



Cookie Program

Week of April 6



Weekly Bites

- Challenges: No-Risk Cupboards
- Distributing Cookies
- Adding Payments to Girls
- Camp Credit Earners
- Program Reward Selections

Evening with a Cookie Expert

Join us this [Wednesday, April 8th at 7 PM](#) for a comprehensive walkthrough of what needs to be done to close out your sale successfully. Come prepared with any questions you may have.

Challenges

Check out all the opportunities available on our [Challenges Page](#). Don't miss out! Submit your [B2B Bingo](#) cards by April 13th.

NO-RISK COOKIE PICKUPS – LIMITED TIME ONLY!

It's the final week of cookies and we have a great opportunity for you to help your troop and Girl Scouts reach your goals! Beginning TODAY April 6th, Troops and caregivers can pick up cookies from a Council Cupboard to have No-Risk Walkabouts or Booths!

A No-Risk Cookie Cupboard allows you to return any unsold cookie cases or packages that you picked up by 7 PM* on April 13, 2026, at no cost to you or your troop. This is a great opportunity to boost your sales during the final week of the Girl Scout Cookie Program without the worry of leftover inventory.

** Please note your local cupboard manager may need them back sooner than 7pm based on their availability.*

Key details:

- Caregivers will need to let leaders know when they would like to place a cupboard order. Leaders will place the order on their behalf, but caregivers are responsible for their own pickup and returns to the Council Cupboard.
- All returns must be made by 7 PM on April 13. No exceptions.
- Cookies returned must be out of the inventory you signed out during the No Risk promotional period April 6th-12th.
- Any cookies not returned by the deadline will be the financial responsibility of the person who signed for them.
- This is a first-come, first-served opportunity, so be sure to place your planned cupboard order as soon as possible through [Smart Cookies](#). Learn how to [place a cupboard order here](#).

If you have any questions, please email customercare@gsmw.org or reach out to your local cupboard manager!



Distributing Cookies from Orders

Girl Delivery Orders

1. Run the [Girl Cookie Order Details Report](#) under the 'Reports' tab to make sure girls have received credit for all their Girl Delivery and applicable donation orders.
2. Compare the girls' cookie totals to your receipts and transfer any missing packages to your Girl Scouts via a Troop to Girl (T2G) transfer for credit.
3. Make sure to credit any in person donations girls may have received via [Virtual Cookie Share](#).
 - Donations that occur on Girl Delivery orders with other cookies need to be credited via Virtual Cookie Share.
 - Donation only orders require no action and are automatically credited.
4. Make sure you ONLY transfer packages from Girl Delivery orders and not Direct Shipped orders as girls automatically get credit for these in Smart Cookies.
5. Make sure to leave detailed notes on every order to prevent duplicate transactions.

Troop Direct Ship Sales

If your troop site received sales that were direct shipped, you can distribute these sales as well to help your Girl Scouts reach their goals. Under the 'Orders' tab in Smart Cookies:

1. Select "Troop Direct Ship Orders" to see if you have orders pending distribution
2. At the bottom of the screen, select "Distribute Orders to Girls"
3. Proceed with distributing cookies as you see fit. There is no financial responsibility attached to this distribution.

Virtual Cookie Share

Make sure to pull the "Pending Manual Cookie Share Orders" report. This will show the cookie share balance that each girl should have outside of Digital Cookie and booth sales.

A negative balance means that there are outstanding cookie share packages that must be entered while a positive balance would indicate cookie share orders entered that were paid outside of Digital Cookie.

If you would like to personally deliver your troops donation orders, You can place your order for your Cookie Share donations [here by April 30th](#). You will be contacted in early May with more details on when you can pick those up.

Booths

Make sure that you distribute all your booth sales to credit the girls. If you use the Smart Booth Divider, your Girl Scouts will earn the booth patch.

If you have a "virtual delivery pending distribution" showing in your booth reservations, you can use the smart booth divider to distribute those sales to your Girl Scouts. Sales listed under this booth are:

- Girl Delivery Orders taken under the troop site
- In-hand cookie sales taken under the troop site, not at a booth.

Pull the "All Order Data" report from Digital Cookie if you want to see the details of those sales. If you already distribute troop girl delivery orders down to the girl and in-hand troop orders in booths, then no action is needed.



Adding Payments to Girls

[Log all girl payments and deposits](#) including Digital Cookie Cash transactions into Smart Cookies under Girl Financial Transactions. If there are any outstanding balances, Council will reference Smart Cookies to help audit and assist you. Whenever money is received by the caregiver, a signed receipt should be completed for both parties. [Outstanding Balances](#) at the end of the season will not be accepted without signed receipts.

Booth payments/deposits cannot be logged in Smart Cookies. Make sure to deposit any booth money into the troop account and keep records manually to compare with money owed for your program.

Camp Credit Earners

Please be sure to distribute cookie sales to **potential Camp Credit Earners before April 13th**. All balances must be paid in full by May 18th for camp selections to be retained. There are no exceptions.

Camp Credit Earners will be receiving an email with registration instructions on Monday, April 13th. Registration for Camp Credit Earners begins on the 15 at 9 AM and all camps are first come first served.

Program Reward Selections

Reward selections are due no later than April 15th at 11:59 PM. If there are selections that have not been made by this date, Council will select the default option. You can pull the “Reward Selection” report in Digital Cookie to see the selections your Girl Scouts might have made and enter them in Smart Cookies; these choices do not sync to Smart Cookies from Digital Cookie.

Opt-out troops still need to create a recognition order in Smart Cookies as there are patches, camp credit, and membership rewards they can earn.

Helpful Links

- [Evening with a Cookie Expert - April 8th 7 PM](#)
- [Girl Cookie Order Details Report](#)
- [Girl Balance Summary Explanation](#)
- [Managing Reward Orders](#)
- [Adding Girl Financial Transactions](#)
- [Cookie Share Donation request](#)

