girl scouts
of montana and wyoming

2025 Cookie Program
Girl Scouts of Montana and Wyoming

Service Unit Name and #: _____

Troop #: _____

Service Unit Product Manager (SUPM):

_____

Troop Leader: _____

Phone & Email: _____

Email: _____

Login: _____

Phone: _____

Password: _____

Contact your Service Unit Product Manager or local Member Experience Manager (MEM) for support.
More Info? Visit our site at www.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 25+ donated packages to receive the **2025 Cookie Share Patch**
▶ Sell 25+ Direct Ship cookies online to receive the **2025 Cookie Techie Patch**
▶ Participate in one cookie booth to receive the **2025 Booth Sales Patch***

*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 Embracing Possibility!

1. Check Smart Cookies for accuracy of your information and be sure all of your girls are listed.
2. Help girls set goals and plan how to use Troop proceeds.
3. Attend the Service Unit Cookie Rally.
4. Host a Troop Cookie Meeting with Caregivers and Girl Scouts to explain, train, get assistance, and distribute materials.
5. Remember, *all girls must be registered Girl Scouts.*
6. All money collected should be deposited in the Troop bank account.
7. Check out the 2025 Troop Guide for more information about Smart Cookies!

2025 Cookie Program Timeline

January 7	New Troop Cookie Training
Jan 14 - 23	GSMW Volunteer Cookie Conferences
Jan - Feb	Service Unit Cookie Rally
January 14	Volunteer Access Email- Smart Cookies Check Girl Info in Smart Cookies
January 27	Volunteer Access Email- Digital Cookie
January 28	Cookie Technology Webinar
January 29	Digital Cookie Setup Begins for Girls Caregiver Cookie Training
January 31	Distribute Cookie Materials Initial Order Taking Begins
February 3	Council Booth Previews in Smart Cookies
February 7	Early Council Booth Sign-ups Begin
February 10	Council Booth Sign-ups Begin at 5 PM
February 16	Paper Order Taking Ends
February 18	Troop Initial Order Due in Smart Cookies
March 6	New Troops: Open Bank Accounts ACH Authorization Form Due
March 11 - 19	Troop Cookie Pickups
March 20	Cookie Cupboards Open
March 21	Cookie Booths Begin
April 13	Cookie Program Ends – Last Day for Booths
April 14	Camp Credit Earner Emails Sent
April 16	Camp Credit Earner Registration Opens Troop Final Rewards Due in Smart Cookies
April 17	ACH Confirmation Email Sent to Troops
April 19	Deposit Money into Troop Bank Account
April 22	ACH Sweep—70% of Amount Due
May 5	Outstanding Balance Forms & Receipts Due
May 8	ACH Confirmation Email Sent to Troops
May 13	Final ACH Sweep—Remaining Balance Due
May 19	Camp Credit Earners Pay in Full Deadline

Ways to Participate in the Cookie Program
1. Pre-order cookies through paper orders (Jan. 31st – Feb. 16th)
2. Digital Cookie online orders (Jan. 31st - Apr. 13th)
3. Post-Initial Paper Order Cards (Feb. 17 - Mar. 20)
4. Booth and in-hand cookie sales (Mar. 21st – Apr. 13th)

Entering your Troop Order in Smart Cookies
- Enter Troop orders before 11:59 PM on Tuesday, February 18th.
- 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 turn in Paper Order Card totals to the Troop by February 16th for entry in Smart Cookies. Approved Digital Cookie Girl Delivery Orders placed prior to Feb 12th will auto-feed to Smart Cookies.
- Troop leaders must run the Girl Cookie Order Details report for girl delivery orders placed Feb 13th - Feb 18th and enter additional cookies on the Girl Scout initial order, if extras were not ordered by the girl and 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 must complete this step. If you have any difficulties, please contact your Service Unit Product Manager or Member Experience Manager for assistance.
- Plan carefully, once cookies are ordered & received, they **cannot** be returned. Caramel Chocolate Chip Cookies (gluten/allergen free variety) were pre-ordered and will be received with the Initial Order. We will NOT have extras available in the Cookie Cupboards, but you can coordinate with other Troops to get additional specialty cookies.
- Log on to Smart Cookies to confirm and submit rewards by April 16th before 11:59 PM.

Online Cookie Purchases
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. Unapproved orders will be cancelled or donated depending on customer choice at the time of the order.
- 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 previously 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 6th.

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 Leader/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 17th, 2025   **Sweep: Tues, April 22nd, 2025**
Email: Thurs, May 8th, 2025   **Sweep: Tues, May 13th, 2025**

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 that 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 submitted online prior to the Troop paying for their Cookie Balance in full or no later than May 5th. Outstanding Balance Forms will only be accepted if accompanied by signed receipts.

Important Tasks
1. New Troops: Bank accounts must be established by March 6th.
2. Make sure the ACH Authorization Form is submitted to Council by March 6th.
3. Make collecting money easier: Give caregivers the Troop bank account number and request they deposit cash and checks directly to the bank. Just have them text you a copy of the deposit slip with the Girl Scout's name written on it! DEPOSIT OFTEN!
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.
7. If your email address changes, notify Council by emailing customercare@gsmw.org to ensure you receive communications.