



Cookie Program

Week of March 23

Weekly Bites

- Distributing Cookies
- Booths (Counterfeit Money Alert!)
- Challenges
- Hats Arriving

Distributing Cookies

Girl Delivery Orders

Run the [Girl Cookie Order Details report](#) throughout the season to make sure your Girl Scouts get credit for their cookie packages from Girl Delivery Orders. Since the orders are paid online, the financials will already be credited to the girl, but not the packages. You may need to complete a [‘Troop to Girl’ transfer in Smart Cookies.](#)

Taking Payments for pre orders/paper order card sales Payments for paper order card orders can be taken on the app as a “Give Now” order.

1. Make sure you are on your girl’s account (not the troop)
2. Click “+ New Cookie Order”
3. Make sure the delivery option at the top says “Delivery Option: Give Now”
4. Enter the cookies for the order and then click “checkout”
5. Confirm the method of sale under “SUBTOTAL” is “give cookies to customer now”
6. Choose payment method and get information/payment from customer
7. Make sure to log cash payments for easy tracking and recording

Cookie Share/Donation Orders

Donation orders that took place after Initial Order (February 20th) and were not: a) donation only online orders or b) already credited in a booth, need to be credited to the Girl Scout via [Virtual Cookie Share](#) in Smart Cookies. These totals can be found in the Girl Cookie Order Details report.

Troop Online Sales Distribution

If your troop has a site link enabled with shipping capability, you may have shipped orders that need to be distributed either to the troop in general, or to individual Girl Scouts in your troop. By the end of the season make sure to [distribute](#) all packages.

Girl Financial Transactions

Girl financial transactions including cash (make sure to pull the “All Order Data” report in Digital Cookie) and check need to be logged in Smart Cookies. Whenever a caregiver turns in payments, it’s important to write a receipt, get the caregiver’s signature, and provide them with a copy. Then log it into Smart Cookies so that Council will have access to help with any discrepancies.

Use the [Digital Cookie Mobile App New Cookie Order Tip Sheet](#) for more information and guidance.





Booths

Booth cancellation/removal

If you are unable to attend a booth that you reserved, make sure to remove the reservation from Smart Cookies.

1. Click on the “booths” tab on top of your dashboard
2. Click on “my reservations”
3. Find the reservation you need to cancel > scroll to the left and locate the 3 dots
4. Click “remove reservation”

If this step is not taken, customers may show up to a booth with no Girl Scouts and cookies, and nobody wants that! If you need assistance removing a reservation, please email customercare@gsmw.org.

Taking Payments

- Check out [this video](#) that discusses how to accept credit card payments at booths through Digital Cookie and how to [set up a pre-pay virtual pickup booth](#).
- Don't forget, you can only take credit card payments through Digital Cookie once booths are [entered and approved](#). Booths must be entered 24 hours in advance for Council approval.
- Cash and check are always accepted at booths. Just remember that checks must be written out to the Troop, under \$200, and deposited within 30 days of check date.
- **Note:** deposits for booths cannot be logged in Smart Cookies. You need to deposit the funds into your troop bank account and keep track of those deposits offline.

How to Place a Planned Cupboard Order

Need more cookies? You can restock your inventory as needed from your local cookie cupboard! Watch this [Help Clip](#) on how to place a planned order.

Smart Booth Divider

Following a booth, you should credit cookies sold to your Girl Scouts.

1. Under the ‘Booths’ tab > My Reservations,
2. Click the three (3) dots to the right of your booth, and
3. Select [Smart Booth Divider](#).
4. Then you will enter the total packages sold by variety and distribute to your Girl Scouts.

Important Note

Outstanding Balances at the end of the season will not be accepted without signed receipts.

Counterfeit Bills

We have had a report of counterfeit money being received at a cookie booth. The bill clearly noted that it was not real but was still very convincing. Please make sure to look closely at each bill you receive and use caution with \$20 and higher bills. Find out some helpful ways to identify a counterfeit bill [here](#).

Council is unable to reimburse troops that receive counterfeit money.





Challenges

B2B Bingo – Sell Cookies, Win Prizes!

The B2B Bingo challenge has been in full swing since January 30th — and with just 3 weeks left, now is the time to make your final push! If your Girl Scout hasn't started yet, there's still time to jump in. And if she's already been hitting those businesses, keep going — a Bingo or Blackout could still be within reach! Don't let those blank squares sit empty — every business visit is a chance to win!

How to Play

- Get 4 in a row (Bingo!) to earn our exclusive B2B Patch and one entry to win one of 12 \$40 Build-a-Bear gift cards!
- Want more chances to win? Fill all 16 squares (Blackout!) and receive our exclusive B2B Patch and five entries to win a \$40 Build-a-Bear gift card!
- Important: Your Blackout Bingo Sheet must be different from the one used for your 4-in-a-row submission.

How to Get Started:

- [Download the Bingo Sheet](#)
- [Submit your completed sheet](#) by April 12 at 11:45 PM
- Winners Announced: May 29 on our [Facebook](#) page

Where to Sell?

Visit local doctor's offices, banks, post offices, and other businesses with lots of employees—these are great places to boost your Girl Scout Cookie sales!

The Ferret 500

Your troop has been working hard all season — now let's finish strong! Troops that reach a 500+ Per Girl Average (PGA) will unlock a sweet bonus through our Ferret 500 Frenzy challenge. Keep rallying your girls, stay focused on those bold goals, and push for that 500+ mark — you've got this!

Troops who hit the 500+ PGA threshold will earn \$0.10 per package sold as a GSMW Reward Card or Amazon gift card — meaning the more your troop sells, the bigger your reward. Every package truly counts!

That gift card can go right back into your troop experience — uniforms, meeting essentials, outdoor tools, and more. Whether it's stocking up on program supplies or planning something special for your girls, this reward helps fuel even more Girl Scout adventures.

Set the goal, make the plan, and let's see which troops will join the Ferret 500 Frenzy this season!





Challenges (continued)

5 for 5 Cookie Challenge – A Sweet Way to Win!

Every 5 packages a customer buys = one entry to win 5 CASES of Girl Scout Cookies! The more they buy, the more chances they have to win — it's a deal that sells itself!

Here's how it works:

- For every 5 packages purchased, write your troop number on an [entry card](#) and hand it to your customer (Juliettes: add your first name and last initial!)
- Customers [submit their entry card](#) info for a chance to win
- Display our [5 for 5 flyer](#) at your booth to get customers excited before they even walk up!

On May 29, we'll draw five luck winners, each receiving five free cases of Girl Scout Cookies (60 packages) – at no cost to the participating troops!

Plus, the troop or Juliette who sold to each winning customer will also receive five cases to donate to a cause of their choice. The winners will be announced on our [Facebook page](#) – Good luck, Girl Scouts!

BFF Trucker Hats

Hats have shipped to Service Units and will be distributed as soon as the volunteers are able. If you receive hats for more than one troop or individual, there should be a note in the box. Hats are to be distributed to the girls that had sales on the initial order and the appropriate number of leaders for the girls age levels. There may be extras for other leaders!

Sell More Explore More

The clock is ticking on your chance to take home \$250! The troop with the highest Exploremores PGA as of April 12th walks away with a \$250 Amazon gift card — and there's still time to make your move!

Keep the conversation going with every customer — talk up what makes Exploremores special and watch those numbers climb. Every single box counts in this final stretch, so don't leave any sales on the table!

The troop with the highest Exploremores PGA on April 12th takes the prize. Who's it going to be?



Helpful Links

- [Cookie Booth Etiquette](#)
- [GSMW Booth Request Form](#)
- [Booth Sales Tracker by Variety](#)
- [Booth Sales Tracker by Transaction](#)
- [Digital Cookie Mobile App Tip Sheet](#)
- [Placing a Planned Order at a Cupboard](#)
- [Reserving an Existing Booth](#)
- [Creating a Troop Secured Booth](#)
- [Using the Smart Booth Divider](#)
- [Cookie Challenges Website](#)