

# Girl Scout Cookie Program

## Weekly Bites: February 10 - 16

### Weekly Bites

1. Booth selections begin today, Feb. 10<sup>th</sup> at 5:00 PM
2. Initial Order Entry Webinar is Feb. 12<sup>th</sup> at 6:00 PM
3. Caregiver Paper Order Card totals due to troop Feb. 16<sup>th</sup>
  - Run a Girl Cookie Order Details Report
4. Gluten Free Cookie Update/Guidance
5. National Girl Scout Cookie Weekend is Feb. 21<sup>st</sup> – 23<sup>rd</sup>

### 1. Booth Selection Rounds

Get ready to select Council-arranged Cookie Booths for your troop. During the times below you can sign up for these high-traffic booths for your troop. Log in to Smart Cookies, hover over the Booths tab and click on “Schedule booths”. Search for available booths and be ready to select your top choices!



### 2. Initial Order Entry Live Webinar

Join us for a dedicated webinar focused entirely on placing your Initial Order! We'll guide you through the order entry process, show you how to pull and use the Girl Cookie Order Details report to add sales to Girl Scouts, provide booth ordering guidance, and more.

Come prepared with questions and examples and let us assist you during our [Evening with a Cookie Expert Webinar on February 12<sup>th</sup> at 6:00 PM!](#)

### 3. Paper Order Card Totals Due

Caregivers need to submit Paper Order Cards totals to the troop by Feb. 16<sup>th</sup>.

**Important Reminder:** Online Girl Delivery Orders up to Feb. 12<sup>th</sup> automatically feed from Digital Cookie to Smart Cookie and do not need to be entered.

Troops should pull the Girl Cookie Order Details report in Smart Cookies to add any Girl Delivery sales from Feb 13<sup>th</sup> –18<sup>th</sup> to the girl in the Initial Order entry tab. Take advantage of the [Intial Order Worksheet](#) to help you plan your order.

**Important Reminder:** Caregivers will not have access to enter orders in Digital Cookie.

Date/Time	Council Booth Sign-up Round	Limit	Booth Type
February 10 <sup>th</sup> at 5:00 PM	Council Booth Selection	6 Total	2 Premium Booths
February 12 <sup>th</sup> at	Council Booth Selection	6 Total	2 Premium Booths
February 13 <sup>th</sup> at 5:00 PM	All Remaining Booths Open for Selection	No Limit	All Booths

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## Weekly Bites: February 10 - 16 (Continued)

### 4. Gluten Free (GF) Cookies

Make sure to not exceed the amount of Gluten Free Caramel Chocolate Chip cookies that you requested and were approved.

Need more GF Cookies? You can place an [Additional Gluten Free \(GF\) Request](#) and Council will fulfill requests as we are able in the order they are received.

If your order exceeds the number of cookies you are receiving, we will contact you and ask that you edit the order to reflect the cases of Caramel Chocolate Chip cookies that you will be receiving.

If Council is unable to get you additional GF Cookies through the above request, please reach out to other troops within your Service Unit or region to get the cookies you may need. Email [customercare@gsmw.org](mailto:customercare@gsmw.org) for assistance.

### 5. National Girl Scout Cookie Weekend

From Feb. 21<sup>st</sup>–23<sup>rd</sup>, Girl Scouts nationwide come together to celebrate the entrepreneurial spirit fostered through the Cookie Program! How will your troop join the fun, showcase your cookies, and boost sales?

Make sure your Troop Site Link is set up—this is when customers can search for and purchase from your Ship-Only link through the [GSMW Cookie Finder](#).

### Links

1. [Register: Evening with a Cookie Expert Webinar](#)
2. [Booth Selection Help Clip](#)
3. [Booth Request Form](#)
4. [Entering a Troop Secured Booth Help Clip](#)
5. [Entering the Troop Initial Order in Smart Cookies](#)
6. [Girl Delivery: Orders, Reports and Transfers](#)
7. [Intial Order Worksheet](#)
8. [Additional GF Request Form](#)

### February Cookie Program Calendar

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
9	10 Council Cookie Booth Sign-ups Begin	11	12 Initial Order Entry Webinar 6 PM	13 Cookie Program Office Hours	14	15
16 Paper Order Taking Ends	17	18 Troop Initial Order Due in Smart Cookies	19	20	21	22