- **5000+ Pkgs:** Portable Movie Projector and GoPro OR Inflatable Paddleboard w/Conversion Set and Life Jacket OR Phenom Pass and Disney Day Pass OR \$350 GS Card

Sell 23+ donated packages to receive the **2023 Cookie Share Patch**.

Sell 30+ booth packages to receive the **2023 Booth Sales Patch**.

Girls who sell cookies through Smart Cookies online will receive the following:

- 75+ Pkgs - Cookie Techie Patch
- 225+ Pkgs - Lemonade Keychain
- 350+ Pkgs - Market Tote

### Ordering & Processing Details

#### Enter your Troop Order in Smart Cookies™:

Visit our website at [gsmw.org/cookieresources](http://gsmw.org/cookieresources) for more detailed instructions and videos on how to input things in Smart Cookies. Log on to Smart Cookies™ and enter Troop orders before **11:59 PM** on February 21, 2023. By clicking on the **Orders** tab, then **Troop Initial Order** on the dropdown you can enter orders for each girl. You can also order additional cookies for your Troop booths, girl delivery, or direct sale orders. Orders for Girl Delivery will NOT auto-feed to Smart Cookies. Troop leaders must run a report and add Girl Delivery cookies to the Troop initial order. The system will automatically calculate rewards, but you will need to create your reward orders and select items/sizes when there is a choice. If you have any difficulties, please contact your SUPM or MEM for assistance. Plan carefully with girls and caregivers, once cookies are received, they may not be returned. All Gluten Free Caramel Chocolate Chip Cookies should be ordered with the initial order as we **WILL NOT** have extras available widely in the cupboards.

Log on to Smart Cookies™ to confirm and submit rewards by April 19, 2023 before **11:59 PM**.



**Family and Friends Out of Town? Local Customers want to order online? No Problem- Smart Cookies!**

Girl Scouts can have customers support them and their Troop by purchasing cookies online. Customers can use the girl's Smart Cookies link to place an order and can choose from 3 ordering options: Girl Delivered, Direct Ship, or Donate.

- Don't forget to add [noreply@abcsmartcookies.com](mailto:noreply@abcsmartcookies.com) to your approved senders so you do not miss the Smart Cookies Link!
- Girls can copy their link and share with customers via text, email, and social media.
- Caregivers must approve Girl Delivery orders within 5 days!

**Posting Individual Girl Scout links on classified sites, marketplace, community sites, etc. is not allowed.**

**Make sure your email address appears correctly in Smart Cookies™ so you receive all Cookie Newsletters™ with Help Clips to give you the tools to lead your girls to success! Keep an eye out for the handy Help Clips!**

## ACH and Banking Information

GSMW uses an Automated Clearing House (ACH) electronic payment method to handle troop payments to council for their cookie money due.

### ACH Setup:

Prior to the start of the Financial Literacy Program, each Troop must submit the ACH Authorization Form found online unless there is already one on file and there have not been any bank account changes. By March 25<sup>th</sup>, send the ACH Authorization Form to: [customercare@gsmw.org](mailto:customercare@gsmw.org) or mail to: **GSMW, Attn: Accounting, 2303 Grand Ave, Billings, MT 59102**

GSMW will send out an email through Smart Cookies from the email [noreply@abcsmartcookies.com](mailto:noreply@abcsmartcookies.com) 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 [gsmw.org/cookieresources](http://gsmw.org/cookieresources) and complete the 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: Thursday, April 20, 2023**  
**Email: Thursday, May 11, 2023**

**Sweep: Tuesday, April 25, 2023**  
**Sweep: Tuesday, May 16, 2023**

The sweep occurring on April 25, 2023 will be for 70% of the amount due to council. The sweep occurring on May 16, 2023 will be for the remaining balance due to council. The total balance due can be viewed by logging in to Smart Cookies and scrolling down on the Dashboard to view the financial information. You can also view finance reports under the Reports tab.

Troops will be required to have all monies in the account prior to the ACH withdrawal. 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.

If a Non-Sufficient Funds (NSF) check has been deposited into a Troop bank account and your Troop has been assessed a fee, please send the legal copy of the NSF check and the statement regarding fees from your bank to Council. NSF reimbursements will be automatically deposited into troop accounts via ACH.

**Council will not reimburse NSF checks that exceed \$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.**

### Important Tasks:

- ✓ DEPOSIT OFTEN!
- ✓ New Troops: Bank accounts must be established by March 10<sup>th</sup>.
- ✓ Make sure ACH Authorization Form is sent to council by March 25<sup>th</sup>.
- ✓ Verify that troop contact information is current in Smart Cookies™.
- ✓ Confirm all order information is correct in Smart Cookies™.
- ✓ Collect & deposit all money into Troop bank account in a timely manner.
- ✓ If your email address changes, notify GSMW by emailing [customercare@gsmw.org](mailto:customercare@gsmw.org) to ensure you receive all ACH related emails.

Any time money or product exchanges hands,

**YOU MUST COMPLETE A RECEIPT WITH SIGNATURES.**

Outstanding balance forms will only be accepted if accompanied by signed receipts.

## 2023 Cookie Program Timeline

**ALL Girl Scouts should be given the opportunity to participate in the Cookie Program!** Help girls set goals and plan how to use Troop proceeds. Attend the SU Cookie Rally and host a Troop cookie meeting (with girls and caregivers) to explain, train, and distribute materials. **ALL GIRLS MUST BE REGISTERED GIRL SCOUTS.** Ensure you have record of a signed permission forms for each participating girl. Money collected should be deposited into the Troop Bank account. **Any time money or product exchanges hands, a receipt should be completed with signatures.**

### Checklist of Important Dates

First-Year Troop Cookie Webinar	January 11
GSMW Volunteer Cookie Conferences	January 16 - 26
Service Unit Cookie Rally	January/ February
Volunteer Access Email- Smart Cookies	January 23
Smart Cookies Tech Webinar	January 31
Smart Cookies Setup Begins for Girls	February 1
Distribute Cookie Materials (No later than)	February 3
Initial Order Taking Begins	February 3
Council Booth Previews in Smart Cookies	February 6
GSMW Council Booth Sign-ups Begin (at 5 PM)	February 13
Check Girl Info in Smart Cookies	February 15
Paper Order Taking Ends	February 19
Troop Initial Order Due in Smart Cookies	February 21
New Troops: Open Bank Accounts (No later than)	March 10
Troop Cookie Pickups	March 14 - 22
Cookie Cupboards Open	March 23
Cookie Booths Begin	March 24
ACH Authorization Form Due	March 25
Cookie Program Ends - Last Day for Booths	April 16
Camp Earner Emails Sent	April 17
Camp Earner Early Selection Opens	April 19
Troop <i>Final Rewards</i> Due in Smart Cookies	April 19
ACH Confirmation Email Sent to Troops	April 20
Money Deposited into Troop Bank Account	April 22
ACH Sweep—70% of Amount Due	April 25
Outstanding Balance Forms & Receipts Due	May 8
ACH Confirmation Email Sent to Troops	May 11
Final ACH Sweep—Remaining Balance Due	May 16

Any Outstanding Balance Forms should be filled out online and submitted (with signed receipts and caregiver permission forms attached) to Council by **May 8<sup>th</sup>**.

Forms should be attached to the online form, but may be sent to:

Emailed to [customercare@gsmw.org](mailto:customercare@gsmw.org),

Mailed to GSMW: Attn. Accounting  
2303 Grand Ave, Billings, MT 59102

## We are here to support you.

Contact your Service Unit Product Manager Volunteer (SUPM) or your local GSMW Member Experience Manager (MEM).

SUPM: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

MEM: \_\_\_\_\_ Phone: 406-252-0488 Email: \_\_\_\_\_

Visit our Council Website at [www.gsmw.org/cookieresources](http://www.gsmw.org/cookieresources) for materials or email [customercare@gsmw.org](mailto:customercare@gsmw.org) for support.